

## **SAFEGUARDING AND CHILD PROTECTION POLICY**

**THE FEDERATED GOVERNING BODY OF  
DANE COURT GRAMMAR SCHOOL AND  
KING ETHELBERT SCHOOL**

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreed:                      October 2019**

**To be reviewed:        October 2020**

# Coastal Academies Trust (CAT) Safeguarding Position Statement

## **CAT SAFEGUARDING STATEMENT**

CAT is wholly committed to ensuring that all children and young people are cared for in a safe, nurturing and secure environment in our academies. We are fully committed to safeguarding and promoting the welfare of all the pupils and staff within the academy trust and expect all staff and volunteers to share this commitment. To fulfil this commitment we have robust systems in place for:-

- Policy and procedures
- Safe recruitment of staff and volunteers
- CAT responsibilities
- Training

### **Policy and procedure**

The Child Protection/Safeguarding policy is reviewed and agreed on an annual basis to ensure that key messages from legislation and guidance are embedded within all of our academies. Policy and procedures are developed using Keeping Children Safe in Education September 2019 and other key Government guidance.

Additional support and challenge is made to ensure other safeguarding policies and procedures are effective such as Online Safety, Anti Bullying, Codes of Conduct, Pupil Behaviour and Attendance.

CAT expects that each academy will follow the guidance and child protection procedures provided by their Local Authority children's services departments.

### **Safe recruitment of staff and volunteers**

Safer recruitment is an important part of safeguarding children and is the first step to safeguarding and promoting the welfare of children in education.

CAT views it is vital that there is a culture of safe recruitment and has adopted recruitment procedures that will deter, reject and identify people who might be unsuitable to work with children and young people.

Each academy has a Safer Recruitment Policy to ensure that the recruitment and selection processes outlined:

- are robust and meet the requirements of Keeping Children Safe in Education September 2019
- have relevant vetting and checking procedures
- include a robust induction
- provide an ongoing training infrastructure

The policy outlines the steps that academies within our trust will take to ensure those employed in our academies are safe to work with children and young people and its main purpose is:

- to prevent unsuitable people working within our schools
- to attract the best possible candidates to work in our schools
- to create and maintain a safe workforce

Each school maintains a single central record to provide reassurance that all staff and volunteers are recruited safely. The trust undertakes annual peer to peer checks across the trust which include providing challenge and support to ensure the SCR is compliant.

### **CAT responsibilities**

CAT is committed to the following core safeguarding principles;

- The Trust's responsibility to safeguard and promote the welfare of children is of paramount importance.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Children who are safe and feel safe are better equipped to learn.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, Governors and Directors to share this commitment.
- All staff, volunteers, Governors and Directors have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm at home, in the community or in an academy.
- If, at any point, there is a risk of immediate serious harm to a child a referral will be made to Children's Social Care immediately.
- All staff members will maintain an attitude of 'It could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members are to always act in the interests of the child.
- Students and staff involved in child protection issues will receive appropriate support.
- Policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review.

### **Training**

CAT ensures that its academies comply with training requirements as defined in Keeping Children Safe in Education;

- all school staff must undergo safeguarding and child protection training at induction and a signed record will be kept of those who have attended. This training should be updated "regularly" and a record will be kept of those who have attended.
- safeguarding training during induction should give staff an awareness of the school's safeguarding systems. Induction training should also cover:
  - The child protection policy
  - The staff behaviour policy/code of conduct (training should cover the school's whistleblowing procedures)
  - The role of the designated safeguarding lead (DSL)
  - The DSL and any deputy DSLs should undergo training that provides them with the knowledge and skills needed to perform the role. This training should be updated every two years.
- The DSL should undertake training on the government's anti-radicalisation strategy, Prevent. All staff, volunteers and Governors receive Prevent training.
- The knowledge and skills of the DSL and deputies should be updated "at regular intervals".
- The DSL and Deputy DSLs across the trust meet as a group during the academic year to share practice, updates and feedback on peer to peer to reviews, to ensure compliance and consistency of approach across the trust
- Safer recruitment training is completed for required staff and Governors.

- Our academies are additionally required to ensure all staff, volunteers and Governors have opportunities to explore learning in relation to female genital mutilation, managing allegations and online safety.

#### CAT list of DSL and Deputy DSLs

Academy	DSL	Deputy DSL	Contact
<b>Cliftonville</b>	Claire Whichcord	Louise Wilson Anita Fourie Mel Saddington	01843 227575
<b>King Ethelbert</b>	Daniel Bennett	Gail Soal Jo Setterfield	01843 831999
<b>Hartsdown</b>	Matthew Tate	Kendra Houseman	01843 227957
<b>Dane Court</b>	Steven Sunderland	Rachel Rolls Anita Ives	01843 864941
<b>Royal Harbour</b>	Roger Sancto	Claire Amos	01843 572500

#### Introduction

At Dane Court and King Ethelbert Schools we are committed to safeguarding children and young people and we expect everyone who works in our schools to share this commitment.

Adults in our schools take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

We will always act in the best interests of the child.

This policy document covers Child Protection and safer recruiting however safeguarding issues in our schools are addressed in the following policies and covered in aspects of others:

Anti-bullying

Attendance

Online Safety

Drugs

Staff conduct

Sex and relationship education

#### Definition of Safeguarding

- "Safeguarding is not just about protecting children, learners and vulnerable adults from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education." (Inspecting safeguarding in early years, education and skills settings, Ofsted, September 2019).
- All safeguarding policies will be reviewed on an annual (minimum) basis by the Governing Body which has responsibility for oversight of school safeguarding and child protection systems. The Designated Safeguarding Lead / Head of School will ensure regular reporting on safeguarding activity and systems in school to the Governing Body. The Governing Body will not receive details of individual pupil situations or identifying features of families as part of their oversight responsibility.
- There are four main elements to our child protection policy
  - **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
  - **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);

- **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);

**Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. 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.

- The school acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):
  - Bullying (including cyberbullying)
  - Children and the court system
  - Children Missing Education (CME)
  - Children with family members in prison
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child criminal exploitation (County Lines)
  - Domestic Abuse
  - Homelessness
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Female Genital Mutilation (FGM)
  - Forced marriage
  - Gangs and youth violence
  - Gender based abuse and violence against women and girls
  - Hate
  - Honour based abuse
  - Mental health
  - Missing children and adults
  - Online safety
  - Peer on Peer Abuse
  - Prevent duty (radicalisation and extremism)
  - Private fostering
  - Relationship abuse
  - Sexual violence and sexual harassment between children
  - Human trafficking and modern slavery
  - Youth produced sexual imagery or "Sexting"

(Also see Annex A within 'Keeping children Safe in Education, September 2019)

## 1. Rationale

The Governing Body and staff of Dane Court and King Ethelbert Schools take seriously our responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of all children and to work together with other agencies to ensure adequate arrangements are in place within our school to identify, assess and support those children who are suffering harm.

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, Sections 175 and 176 Education Act 2002 and related guidance including:

The Framework for the Assessment of Children in Need and their Families (2000)

Working Together to Safeguard Children (2018)

Keeping Children Safe in Education (September 2019)

What to do if you're worried a child is being abused (2015)

This policy has been written in conjunction with:

- SEN Policy
- Safeguarding Principles
- Whistleblowing
- Staff Conduct

- Online Safety
- Teaching Standards
- The Prevent Duty

The Designated Safeguarding Leads (DSLs) with overall responsibility for child protection at Dane Court Grammar School are Steve Sunderland (lead) with Rachel Rolls and Anita Ives (deputies) and at King Ethelbert School Dan Bennett (lead), Gail Soal (Deputy).

The member of the governing body who has overall responsibility for child protection is Emily Johnson.

## **2. Purpose**

- 2.1. To ensure that the welfare of the children in our care is our paramount concern.
- 2.2. To provide an environment in which children feel safe, secure, valued and respected; confident to talk openly and sure of being listened to.
- 2.3. To provide suitable support and guidance so that pupils have a range of adults who they feel confident to approach if they are in difficulty.
- 2.4. Through the curriculum to provide opportunities for increasing self awareness, self esteem, assertiveness and decision making so that pupils have a range of contacts and strategies to promote their own protection and understand the importance of protecting others.
- 2.5. To work with parents or guardians to build an understanding of the school's responsibility to ensure the welfare of all children including, where appropriate, the need for referral to other agencies.
- 2.6. To ensure all staff are appropriately trained and updated and able to recognise the signs and symptoms of abuse displayed by vulnerable children including those being groomed into radicalisation, extremism, child criminal exploitation and child sexual exploitation (*see Appendix D*); and are aware of the school's procedures and lines of communication.
- 2.7. To prevent the exploitation of vulnerable children and young people.
- 2.8. To monitor children who have been identified as 'in need'. This will include the need for protection and keeping confidential records that are stored securely and shared appropriately with other professionals.
- 2.9. To develop effective and supportive liaison with other agencies.
- 2.10. To avoid Peer-on-Peer abuse.

## **3. Guidelines**

### **3.1. Procedures**

- a) Staff are trained on the definitions and signs and symptoms of abuse. There are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- b) Staff need to be aware of the signs and symptoms of extremist and distorted views which could lead to radicalisation (*see Appendix A*)
- c) Staff should be aware of the issues surrounding human trafficking and should be proactive in reporting any concerns.
- d) All staff have been issued with the DfE guidance (Part 1 and Annex A) Keeping Children Safe in Education (September 2019). This document outlines the

definitions and lists signs and symptoms of abuse. All staff will sign or e-mail to say they have read the guidance and a record will be kept.

**e) The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

**3.2. Responding to concerns. (see flowchart at Appendix F)**

- Concerns for a child may come to the attention of staff in a variety of ways e.g. observation of behaviour, injuries or disclosure, changes in the child's demeanour including attempts to hide their views or, conversely, outspoken promotion of extremist ideologies. Any member of staff who has a concern for a child, however insignificant it may seem, should discuss this with the DSL and/or appropriate pastoral staff as soon as possible.
- More serious concerns must be reported to the DSL/DDSL immediately to ensure that any necessary intervention can be accessed.
- If a child makes a disclosure of abuse to a member of staff they should:
  - Allow the child to make the disclosure at their own pace and in their own time. If this is impracticable due to commitments they must seek support from DSL immediately
  - not offer confidentiality. Staff must pass details to DSL
  - avoid interrupting except to clarify what child is saying
  - not ask leading questions or probe for information that the child does not wish to volunteer
  - reassure the child that they have made to the right decision to say something
  - explain what they will do next and to whom they will have to speak and why, reassuring the child that this is the right thing to do
  - record the conversation in writing as soon as possible and pass to DSL
  - inform the DSL
- c) The DSL will liaise with a variety of support agencies including Social Services, the Police, the Channel Programme (risk of radicalisation), Kent Safeguarding Children multi-agency partnership (KSCMP) and the Education Safeguarding Service (Area Safeguarding) as necessary.

**3.3. Record Keeping**

- a) Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. Any incident or behavioural change that gives cause for concern should be recorded on an incident sheet. It is important that records are factual and reflect the words used by the child. Records must be signed and dated, with timings if possible. Serious cases involving details of child protection matters may be taken to court and these initial notes may be needed.
- b) The information recorded should include:
  - child's name and tutor/mentor group
  - the incident(s) which give rise to concern with date(s) and time(s)
  - a verbatim record of what the child has said
  - the action taken
  - if recording bruising/injuries indicate position, colour, size, shape and time seen, on a body map sheet that is available from DSL. It is essential that with such observations that the DSL is advised asap and without fail, the same day.

Written information should be passed at the earliest opportunity to the DSL. The DSL will keep the Head of School informed of any significant issues.

- c) It is important to remember that any issues are **confidential** and staff should only give and receive information on a 'need to know' basis. Discuss with DSL if unsure.

- d) The DSL will ensure that records relating to concerns for the welfare or safety of children are kept separate from other files and are stored securely. Information will be shared on a strictly need to know basis and in line with child protection policy guidance.

#### **3.4. Referrals to Social Services**

- a) Anyone can refer to social services although this will usually come through the DSL/DDSL. In the absence of the DSL/DDSL, the Head of School will make the decision. To help with this decision the DSL/DDSL may choose to consult with the Education Safeguarding Service (Area Safeguarding). Advice may also be sought from Social Services (via the Integrated Front Door) who offer opportunities for consultation as part of the Child in need/child protection process. Issues discussed during the consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Social Services is made. **In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought.**
- b) Referrals to Social Services will be made using Kent's Single Request for Support Form, via the Integrated Front Door on the kelsi website. Where it is believed that there is an immediate safeguarding concern for a child or young person, "Yes" should be selected in the relevant section on the uploading tool. If in doubt whether a concern reaches threshold, a telephone consultation with the Integrated Front Door will be made prior to the form being completed and submitted.
- c) If a child is referred, the DSL/DDSL will ensure that the Head of School and other relevant staff are informed.
- d) If after consultation with the DSL/DDSL, a member of staff feels that appropriate action is not taken in respect of his or her concerns for the child s/he should refer directly to Social Services. The Head of School should be informed of this decision.

#### **3.5 The Child Protection Register**

- a) Members of staff who have direct pastoral responsibility for children who have been referred to Social Services may be called to attend Case Conferences. This should be discussed with the DSL before attending the conference and full information about the child or children's progress should be made available. It may be recommended that a child or children may be placed on the Child Protection Register at such a conference.
- b) Pastoral staff should liaise with the Form Tutor/Mentor to ensure that these children are monitored very carefully. Any concern should be recorded on an incident sheet and passed immediately to the DSL/DDSL, or in her/his absence, the Head of School.

#### **3.6 Safeguarding Children with Special Educational Needs and Disabilities**

- King Ethelbert and Dane Court Grammar School acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.
- King Ethelbert and Dane Court Grammar School will ensure that children with SEN and disabilities, specifically those with communication difficulties, will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.



### **3.7 Security**

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors, volunteers and guest speakers coming into school as outlined within guidance. The school values the opportunities presented by external speakers for students to experience diverse opinion, gain additional knowledge and enter into debate. The content being presented will be reviewed with the guest speaker prior to the talk taking place to ensure it is appropriate and relevant. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

### **3.8 Concerns involving members of staff**

- a) Any concerns that involve allegations against a member of staff should be referred immediately to the Head of School. As appropriate the Head of School will contact the LADO to discuss and agree further action to be taken in respect to the child and the member of staff. Concerns about the Head of School or Executive Headteacher should be referred immediately to the Chair of Governors.
- b) **All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt-consult.**

See Appendix G and the Whistleblowing Policy for further information regarding whistleblowing.

### **3.9 Federation Code of Practice**

- a) All school staff should take care not to place themselves in a vulnerable position with relation to child protection. It is advisable that work with individuals is conducted in view of other adults, and with an open door.
- b) Physical intervention should only be used when the child is endangering him/herself or others. Any such event should be recorded and signed by a witness if possible, and passed to the DSL or the Head of School. Staff should refer to the school's positive handling policy.
- c) Under no circumstances should a meeting out of school be arranged between staff and a child, or children, who attend Dane Court or King Ethelbert Schools, unless the permission of the Head of School has been given for an educational visit, with full details recorded and approved. Guidance for planning a school trip can be found in the 'Planning a school trip' document, on Googledocs (Dane Court) or is attached to the orange GOF form in the reprographics room (King Ethelbert). It is also inappropriate for members of staff to give private, including mobile, telephone numbers or home addresses to children who attend the school, or to their parents or carers.
- d) Any contact is of a professional nature and must be made through the school office. A professional relationship should be kept with children at all times, anything less is unacceptable. Staff must not have any contact with current pupils or former pupils under 18 years of age online or through any form of social media. Communication with pupils should only be conducted through our usual channels and should be related to school matters only. Breach of this policy may result in disciplinary action up to and including dismissal.

- e) If a member of staff has any concerns about a child wishing their relationship to be anything other than totally professional, they should discuss the matter with either the DSL or the Head of School immediately.
- f) All staff are aware of the Staff Conduct Policy and DfE guidance 'Keeping Children Safe in Education' (September 2019) (Part 1 and Annex A) and have read these documents alongside the Teaching Standards (2014). All staff will sign or email to confirm that they have read the documents and a record will be kept.

#### **4.0 Supervision and Support**

- a) Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL. A range of scenarios intended to clarify actions to be taken by staff are included in *Appendix C*.
- b) All Newly Qualified Teachers and other staff new to teaching and/or to King Ethelbert School and Dane Court School will have training sessions focussing upon child protection as part of their Induction Programme. They will also have Induction Mentors who may provide guidance or discuss any areas of concern. All staff will receive training in the area of child protection.
- c) The DSL can put staff and parents in touch with outside agencies for professional support if needed.
- d) The DSL is responsible for ensuring staff receive training in the area of child protection annually. DSL training should be undertaken every two years.

#### **5.0 Conclusion**

Both schools are responsible for ensuring that all action taken is in line with Kent's Child in need/child protection procedure and Keeping Children Safe in Education 2019. The role of the schools within this procedure is to contribute to the identification, referral and assessment of children in need including children who may have suffered, be suffering or who are at risk of suffering significant harm.

All adults in school have a role to play in promoting welfare and preventing and protecting children from harm.

All staff at Dane Court and King Ethelbert Schools should work towards providing an environment and atmosphere where children feel safe and will turn to an adult for support if in need.

**October 2019**

## **Appendix A: Indicators of Vulnerability to Radicalisation**

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as: Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:  
The demonstration of unacceptable behaviour by using any means or medium to express views which:
  - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
  - Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
  - Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
  - Personal Circumstances – migration; local community tensions; and events affecting the student / pupil’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
  - Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
  - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
  - Special Educational Need – students / pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
  
8. More critical risk factors could include:
  - Being in contact with extremist recruiters;
  - Accessing violent extremist websites, especially those with a social networking element;
  - Possessing or accessing violent extremist literature;
  - Using extremist narratives and a global ideology to explain personal disadvantage;
  - Justifying the use of violence to solve societal issues;
  - Joining or seeking to join extremist organisations;
  - Significant changes to appearance and / or behaviour;
  - Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## **Appendix B: Peer on Peer Abuse**

Peer on peer abuse is bullying, including cyber bullying, physical abuse, sexual violence and harassment, sexting and initiation or similar rituals.

The risk of peer on peer abuse will be minimised by staff being aware of the signs and reporting any concerns to the Head of Year/Head of House or DSL depending on the seriousness. Allegations will be recorded by a written statement or incident report (this may be taken by a member of staff or student/parent). Staff and students are made aware that peer on peer abuse will not be tolerated in line with our anti-bullying policy and PSHE/ICE work.

The school will support the victims and perpetrators to minimise the harm or risk of the abuse happening again. Students will also learn about the dangers of peer on peer abuse during PSHE/ICE Lessons.

All peer on peer abuse will be taken seriously and not tolerated at our school. Abuse will never be tolerated as 'banter'. Any incidents of peer on peer abuse will be managed in accordance with school procedures.

Cases of 'sexting' will be treated as a safeguarding concern; therefore, school safeguarding procedures will be followed.

### **Upskirting**

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

## **Appendix C: Scenarios relating to Child Protection**

### **1. Jenny Year 7**

*Scenario:* Jenny is normally a happy and healthy Year 7 pupil. Her tutor has noticed that recently she often has bruises on her legs. The tutor noticed it over a period of three weeks, taking little notice initially as children often have bruises. However, the tutor noted that they appeared at the beginning of the week. She spoke to Jenny about them and Jenny said that she had bumped into things. The tutor was not satisfied and spoke to Jenny's PE teacher, asking her to look out for any other bruising. The PE teacher noticed when Jenny had her PE shirt on that she also had bruises on the fleshy parts of the inside of her upper arm as well. Jenny started to get quieter in school. Her homework was not always done over the weekends.

*Action:* The tutor had noted her concerns and her initial actions and their results. She decided she needed to speak to the DSL and seek further guidance. The DSL agreed there was clear cause for concern and that action should be taken. The DSL spoke to Jenny's Head of Year. The DSL rang Social Services for a consultation and the school was asked to monitor the situation and contact the home to explain our concerns. The DSL contacted Jenny's mother to explain our concerns and to also inform her that a conversation had taken place with Social Services.

The mother told the DSL that things were difficult within the family. Money was very tight and the father was working away from home during the week. When he came home he was very tired and had little patience with Jenny. He had got hold of her arms on one occasion and shook her. Jenny's mother was shocked to hear that this had resulted in bruising. She said she did not know what to do. The DSL considered that the family needed support to ensure Jenny's safety and suggested to the mother that Social Services may be able to offer them some support to assist with their situation. The mother agreed and a referral was made to Social Services by the DSL.

*Outcome:* A meeting took place between Social Services and the family. Jenny was recognised as a child in need and the family was given support and debt counselling. The bruising stopped. They continue to live together and Jenny returned to her previous happy and healthy self.

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### **2. Michael Year 10**

*Scenario:* Mr James, while on duty in the Dining Room, noticed that Michael was an excessive eater. He would not only eat his own food in record time, but would swoop upon anyone else's and demolish that as well. Some other

children were clearly getting fed-up with him hanging around for their food, and this was leading to difficulties in relationships.

Mr James had a quiet word with Michael, with an intention to focus mainly upon healthy eating issues and about leaving the other children to get on with their lunch in peace. However, he was amazed at how uptight Michael was in his response to him. Michael told him that his Mum was bringing him and his younger brothers and sister up on her own, as Dad had walked out on them. He explained that she worked all day when they were at school, and then went on to an evening job. She was never home before 11p.m. Michael therefore was responsible for looking after his siblings. He cooked for them and fed them, but his Mum never left him enough money for them all so he went without. He got free school lunches, so he tried to make do with just one meal per day.

*Action:* Mr James spoke to Michael's tutor who had concerns about Michael. He was coming in late in the mornings, and there were reports beginning to come in about him truanting from Period 6. Mr James and the tutor made notes about their concerns.

The tutor spoke to Michael who told her the whole story. He was looking after his siblings, aged 8, 9 and 11. He took the little ones to school and picked them up on certain days and his 11 year old sister did the other days. Michael did all the cooking and the housework.

The school had already written to Michael's mother regarding his truancy and lateness but no reply had been received. Early Help support had not been able to gain access to the house.

The tutor spoke to the DSL and passed on the detailed notes relating to the concerns. A referral was made to Social Services.

*Outcome:* Michael's mother was contacted by Social Services and a meeting took place. After a while it was clear that the mother was not going to change her behaviour and it was decided to accommodate the children. The children remained in their schools. Michael's truancy stopped, but his behaviour deteriorated. He received counselling.

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### **3. Mr Miles      Teacher**

Scenario: Mr Miles was a popular teacher. During the September of a new school year he received a card from a child who had left school the previous term. The card was from a girl who had been in his Year 11 GCSE group. In the card she said that she had always liked him and thought that he liked her too. She thought that as she had then left school it would be all right for them to meet and for them to go out for a drink together. In the card she included her mobile phone number and asked him to contact her. She had sent the card to his home address. She knew that he lived in the same town as the school and got his address from the telephone directory.

*Action:* Mr Miles immediately went to see a Deputy Headteacher, taking the card with him. He explained what had happened and how shocked he was to have received the card that morning. He was at pains to emphasise that he had always had a totally professional relationship with the children he taught

and she had misread this relationship. He showed the Deputy Headteacher the card.

The Deputy Headteacher thanked him for his prompt and very sensible response. The Deputy Headteacher rang the girl's home immediately and spoke to her mother. The mother was shocked by her daughter's actions and assured the Deputy Headteacher that her daughter would be making no further contact with Mr Miles. She asked that her apologies were passed on. It was also agreed that if her daughter made any further contact she would be informed.

*Outcome:* Mr Miles had no further contact from the girl. His prompt action had stopped the situation from developing.

During a conversation in the staff room several weeks later Mr Miles found out from another of the girl's teachers that the girl had written big 'love hearts' with CC (her initials) loves John Miles written around them, all over her exercise books for that subject. The teacher concerned should have responded to this immediately. The girl should have been asked to remove them from her books and been spoken to about how inappropriate her comments had been. Her tutor should have been informed also. The girl needed to have understood immediately the nature of the professional relationship between teachers and school children, and importantly that there was no scope for anything else. If the teacher who had seen the 'love hearts' felt unable to do this she should have spoken to the girl's tutor or Head of Year. Mr Miles should also have been informed so that he could have spoken to the girl or sought support.

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#### **4. Zayn Year 10**

*Scenario:* The school is concerned about a Muslim pupil called Zayn. He is a 15 year-old boy who has admitted to his form tutor that he has been viewing jihadist videos online and he says that he wants to travel abroad to Syria.

Zayn has learning difficulties and he had been bullied by others in his class. As a result he has become very isolated and does not appear to have any friends at school.

During the conversation which concerned his form tutor Zayn said that he "wanted to help his brothers and sisters who are being murdered".

*Action:* The school met with Zayn's mother who admitted that she was having difficulty in caring for him. She and Zayn had let his father a couple of months previously as he used to beat her. She mentioned that he was missing his father and was spending a lot of time on his own in his room on his computer.

*Outcome:* The school referred Zayn to the Channel process and a support package was put into place. This included:

- Referral to Social Services for parenting classes for Zayn's mother
- Monitoring of the educational support for his learning difficulties
- Monitoring his access to computers at home and at school
- Providing information on reputable charities working in Syria via 'Safer Giving'



- Referral to a Victim Support domestic violence counsellor for his mother
  - Arranged supervised contact with his father
- 

## **5. Anna Year 9**

*Scenario:* Anna came to the school as a transfer from another local seaside town. She was an Eastern European girl aged 14 years and 7 months on entry. Her younger sister aged 8 had also moved to the area and was attending a local primary school. Both girls were in Local Authority care as a result of concerns re trafficking/marriage preparation raised by Anna's previous school.

*Action:* An initial meeting took place involving the carers, Virtual Schools, Social Services and the school where the issues around the placement were explored. Anna was present for the majority of the meeting.

Both Anna and her younger sibling initially settled in well with her carers and at their schools but a number of issues surrounding Anna rapidly began to emerge. Anna began to abscond from her carers – mainly at weekends - and she would not reappear for some days. Her school friends at the school were showing signs of concern that they could not contact her.

*Action:* Police and social Services were informed each time Anna went missing. A number of Multi-Agency meetings were held both in Thanet and in Shepway. Police were concerned that Anna was residing in her local ethnic community when she was absconding but were unable to trace her. Concerns were raised that she was being prepared for marriage back in her parents' homeland. Anna continued to abscond and was adamant that she wished to return to her parents' care. Her younger sibling was equally adamant that she wished to remain in care.

After obtaining assurances from the family as to her future, Social Services made the decision to return Anna to her parents and she left the school to return to them. Social Services continue to monitor Anna's welfare.

**Appendix D: Definition of Child Sexual Exploitation taken from revised version of 'Keeping Children Safe in Education, Sept 2019).**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

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## Appendix E Safer recruitment practice

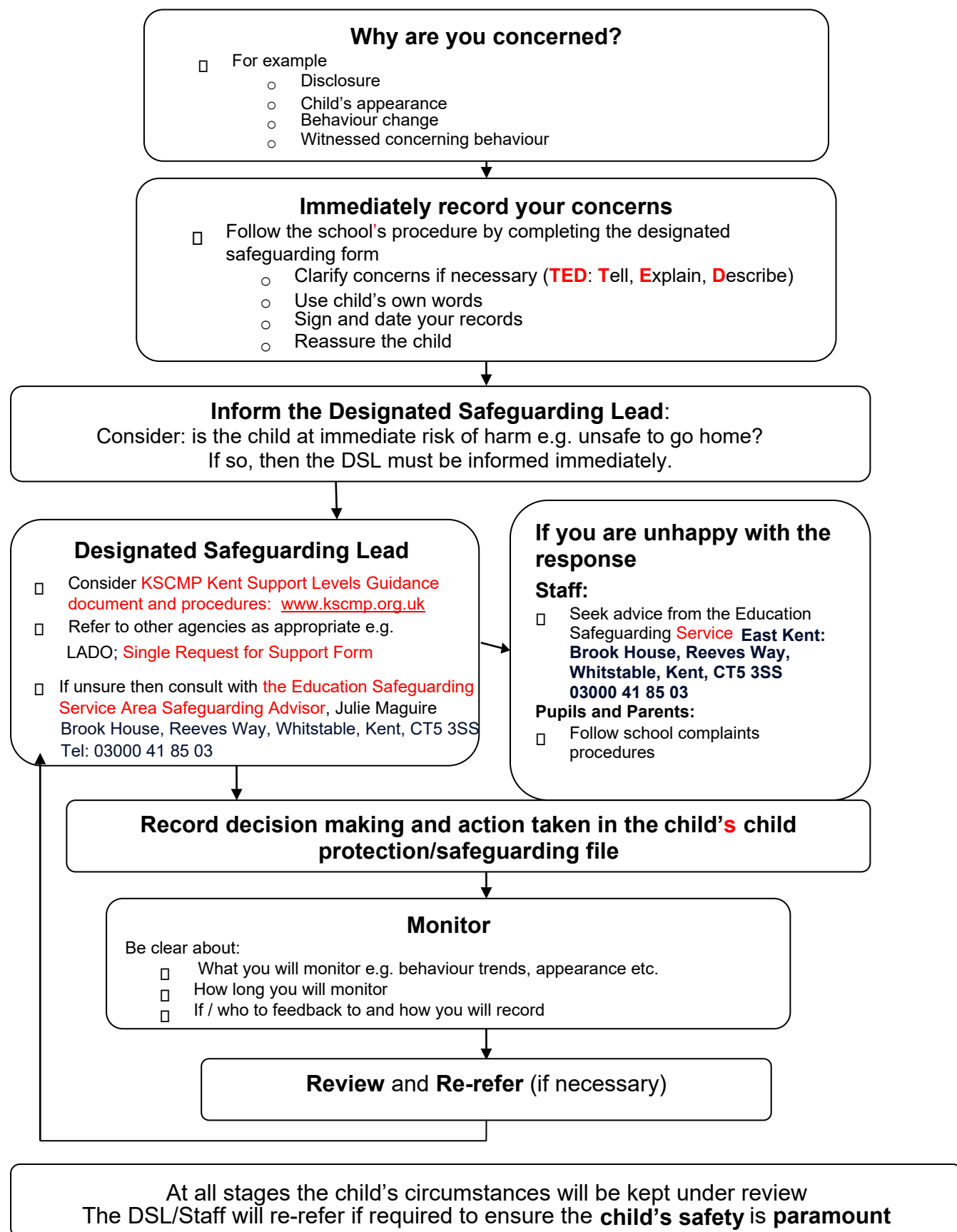
**We believe that safer recruitment practices help us to ensure our workforce is safe and suitable to work with children.**

### **Our Safer Recruitment Practice includes these elements:**

<p><b><u>Preparation</u></b> We will always consider the vacancy that has arisen within the context of safeguarding children and ensure that we include the responsibility to safeguard children within the requirements of the role.</p> <p><b><u>Advertising</u></b> We will generally advertise our vacancies in a manner that is likely to attract a wide range of applicants.</p> <p>The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applicants will share that commitment.</p> <p><b><u>Applications</u></b> We will ensure that our application form enables us to gather information about the candidates' suitability to work with children by asking specific and direct questions.</p> <p>We will scrutinise all completed application forms.</p> <p>We will not accept CVs as an alternative to our application form.</p> <p><b><u>References</u></b> We will not accept open references or testimonials.</p> <p>We will ask for the names of at least two referees.</p> <p>We will take up references prior to interview and ask specific questions about the candidates' previous employment or experience of working with children. We will follow up any vague or ambiguous statements.</p>	<p><b><u>Interviews</u></b> We will always conduct a face to face interview even when there is only one candidate.</p> <p>Our interview panel will always contain at least one member trained in safer recruitment practice.</p> <p>Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children.</p> <p>All candidates will be asked to bring original documents which confirm their identity, qualifications, and right to work.</p> <p><b><u>Appointments</u></b> Our offer of appointment will be conditional on all requested checks having been returned as satisfactory.</p> <p>We will refer to the Disclosure Barring Service any person whose checks reveal that they have sought work when barred from working with children.</p> <p><b><u>Induction</u></b> We will always provide newly appointed staff with appropriate guidance about safe working practice, boundaries and propriety and explain the consequences of not following the guidance.</p> <p><b><u>Continuing Professional Development</u></b> We will ensure that all staff receive regular training in Child Protection.</p> <p><b><u>Supervision</u></b> We will always monitor staff and act on any concerns that relate to the safeguarding of children.</p> <p><b><u>Allegations</u></b> We will always follow our locally agreed procedures for the management of allegations against staff.</p> <p><b><u>Warnings and Dismissal</u></b> We will always refer to the Disclosure Barring Service any member of staff who is dismissed or given a formal warning because of misconduct relating to a child.</p>
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## Appendix F: Safeguarding concern referral flowchart

### What to do if you have a welfare concern



## Appendix G: **Whistleblowing Procedure**

At Dane Court Grammar School and King Ethelbert School, the safeguarding of all students is paramount. To this end, we encourage a culture of transparency in which all staff should feel empowered to speak out and act in the best interests of all our students at all times. Staff should be vigilant, maintaining an 'it could happen here' attitude.

Feeling confident to speak out is vital to ensuring the effective safeguarding of our students and we follow the statutory guidance regarding whistleblowing contained within *Keeping Children Safe in Education Part One (September 2019)*. Key information from this guidance is summarised below.

### **Summary of key information regarding whistleblowing from *Keeping Children Safe in Education Part One (September 2019)***

#### Concerns about another staff member

If a member of staff has safeguarding concerns, or an allegation is made, about another member of staff (including volunteers) who may pose a risk of harm to children, then:

- this should be referred to the head of school or executive headteacher;
- where there are concerns/allegations about the head of school or executive headteacher, this should be referred to the chair of governors.

#### Concerns about safeguarding practices within the school

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the schools' safeguarding regime, and know that such concerns will be taken seriously by the senior leadership team. Therefore, if a member of staff or volunteer has such concerns, they should refer them to the head of school or executive headteacher.

Where a staff member feels unable to raise an issue internally with the head of school, executive headteacher or chair of governors (as appropriate), or feels that their concerns are not being addressed, other whistleblowing channels may be open to them:

- general guidance on whistleblowing can be found via: Advice on Whistleblowing (<https://www.gov.uk/whistleblowing>)

and

- the NSPCC's *what you can do to report abuse dedicated helpline* is available as an alternative route (<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>). Staff can call 0800 028 0285 – line is available from 8:00 am to 8:00 pm, Monday to Friday. Alternatively, staff can e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Contact numbers

### Education Safeguarding Service (East Kent)

Address: Brook House, Reeves Way, Whitstable, Kent, CT5 3SS

Telephone: 03000 418503

- **Contact details for Online Safety in the Education Safeguarding Service**
  - **Rebecca Avery**, Education Safeguarding Adviser (Online Protection):
  - **Ashley Assiter**, e-Safety Development Officer
  - **03000 415797**
  - [rebecca.avery@theeducationpeople.org](mailto:rebecca.avery@theeducationpeople.org)
  - [esafetyofficer@kent.gov.uk](mailto:esafetyofficer@kent.gov.uk) (non-urgent issues only)
- **Contact details for the LADO**
  - **Telephone: 03000 410888**
  - Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)
- **Children's Social Work Services**
  - Central Duty Team: 03000 411111
  - Out of Hours Number: 03000 419191
- **To make a referral to Social Services or Early help – Intergrated Front Door**
  - <https://www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services/front-door> Click on *Single Request for Support Form*.  
When you have completed the form, you need to click on the upload tool and follow the instructions.
- **Kent Police**
  - 101 (or 999 if there is an immediate risk of harm)
- **Kent Safeguarding Children (KSC) – Multi-agency partnership**
  - [kscb@kent.gov.uk](mailto:kscb@kent.gov.uk)
  - 03000 421126