

LEICESTERSHIRE COUNTY COUNCIL
CHILDREN & FAMILY SERVICES

POLICY AND PROCEDURES ON SAFEGUARDING / CHILD PROTECTION AND SAFER
RECRUITMENT FOR NEW LEAF TRIANGLE

August 2020
(v2.1)

Name of School/provider:- New Leaf Triangle CIC (outdoor learning centre)

This policy is reviewed annually by the management committee, and was last reviewed on:-

Full Review (v1): 24th August 2020

Updated for Safer Recruitment Information (v2): October 2020

Minor Corrections v2.1: Jan 2021

Full Review is due August 2021

Signature:



(Safeguarding Lead)

Print Name: Lorraine Squires Shaw

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Named staff and contacts

- Designated Safeguarding Lead: Lorraine Squire Shaw, Executive Director
- Deputy Designated Safeguarding Lead Carly Murray, Executive Director
- Deputy Designated Safeguarding Lead Troy Shaw, Executive Director
- Prevent Single Point of Contact (SPOC) - Lorraine, Squires Shaw
- Designated Teacher for Children in Care - Lorraine Squires Shaw
- Safeguarding and Improvement Unit contacts for Leicestershire:

Head of Service - Safeguarding and Performance Service

Kelda Claire 0116 3059084 / 07507686100

LADO / Allegations:

Kim Taylor / Lovona Brown 0116 305 7597

Safeguarding Development Officers:

Simon Genders 0116 305 7750

Ann Prideaux 0116 305 7317

First Response Children's Duty (Tier 4 Same-day referrals)

Telephone 0116 3050005

Email childrensduty@leics.gov.uk

Address First Response Children's Duty
Room 100b
County Hall
Championship Way
Glenfield
LE3 8RF

All other referrals including Early Help (Children & Family Wellbeing) Service

<http://lrsb.org.uk/childreport>

Early Help queries and Consultation Line 0116 3058727

- Safeguarding Contacts for Leicester City:

Children – Tel: 0116 454 1004 (24 hours)

Email: DAS.Team@leicester.gov.uk

Vulnerable Adults – Telephone: 0116 454 1004 (Monday to Thursday 8.30am to 5pm,
Friday 8.30am to 4.30pm)

Emergency number: 0116 255 1606

Office address: Customer Services, 91 Granby Street, LE1 6FB

- Safeguarding Contacts for Rutland:

Tel: 01572 758407

Email: childrensreferrals@rutland.gov.uk

Emergency tel children: 0116 305 0005

Emergency tel vulnerable adults: 0116 255 1606

- Safeguarding Contacts for Nottingham:

Emergency Duty Team: 0300 456 4546 (vulnerable adults and children)

Nottinghamshire Safeguarding Children Partnership

Steve Baumber - NSCP Business Manager

E-mail: steve.baumber@nottscc.gov.uk

Tel: 0115 9773917

Multi Agency Safeguarding Hub (MASH):

Monday to Thursday 8.30-5pm Friday 8.30-4.30pm

Tel: 0300 500 80 90

Fax: 01623 483295 www.nottinghamshire.gov.uk/MASH

email: mash.safeguarding@secure.nottscc.gov.uk

The Piazza Little Oak Drive Sherwood Business Park Annesley Nottingham NG15 0DR

Early Help Service:

Monday to Friday 9am-4.30pm

Tel: 0115 804 1248

Email addresses: early.help@secure.nottscc.gov.uk (If from a secure e-mail address) or otherwise please use early.help@nottscc.gov.uk and password protect confidential information

The Piazza Little Oak Drive Sherwood Business Park Annesley Nottingham NG15 0EB

1 Introduction

1.1 New Leaf Triangle CIC fully recognises the contribution it can make to protect children and support pupils at New Leaf Triangle. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

1.2 This policy is consistent with:

- the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the statutory guidance "Keeping children safe in education – Statutory guidance for schools and colleges", September 2020 and "Working Together to Safeguard Children", 2018.
- the Leicestershire and Rutland Local Safeguarding Children Board (LSCB) Procedures, which contain procedures and guidance for safeguarding children;

1.3 There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive New Leaf Triangle atmosphere, teaching and pastoral support to pupils, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to pupils and New Leaf Triangle staff and to children who may have been abused);
- **Working with parents** (to ensure appropriate communications and actions are undertaken).

1.4 This policy applies to all staff, Management Committee members and visitors to New Leaf Triangle. We recognise that child protection is the responsibility of all staff. We will ensure that all parents and other working partners are aware of our child protection policy by mentioning it in our prospectus, displaying appropriate information on site and on the New Leaf Triangle website and by raising awareness at meetings with parents.

2 Safeguarding Commitment

2.1 For the purposes of this policy, safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

2.2 New Leaf Triangle adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff encourage children and parents to feel free to talk about any concerns and to see New Leaf Triangle as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from members of staff.

2.3 At New Leaf Triangle will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults at New Leaf Triangle whom they can approach if they are worried or are in difficulty;
- Include activities which equip children with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (s.128).

2.4 Safeguarding in the curriculum

Children are taught about safeguarding at New Leaf Triangle on a level that is suitable and appropriate for them.

The following areas are among those that may be addressed:-

- Bullying/Cyberbullying
- Drugs, alcohol and substance misuse
- E Safety / Internet safety
- Stranger danger
- Fire and water safety
- Road safety
- Health education
- Domestic violence / Relationships / Sex / Consent
- so called Honour Based Abuse e.g. forced marriage, Female Genital Mutilation (FGM) (see Appendix 4),
- Sexual exploitation of children (CSE), including online
- Preventing Extremism and Radicalisation (see Appendix 3)

3 Roles and Responsibilities

3.1 General

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities at New Leaf Triangle.

The name of the Designated Safeguarding Lead for the current year is listed at the start of this document.

3.2 Management Committee

In accordance with the Statutory Guidance “Keeping children safe in education” September 2020, the Management Committee will ensure that:-

- New Leaf Triangle has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.
- The New Leaf Triangle operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the directors have undertaken Safer Recruitment Training. (see Appendix 6)
- There are procedures for dealing with safeguarding concerns and allegations of abuse against members of staff and volunteers (see Appendix 2).
- There is a senior member of the New Leaf Triangle’s leadership team who is designated to take lead responsibility for dealing with child protection (the “Designated Safeguarding Lead”) and there is always cover for this role with appropriate arrangements when needed.
- The Designated Safeguarding Lead undertakes effective Local Authority training (in addition to basic child protection training) and this is refreshed every two years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) using safeguarding e-briefings etc.
- The Designated Safeguarding Lead and all other staff and volunteers who work with children, undertake appropriate training which is updated annually (and more comprehensively, at least every three years in compliance with the LSCB protocol); and that new staff and volunteers who work with children are made aware of the New Leaf Triangle’s arrangements for child protection and their responsibilities (including this policy and Part 1 of Keeping Children Safe in Education). The Local Authority Induction leaflet, “Safeguarding in Education Induction – Child Protection Information, Safer Working Practice” will be used as part of this induction.

- Any deficiencies or weaknesses brought to the attention of the Management Committee will be rectified without delay.
- Safeguarding concerns or any allegations of abuse made against the Proprietors of New Leaf Triangle (who are also Executive Directors of New Leaf Triangle), should be referred directly to the Local Authority **Safeguarding and Improvement Unit Service – see contacts above** in liaison with the Local Authority Allegations Manager (LADO).
- Effective policies and procedures are in place and updated annually including a behaviour “code of conduct” for staff and volunteers - “Guidance for Safer Working Practice for those who work with children in education settings May 2019” (supplemented by the COVID-19 Addendum April 2020). Information is provided to the Local Authority (on behalf of the LSCB) through the Safeguarding Annual Return.
- There is an individual member of the Management Committee who will champion issues to do with safeguarding children and child protection within New Leaf Triangle, liaise with the Designated Safeguarding Lead, and provide information and compliance/monitoring reports to the Management Committee.
- New Leaf Triangle contributes to inter-agency working in line with statutory guidance “Working Together to Safeguard Children” 2018 including providing a co-ordinated offer of Early Help for children who require this. This Early Help may be offered directly through New Leaf Triangle provision or via referral to an external support agency (eg Supporting Leicestershire Families). Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Board (LSCB).

3.3 Designated Safeguarding Lead(DSL) (Executive Director)

The DSL at New Leaf Triangle will ensure that:

- The policies and procedures adopted by the Management Committee are effectively implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- Allegations of abuse or concerns that a member of staff or adult working at New Leaf Triangle may pose a risk of harm to a child or young person are notified to the Local Authority Designated Officer.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).

- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children's Social Care (Children's and Family Specialist Services) or the Police.

The responsibilities of the Designated Safeguarding Lead are found in Annex B of "Keeping children safe in education" and include:

- Acting as a point of contact and provision of information to the LSCB/Local Authority on safeguarding and child protection in compliance with section 14B of the Children Act 2004.
- Liaison with the Management Committee and the Local Authority on any deficiencies brought to the attention of the Management Committee and how these should be rectified without delay.
- Management and referral of cases of suspected abuse to Specialist Services First Response Children's Duty (and/or Police where a crime may have been committed)
- Act as a source of support, advice and expertise within New Leaf Triangle
- To attend and contribute to child protection conferences when required
- Be alert to the specific needs of vulnerable children, especially those with a social worker, special educational needs, a disability and young carers and promote their educational outcomes by sharing relevant information with staff and leaders about welfare, safeguarding and child protection issues
 - Referral of cases to the Channel programme (through the local police Prevent Engagement Team) where there is a radicalisation concern.
 - Ensure each member of staff has access to and understands New Leaf Triangle's child protection policy especially new or part-time staff who may work with different educational establishments;
 - Ensure all staff have induction training covering child protection and staff behaviour and are able to recognise and report any concerns immediately they arise and to give Part 1 of "Keeping children safe in education" to all staff;
 - Keep detailed, accurate and secure written records of concerns and referrals;
 - Obtain access to resources and effective training for all staff and attend refresher training courses every two years. Keep up to date with new developments in safeguarding by accessing briefings and journals at least annually.

- Where children leave New Leaf Triangle, ensure their child protection file is handed to the Designated Safeguarding Lead and signed for in the new school/college as soon as possible.
- Maintain and monitor child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on “Records, Monitoring and Transfer” below.

4 Records, Monitoring and Transfer

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the New Leaf Triangle. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies (in accordance with the Data Protection Act 2018 and GDPR principles).
- 4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal pupil or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
- 4.3 Child protection records are stored securely, with access confined to specific staff, eg Designated Safeguarding Lead.
- 4.4 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.
- 4.5 When children transfer school their safeguarding records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving school/college, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Safeguarding Lead and a photocopy kept until receipt is confirmed. Files requested by other agencies e.g. Police should be copied.

5 Support to pupils and New Leaf Triangle staff

5.1 Support to pupils

New Leaf Triangle recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way and that this is likely to adversely impact their mental health and emotional well-being. It is therefore important that staff recognise these mental health concerns. For such children New Leaf Triangle may be one of the few stable, secure and predictable components of

their lives. Other children may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. New Leaf Triangle seeks to remove any barriers that may exist in being able to recognize abuse or neglect in pupils with Special Educational Needs or a disability. We will seek to provide such children with the necessary support and to build their self-esteem and confidence. NLT seeks to remove any barriers that may exist in being able to recognise abuse or neglect in pupils with Special Educational Needs or a disability. We will seek to provide such children with the necessary support and to build their self-esteem and confidence, helping them to secure the very best educational outcomes they are able to achieve. The context in which safeguarding incidents and/or behaviours occur, whether in school or within or outside the home (including online), will be considered by staff, particularly the DSL and Deputy DSLs. Any associated threats or risks will be included in assessments and relevant information included in referrals to Children's Social Care (this is known as contextual safeguarding). General indicators of abuse and neglect (from Part 1 of the statutory guidance) are also included in Appendix 5 of this policy and further information about specific forms of abuse are contained within Appendix A of the statutory guidance, "Keeping Children Safe in Education 2020".

5.2 **Peer on Peer Abuse** - This New Leaf Triangle recognises that children sometimes display harmful behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as "banter" or "part of growing up". This abuse could for example include sexual assaults, initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls. There are separate local authority or LSCB guidances and policies to address these concerns including the, "Guidance for schools working with children who display harmful sexual behaviour" (Leicestershire LA Guidance). Where an incident has occurred or specific risks are identified, a formal risk assessment will be undertaken in order to minimise the risk of abuse further harm and to ensure the safety of all staff and pupils. Appropriate support will be offered to both the alleged victim and the child or young person accused and a referral to any relevant outside agency will be made eg Police/Social Care. Procedures are detailed in the linked school policies mentioned above.

5.3 **Sexting** - New Leaf Triangle will always respond if informed that children have been involved in 'sexting' (youth produced sexual imagery). The UK Council for Child Internet Safety (UKCCIS) guidance, "Sexting in schools and colleges: responding to incidents and safeguarding young people" will be used to guide New Leaf Triangle's response on a case by case basis.

The key points being:-

- Inform the DSL as soon as possible
- Support the children involved as appropriate and in accordance with their best interests
- Inform all parents of involved children unless by doing so you put a child at risk
- Images will not be viewed by school staff
- If school is to deal with the matter, involve parents in ensuring the images are deleted
- If there is evidence of exploitation, blackmail or the deliberate targeting of a vulnerable student, inform the police.

- 5.4 **Sexual violence and sexual harassment** – Sexual violence refers to sexual offences as described under the Sexual Offences Act 2003 including rape and sexual assault. Sexual harassment is ‘unwanted conduct of a sexual nature’ that can occur online and offline and may include sexual name-calling, taunting or “jokes” and physical behaviour, for example, deliberately brushing against someone or interfering with clothes. ‘Upskirting’ is now also a criminal offence (under the Voyeurism (Offences) Act 2019) and typically involves taking a picture under a person’s clothing (not necessarily a skirt) without them knowing, in order to obtain sexual gratification or to cause humiliation, distress or alarm (anyone of any gender can be a victim). Evidence shows that girls, children with SEND and LGBT children are more likely to be the victims of sexual violence and harassment and boys are more likely to be the perpetrators. However, sexual violence and sexual harassment can occur between children of any gender.

Curriculum

Relationships Education, Relationships and Sex Education and Health Education will include a number of safeguarding issues as set out in the DfE statutory guidance ‘healthy and respectful behaviours’. This will be appropriate to pupils’ age and stage of development. It will also be underpinned by the the NLT behaviour policy and pastoral support system.

Responding to an incident

NLT will follow the DfE guidance, ‘Sexual violence and sexual harassment between children in schools and colleges’, May 2018. Relevant staff will liaise with the police, social care and parents as appropriate. We will offer support will be offered to both the alleged victim(s) and child(ren) accused perpetrator(s). Parents will be included in discussions about the format that this support will take.

- 5.5 **Children Missing from Education** – New Leaf Triangle recognises the entitlement that all children have to education and will work closely with the local authority to share information about pupils who may be missing out on full time education or who go missing from education. New Leaf Triangle provides alternative education to meet the needs of such children.
- 5.6 **Child sexual exploitation and Child Criminal Exploitation** are forms of sexual abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online. A significant number of children who are victims of sexual exploitation go missing from

home, care and education at some point. 'County Lines' involves drug networks or individuals exploiting children and young people into carrying drugs and money between cities, towns and villages. Serious violent crime can be associated with this form of criminal activity together with child sexual exploitation. Children may also be exploited into committing cybercrime or money laundering offences and organised criminal groups or individuals may exploit children and young people with enhanced computer skills to access digital networks and/or data for criminal and financial gain. Children with bank accounts may be persuaded to allow criminals to use their banking facilities to launder money. Criminal exploitation of children is a form of harm that can affect children in both a physical environment and online. Staff training includes raising awareness of this issue and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children's Duty if appropriate.

- 5.7 **So-called 'honour-based' abuse** encompasses crimes which have been committed to protect or defend the so-called "honour" of the family and/or the community, including Female Genital Mutilation (FGM) (see appendix 4), forced marriage, and practices such as breast ironing. All forms of so called honor-based abuse are abuse (regardless of the motivation) and concerns will be passed to the Designated Safeguarding Lead for onward referral as required.
- 5.8 **Private fostering arrangements** - Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead so that a referral to Children's Social Care for a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, auntie or sibling).
- 5.9 **Complaints or concerns** raised by parents or pupils will be taken seriously and followed up in accordance with New Leaf Triangle's complaints process.
- 5.10 **Support for Staff**

As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

6 Working with parents/carers

New Leaf Triangle will:

- Ensure that parents/carers have an understanding of the responsibility placed on New Leaf Triangle and staff for child protection by setting out its obligations in the New Leaf Triangle prospectus.

- Undertake appropriate discussion with parents/carers prior to involvement of Children & Family Services Children’s Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.

7 Other Relevant Policies

7.1 The Governing Body’s statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance :

- Positive Behaviour Support Policy
- Staff Code of Conduct and Personal Conduct Policy
- Anti-Bullying (including Cyberbullying)
- Physical Interventions/Restraint - DfE Guidances “Use of Reasonable Force”
- Health and Safety
- Equal Opportunities
- Toileting/Intimate care

The above list is not exhaustive but when undertaking development or planning of any kind New Leaf Triangle will consider the implications for safeguarding and promoting the welfare of children.

8 Recruitment and Selection of Staff

8.1 New Leaf Triangle’s safer recruitment processes follow the Statutory Guidance: *Keeping children safe in education September 2020, Part Three: Safer recruitment.*

8.2 New Leaf Triangle will provide all the relevant information in references for a member of staff about whom there have been safeguarding concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated safeguarding concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.

8.3 New Leaf Triangle has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children. The Leicestershire County Council induction leaflet is given to all staff and is the basis for the safeguarding induction.

8.4 In line with statutory requirements, every interview panel New Leaf Triangle staff will have at least one member who has undertaken safer recruitment training.

8.5 Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance: Disqualification under the Childcare Act 2006 (last updated August 2018).

APPENDIX 1

PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD

Contents

A	General	
B	Individual Staff/Volunteers/Other Adults - main procedural steps	
C	Designated Safeguarding Lead – main procedural steps	

A. General

- 1) The Local Safeguarding Children Board Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on LSCB website www.lrsb.org.uk: The Designated Safeguarding Lead is expected to be familiar with these, particularly the referral processes.
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the First Response Children's Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) Written records, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk, and in individual cases advice from Children's Social Care will need to be taken.

B. Individual Staff/Volunteers/Other Adults – main procedural steps

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible write a dated, timed and signed note of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead at New Leaf Triangle.

- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a member of the Management Committee, a trainee or another young person or child, the Designated Safeguarding Lead must be informed
- 4) If the safeguarding concern or allegation is about the Proprietors/Executive Directors - Lorraine Squires Shaw or Troy Shaw or Executive Director Carly Steel, the information should be passed to the Local Authority Allegations Manager (LADO).
- 5) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

C. Designated Safeguarding Lead – main procedural steps

- 1) Begin a case file which will hold a record of communications and actions to be stored securely (see Section on Records, Monitoring and Transfer).
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals consultation line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children’s Social Care, the First Response Children’s Duty should be contacted by phone (contact the local authority Children’s Services where the child lives). Written confirmation should be made within 24 hours on the Multi-Agency Referral Form to Children’s Social Care. All other referrals should be made using the online form (see link <http://lrsb.org.uk/childreport>).
- 5) If the concern is about children using sexually abusive behaviour, refer to the separate guidance.
- 6) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
- 7) Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving New Leaf Triangle, take advice from the First Response Professionals Consultation line (for instance about difficulties if New Leaf Triangle’s day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Children’s Duty should be updated and the Police should be contacted immediately.

APPENDIX 2

PROCESS FOR DEALING WITH SAFEGUARDING CONCERNS OR ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

These procedures should be followed in all cases in which there is an allegation or safeguarding concern that a person working with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Relevant documents:

DfE “Keeping children safe in education: Statutory guidance for schools and colleges” September 2020 (part 4: Allegations of abuse made against teachers and other staff, including supply teachers and volunteers)

1) Individual Staff/Volunteers/Other Adults who receive the allegation:

- i. Write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Report immediately to the Designated Safeguarding Lead (Executive Director)
- iii. Pass on the written record.
- iv. If the safeguarding concern or allegation concerns the conduct of the Proprietors/Executive Directors, report immediately to the Allegations Manager (LADO), Safeguarding and Improvement Unit as soon as possible. Pass on the written record.

2) Designated Safeguarding Lead (Executive Director)

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Before taking further action notify and seek advice from the Allegations Manager (LADO), Safeguarding and Improvement Unit on the same day.
- iii. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation at this stage.
- iv. Report to First Response Children’s Duty if the Allegations Manager (LADO) so advises or if circumstances require a referral concerning a child.

v. Ongoing involvement in cases:

- Liaison with the Allegations Manager (LADO)
- Co-operation with the investigating agency's enquiries as appropriate.
- Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.
- Possible referral to the DBS or NCTL, depending on the outcome.

APPENDIX 3

Safeguarding pupils who are vulnerable to extremism and radicalisation

NLT recognises the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our students being drawn into terrorism.

These include:

- Assessing the risk of pupils being drawn into terrorism
- Working in partnership with relevant agencies (including making referrals) under the Safeguarding Children Partnership procedures
- Appropriate staff training
- Appropriate online filtering

NLT is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The students are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

NLT seeks to protect children and young people against the messages of all violent extremism including but not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Designated Safeguarding Lead who has local contact details for the Prevent Engagement Team (Police) and Channel referrals. They will also consider whether circumstances require Police to be contacted urgently.

APPENDIX 4

Female Genital Mutilation

Section 5B of the Female Genital Mutilation Act 2003 and section 74 of the Serious Crime Act 2015 places a mandatory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 or where a girl discloses that she has undergone FGM. New Leaf Triangle's response to FGM will take into account the government guidance, "Multi-agency statutory guidance on female genital mutilation" October 2018. Staff will also follow the established safeguarding procedure by reporting any such concerns to the Designated Safeguarding Lead and a report must also be made to the Police.

There will be a considered safeguarding response towards any girl who is identified as being at risk of FGM (eg there is a known history of practising FGM in her family, community or country of origin) which may include sensitive conversations with the girl and her family, sharing information with professionals from other agencies and/or making a referral to Children's Social Care. If the risk of harm is imminent there are a number of emergency

measures that can be taken including police protection, an FGM protection order and an Emergency Protection Order.

APPENDIX 5

Indicators of abuse and neglect

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

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

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX 6

Safer Recruitment Practices

The steps we take as part of our safer recruitment practices are:

Advertising and Inviting Applications:

- All advertisements for posts include a clear job description, person specification and standard application for completion.
- The application form includes advice that the role is subject to enhanced DBS checks, overseas criminal checks (where applicable) and that convictions spent or unspent must be declared
- We advise at this stage that future appointees will need to register with the online DBS update service so that regular checks can be made.
- All applicants must include details of two referees and advised that references will be sought for any successful candidates

Invitation to Interview and Conducting the Interview:

- Only candidates who fully complete and sign the declaration on the application form will be invited to interview.
- We adhere fully to the Equality Act 2010 in making interview and recruitment decisions based on suitability for the role regardless of personal or protected characteristics
- We interview all candidates face to face on our site. We ask standard questions, recording all responses and decisions.

Offer and Acceptance of Role:

- All offers are subject to two full references being received and verified before the role can commence.
- All offers are subject to an enhanced DBS check to be completed before the role can commence.
- All received references are verified by a phone call to the number provided on the original application to assure the identity of the referee, and the validation of the information included.

Induction and Probation Period:

- All recruited staff must attend a minimum of two days of induction before commencing the role. The induction includes, among other things, an initial Health and Safety Briefing and initial Safeguarding Training.
- All staff must read and agree to adhere to, a range of staff policies as part of their induction.
- All Staff are subject to a probationary period in their role which is subject to regular review before confirmation of the post continuing.