Child Protection and Safeguarding Policy
## Eggbuckland Community College Academy Trust

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<tr>
<td>Author:</td>
<td>Lizzy Smith</td>
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Interim reviewed April 2018 (Intimate Care was removed into a separate policy) |
| Next Review:         | October 2018                       |

This policy is in line with:
- Working Together to Safeguard Children (March 2015).
- What to Do If You Are Worried a Child is Being Abused; Advice for Practitioners (March 2015).
- Keeping Children Safe in Education (2016)
- Safer Recruitment in Education (2007)
- Prevent Strategy (July 2015)

Linked Policies
- Preventing Extremism and Radicalisation
- Behaviour Policy (inc. Anti-bullying)
- Keeping Children Safe in Education (March 2015)
- Health and Safety
- E-safety
- Whistleblowing
- Intimate Care
- Children missing from Education

*Key information from this Policy is displayed in the staffroom and is available in the staff handbook.*
Aims
There are five main aims to our policy:

- Ensuring we practice safe recruitment in checking the suitability of Staff and Volunteers to work with children.
- Raising awareness of Child Protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting students who have been abused in accordance with his/her agreed Child Protection Plan.
- Establishing a safe environment in which the needs of all children are met so they can learn and develop successfully.

Egguckland Community College’s commitment to Child Protection / Safeguarding

Egguckland Community College fully recognises its responsibilities for Child Protection. Our Policy applies to all Staff, Trustees and Volunteers working in the College. We recognise that because of the day-to-day contact with Children, College Staff are well placed to observe the outward signs of abuse.

The college will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the college whom they can approach if they are worried.
- Include opportunities in both the Preparation for Life (P4L) curriculum and other college settings for children to develop the skills they need to recognise and stay safe from abuse.
- Be committed to successful inter-agency working and adopt the Seven Golden Rules of Information Sharing.
Eggbuckland Community College’s Child Protection / Safeguarding Team

The College Principal and CEO for the MAT is:

Matthew Corrigan

Designated Persons for Child Protection (Level 3 Qualified)
Senior Designated Child Protection Officer and Single Point of Contact (SPOC) in relation to the Prevent Duty:   **Lizzie Smith (Assistant Principal)**

Additional Designated Child Protection Officers:
- Kim Gibson (Inclusion Manager)
- Ian Lowcock (SENDCo)
- Kim Wood (Parent Support Advisor)

The **Child Protection / Safeguarding Trustees** are Michaela Bottomley and Gail Clark

The Designated Officer (for the LA) is **Simon White** (Tel: 01752 307535)

Our Child Protection / Safeguarding procedures are covered in Appendix 1

Please note: In the absence of a Designated Child Protection Officer or the Additional Designated Child Protection Officers any adult working or volunteering at the college is authorised to make a referral to Children’s Services using the procedures outlined in Appendix 1
Signs and Symptoms of Abuse

Child abuse occurs when a child is neglected, harmed or not provided with proper care. All Staff are well placed to observe changes in students’ appearance, behaviour, learning progress, attendance or language which may indicate incidents of actual or possible child abuse.

Details on categories of abuse and related symptoms are outlined below. Such symptoms may be due to other medical, emotional or psychological reasons but it is in the best interests of all students that concerns about the possibility of abuse should not go unreported.

Types of Child Abuse

Neglect
The persistent or significant neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child’s health or development, including non-organic failure to thrive.

Physical
Physical injury to a child, whether deliberately inflicted or knowingly not prevented.

Sexual
The sexual exploitation of a child or young person for an adult’s or another young person’s own sexual gratification; the involvement of children or young people in sexual activities of any kind (including exposure to pornography) which they do not understand, to which they are unable to give informed consent or that violate normal family roles.

Emotional
Persistent or significant emotional ill treatment or rejection, resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child. This can include the emotional impact of witnessing domestic abuse.

Child Sexual Exploitation
Child Sexual Exploitation (CSE) involves exploitive situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. CSE can take many forms ranging from the seemingly ‘consensual’ relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out CSE is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim, which increases as the exploitative relationship develops. CSE involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber bullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit signs of this abuse.

Female Genital Mutilation (FGM)
Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicator present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it
may be conducted on them, so sensitivity should always be shown when approaching the subject. A girl who's had FGM may:

- Have difficulty walking, sitting or standing.
- Spend longer than normal in the bathroom or toilet.
- Have unusual behaviour after an absence from school or college.
- Be particularly reluctant to undergo normal medical examinations.
- Ask for help, but may not be explicit about the problem due to embarrassment or fear.

**General safeguarding alerts to look out for include:**

- Sudden changes in behaviour.
- Unexplained bruising, injuries or burns.
- High anxiety or low self-esteem or unreasonable fear of certain people or places.
- Knowledge of sexual matters beyond what is expected of that age group.
- Acting out in an inappropriate way, perhaps with toys or other objects.
- Strong need for affection sometimes expressed in physical terms.
- Difficulties in trusting people or showing extreme defiance.
- Fear of medical examinations.
- Reluctance to change for PE or swimming.
- Becoming excessively withdrawn/clingy.
- Drug/alcohol/solvent abuse.
- Depression.
- Eating disorders.
- Outbursts of anger.
- Secretive.
- Socially withdrawn.
- Extended absences from college or home.

**Other specific potential safeguarding issues include:**

- A child missing from education.
- A child missing from home or care.
- Bullying including Cyber-bullying.
- Domestic violence.
- Drug use.
- Fabricated or induced illness.
- Faith abuse.
- Forced marriage.
- Gangs and youth violence.
- Gender-based violence/violence against women and girls (VAWG).
- Mental health and its physical manifestations.
- Private fostering.
- Radicalisation (where an individual adopts extreme political, social or religious ideals).
- Sexting (using internet/media devices to send sexually explicit material).
- Teenage relationship abuse.
- Trafficking.
Children missing from Education
All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local Authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory college age who are missing education in their area.

Please see the Eggbuckland Community College’s Children Missing from Education Policy for more information

Radicalisation and Extremist Views
Eggbuckland Community College uses the following accepted Governmental definition of extremism (outlined in the Prevent Strategy 2015) which is:

“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; and/or calls for the death of members of our armed forces, whether in this country or overseas”

As part of wider safeguarding responsibilities staff will be alert to:
- Disclosures by students of their exposure to the extremist actions, views or materials of others outside of College, such as in their homes or community groups, especially where students have not actively sought these out.
- Graffiti symbols, writing or art work promoting extremist messages or images.
- Students accessing extremist material online, including through social networking sites.
- Parental reports of changes in behaviour, friendship or actions and requests for assistance.
- Local schools, Local Authority services, and Police reports of issues affecting students in other schools or settings.
- Students voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or ‘hate’ terms to exclude others or incite violence.
- Intolerance of difference, whether secular or religious.
- Views based on, but not exclusive to, gender, disability, homophobia, race, colour or culture.
- Attempts to impose extremist views or practices on others.
- Anti-Western or Anti-British views.

All staff have a duty to challenge extremist views by students. In each case, this should be reported urgently to the Senior Child Protection Officer who in turn will investigate and where necessary alert key agencies such as the Police and Children’s Services.

Please see the Eggbuckland Community College’s Preventing Extremism and Radicalisation Policy for more information.

For further reading on these areas issues, Eggbuckland Community College recommends viewing the NSPCC website: www.nspcc.org.uk

Staff, Trustees and visitors at Eggbuckland Community College should always maintain an attitude of

‘It could happen here’
Safeguarding Students
We will follow the procedures set out by the Plymouth Safeguarding Children Board (PSCB) and take account of guidance issued by the Department for Education.

We will:
- Ensure we have a Designated Senior Person for Child Protection who has received appropriate training and support for this role. Level 3 Multi-Agency Training for Child Protection Officers will take place every two years.
- Adopt the Seven Golden Rules of Information Sharing (displayed in prominent locations).
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the Designated Senior Person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Senior Person responsible for Child Protection.
- Ensure all staff undergo annual Safeguarding Training.
- Ensure that all staff are aware of the warning signs of potential radicalisation (including extreme right-wing views).
- Notify Children’s Services if there is an unexplained absence of more than two days of a student who is on the Child Protection Register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding Child Protection matters including attendance at case conferences.
- Keep written records of concerns about children through the College CPOMS system, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely; separate from the main student file, and in locked locations.
- Analyse patterns and trends in Safeguarding and make interventions and changes to practice, when appropriate.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer (see the College Whistle blowing policy).
- Ensure Safe Recruitment practices are always followed.
- Ensure our Procedures are reviewed annually and up-dated in accordance with current legislation.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The College may be the only stable, secure and predictable element in the lives of children at risk. When at College their behaviour may be challenging and defiant or they may be withdrawn. The College will endeavour to support the student through:
- The content of the curriculum.
- The College ethos, which promotes a positive, supportive and secure environment and gives students a sense of being valued.
- The College Behaviour Policy, which is aimed at supporting vulnerable students in the College.
- The College will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the student such as Children’s Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
• Ensuring that, where a student on the Child Protection Register leaves, their information is transferred to the new school immediately and that the Child's Social Worker is informed.

Allegations of abuse made against one or more students
If an allegation of abuse is made against one or more students immediate consultation is required with the Designated Officer (LA). This consultation must take place prior to any form of investigation being undertaken by the College.

There will be three possible types of investigation:
1. By Children’s Services and the Police under Section 47 of the Children Act 1989
2. By the Police under Criminal Law
3. By the College in line with its Behaviour Policy

The initial consultation with the Designated Officer (LA) will determine whether the allegation reaches the threshold of significant harm to justify a referral to Children’s Services. If the consultation discussion determines that the allegation does meet the criteria for referral to Children’s Services as a child protection concern, then the referral is made using the college’s Child Protection procedures.

If it is deemed that the allegation does not meet the threshold for a Child Protection Referral to Children’s Services, then it will be investigated internally by the college in line with the college’s Behaviour Policy

Allegations of abuse made against a member of staff or other adult at the College
If an allegation of abuse is made against a member of staff the allegation must be passed immediately to the Principal (Matthew Corrigan). Consultation is required with the Designated Officer (LA) who is Simon White. This must take place within one working day. The consultation with the Designated Officer (LA) must take place prior to any form of investigation being undertaken by the College. Where there are concerns about the Principal the matter must be referred to the Chair of Trustees.

The College must consider carefully the possibility of abuse if a member of staff has:
• Behaved in a way that had harmed, or may have harmed a child
• Possibly committed a criminal offence against or related to a child
• Behaved in a way that indicates he/she is unsuitable to work with children

When a complaint of abuse is made against a member of staff on behalf of a pupil there should be immediate consideration of whether the child is at risk and in need of protection.

Any employee who becomes aware of a possible allegation or concern of a Child Protection nature must take immediate steps to ensure that the matter is reported to the Principal. It is important that the member of staff reporting the concern acts quickly and in the event that the Principal is not available the matter should be reported to the most senior person available at the time. An investigation may be impeded if a concern is reported late.

There will be three possible types of investigation:
1. By Children’s Services and the Police under Section 47 of the Children Act 1989
2. By the Police under Criminal Law
3. By the College in line with Staff Disciplinary Procedures
The Local Authority is responsible for managing Child Protection issues and any allegations against a member of staff must be reported immediately to the Designated Officer (LA). This initial consultation will determine whether the allegation reaches the threshold of significant harm to justify a referral to Children’s Services. In cases of serious harm the Police will be informed from the outset.

If the consultation discussion determines that the allegation does meet the criteria for referral to Children’s Services as a child protection concern, the Designated Officer (LA) will provide support to the College in making the referral and throughout the subsequent process as required.

Should it be determined in the consultation discussion that the allegation does not meet the threshold for a Child Protection Referral to Children’s Services, then the Designated Officer (LA) will advise on further action that may be taken by the College in investigating the matter internally in line with the Staff Disciplinary Procedures.

Where a staff member feels unable to raise the issue with the Principal or Chair of Trustees or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them.

Please see the Eggubuckland Community College’s Whistleblowing Policy for more information.
Intimate Care

Eggbuckland Community College's Commitment to Intimate Care
Eggbuckland Community College is committed to ensuring that all staff responsible for the intimate care of students will undertake their duties in a professional manner at all times. Eggbuckland Community College recognises that there is a need to treat all students with respect when intimate care is given. No student should be attended to in a way that causes distress or pain.

Please see the Eggbuckland Community College’s Intimate Care Policy for more information.

Review
The Child Protection / Safeguarding Policy (Inc. Intimate Care) is submitted following any significant changes, to the Pastoral and Curriculum Governors Committee for review. The Trustees will ensure that any faults are rectified, by the Designated Child Protection Officer and the Trustee responsible for Safeguarding.

The Designated Child Protection Officer, along with the Level 3 Designated Persons Team and Pastoral Leaders will review safeguarding and tiering data (inc. bullying data) to identify possible patterns and trends, taking preventative action where appropriate.

The College will complete an Annual Section 175/157 Safeguarding Audit. This will be led by the Assistant Principal and Designated Child Protection Lead, and will be discussed and validated by the Trustees.
Appendix I

Eggbuckland Community College Safeguarding Guidelines

What is safeguarding?
Safeguarding can be summarised as:

- Protecting children and learners from maltreatment.
- Preventing impairment of children’s and learners’ health or development.
- Ensuring that children and learners are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking that role so as to enable those children and learners to have optimum life chances and to enter adulthood successfully.

All staff will undergo annual Safeguarding Training. This will comprise of face-to-face procedural training at the beginning of each academic year, led by the Designated Safeguarding Lead (Level 3 trained).

Raising a Safeguarding Concern
If a member of staff wants to raise a Safeguarding concern with the safeguarding team then a referral must be completed via CPOMS, or directly to a member of the safeguarding team if CPOMS is unavailable.

The referral will be reviewed by the safeguarding team for assessment and action.

Email referrals are NOT acceptable.

If a student makes a disclosure to you it is important that you:

- Tell them that you cannot keep it a secret and you must tell the Child Protection Officer.
- Listen carefully to what they say but do not ask leading questions.
- Reassure them that they are doing the right thing.
- Do not write anything down whilst the child is present.
- Remain impartial – do not get emotionally involved or show emotion.
- Inform the Child Protection Officer straight away.

Welfare or Neglect Concerns
This is when you are concerned about the general wellbeing of students. It can also involve students engaged in “risky” behaviour. Commonly welfare referrals will detail concerns in the following areas:

- Self-harming
- Underage BUT consensual sex (assuming both parties are 14 or more and there is not a significant age gap between them)
- Minor drug use
- Runaways
- Standard of cleanliness
- Standard of dress
- Access to food
- Transport concerns
- Changes in behaviour
- Changes in attendance
- Lack of engagement from parents
- General unhappiness about a child’s home situation
The College should investigate these incidents in the first instance. Often this will involve contact with parents, including meetings and potential support from a single outside agency. If, following investigation, the situation is more complex then initiation of the EHAT process may be appropriate. Occasionally a welfare or neglect concern could be so serious that it results in a child protection referral.

**EHAT**

EHAT stands for ‘Early Help Assessment Tool’ and refers to the process where a child or family require support via a multi agency approach. An EHAT is often initiated following unresolved or very complex welfare/neglect concerns or from a child protection referral that does not meet the Children’s Services threshold. It can also be requested by the family if they feel they require more support than they feel is currently available to them. Occasionally EHAT’s are initiated by agencies other than the College.

**Operation Encompass**

Previously known as Operation Encompass, it is an initiative between the Police and schools in Plymouth and designed to provide early reporting on any domestic abuse incident that occurs outside College, but which may have an impact on a child in College.

The initiative identifies an appropriately qualified Key Adult who is trained to liaise with the Police and to use the information that has been shared, in confidence, whilst ensuring that the College is able to make provision for possible difficulties experienced by children, or their families who have been involved in or witnessed a domestic abuse incident. This may be something as simple as being aware that child is tired because they have been kept awake due to an incident.

Encompass calls are made by the Police between 7:30-8:30am Mon-Fri.

The Operation Encompass trained staff are:

- Lizzy Smith (Designated Child Protection Officer)
- Kim Gibson (Inclusion Manager)

**Child Protection**

An incident is considered to be child protection if the child is suffering, or is likely to suffer significant harm. Child Protection includes:

- Physical abuse (violence)
- Sexual abuse
- Serious emotional abuse
- Serious chronic neglect

A Child Protection incident will require immediate action and the Child Protection Procedures outlined below should be followed consistently.

Child Protection incidents should always be immediately referred to Children’s Services.

**Procedures for dealing with a child protection referral**

- Referral arrives with the Safeguarding Team via CPOMS.
- A member of the Safeguarding Team checks the online CPOMS log and the historic records.
- If Safeguarding Incidents have been logged historically - check the Safeguarding filing cabinet for further details.
• Assess the referral - is it Child Protection? Decide on category. Discuss with another member of the Safeguarding Team if needed. Eggbuckland Community College will refer to the Threshold Guidance from the PCSB which can be viewed at: http://www.plymouth.gov.uk/homepage/socialcareandhealth/childrenssocialcare/adviceandassessment.htm

• Discussion with student (Questions should be factual and open focusing on what, when and how. There should be no leading questions. For example an inappropriate leading question might be “Is that a cigarette burn on your hand? Did your mum or dad do that to you?” Whereas an appropriate open-ended question would be “How did that happen to your hand?”)

• If it is deemed to be Child Protection, contact The Gateway or HUB IMMEDIATELY for advice or to make a referral (be clear what you are doing / use the correct language).

• When contacting THE HUB or Gateway request to speak to a Duty Social Worker ensure the following details are to hand:
  o Student name
  o DOB
  o Address
  o Family details
  o Clear details of your concern - are you making a referral?
  o Do not minimise your concerns
  o Record the name of the social worker you are talking to and the date/time you spoke to them
  o Be clear what the follow up will be BEFORE you end the call

• If a referral is accepted it must be followed up in writing within 48 hours (a copy must also go to Isabelle Morgan, Inclusion Officer) - a copy must be retained in the child’s safeguarding file: Proforma available in Staff Area and on the Advice and Assessment website at: http://www.plymouth.gov.uk/homepage/socialcareandhealth/childrenssocialcare/adviceandassessment.htm

• If you are not satisfied with the response from The Gateway or the HUB you must discuss with one of the Level 3 trained staff, who will take further action using the ‘Professional Differences Resolution Process’ outlined in the Threshold document at: http://www.plymouth.gov.uk/homepage/socialcareandhealth/childrenssocialcare/adviceandassessment.htm

• If you have not heard anything back from The Gateway of The HUB or allocated Social Worker within 24 hours – you must chase up.

• If The Gateway or the HUB do not need to be consulted consider alternatives - parental contact, in-College support or EHATprocess.

• Update CPOMS.

*It is better to make a referral that turns out to be unsubstantiated than for a child to come to harm because you were indecisive.*

**Child Protection Conferences**

Where Child Protection concerns are substantiated and the agencies involved judge that a child may continue to suffer, or be at risk of suffering significant harm, Children’s Services will convene an **Initial Child Protection Conference**.

The purpose is to draw together all available information, assess risk and decide whether the child requires a **Child Protection Plan**.

If a child becomes subject to a Child Protection Plan then further regular meetings will take place.
Reports compiled by the college for Child Protection Conferences or Reviews will be completed on the agreed PCSB proforma.

Any reports compiled by the College for or minutes from Child Protection Conferences should be filed in the relevant student safeguarding file. (Proforma available in Staff Area).

**Safeguarding files**

A safeguarding file for a student will contain the following
- Welfare concerns
- EHAT information (where two or more agencies are supporting)
- Child protection information

This is a separate confidential file.

This information should not be kept with general student files or SEN files.

No Safeguarding files will be kept within other filing systems.

The Safeguarding files are managed by Kim Gibson (Inclusion Manager).

**Case Chronologies**

It is important that a ‘Case Chronology’ is started as soon as a student has safeguarding file this will be done through a secure area of CPOMS. This will record all welfare/neglect concerns, EHAT meetings and child protection incidents, and any actions that have been taken.

**Storage of safeguarding files**

The Central Record for Safeguarding Files is a secure, lockable filing cabinet kept in the Inclusion Office (Bungalow).

Kim Gibson (Inclusion Manager) is responsible for these files.

Keys are kept for this filing cabinet in the Bungalow. Those allowed to use the keys are:
- Matthew Corrigan (Principal)
- Rachel Towers (Assistant Principal – Examinations and Teaching and Learning)
- Lizzy Smith (Assistant Principal and Designated Child Protection and Safeguarding Officer)
- Ian Lowcock (SENDCO)
- Kim Gibson (Inclusion Manager)
- Kim Wood (Parent Support Advisor)

No other individual members of staff should keep Safeguarding Records or notes relating to Safeguarding, other than those recorded through CPOMS.

When staff make a referral to a member of the Safeguarding Team they should not keep a copy of the referral in their own filing system.

**Transfer of Safeguarding Information from Primary School or in-term entry**

Safeguarding is a discussion point during each primary school visit as part of the induction process.
All records for in-term entry or primary-secondary transfer need to be checked on arrival.

The relevant Pastoral Leader should read any Safeguarding information and this should be passed to the Designated Child Protection and Safeguarding Officer.

**Leavers**

If a student leaves Egguckland Community College to join another school it is important that the safeguarding file is also sent with an accompanying letter (Proforma available in Staff Area).

The following is expected:

- Files will be clearly marked so others will be able to use and understand them. The Designated Officer will have signed the file on the inside folder and checked the file.
- The file should be marked clearly as confidential and for addressee only or marked for attention of Designated Person.
- The file should be sent and a reply slip attached so that acknowledgement of receipt can be sent.