



*Compassion Joy Perseverance Respect*

**Achieving Excellence Together**

# **Safeguarding Policy**

(Adapted from the KCC Policy written by the  
Education Safeguarding Team)

*'Live life in all its fullness' John 10:10*

**Reviewed – September 2021**  
**Next review – September 2022**

## **Key Contact Personnel**

- |   |                                     |
|---|-------------------------------------|
| • Hunton CEP School Designated Safeguarding Lead: | <b>Anita Makey</b> (Headteacher)    |
| • Deputy Designated Safeguarding Lead:            | <b>Ed Ming</b> (Deputy Headteacher) |
| • Named Safeguarding Governor/s:                  | <b>Sir David Noble</b>              |

**This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents. This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

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## What to do if you have a welfare concern

### Why are you concerned?

- For example
  - Allegation/ child shares a concern or worry
  - Indicators of abuse or neglect

### Immediately record your concerns

- Follow the school's procedure (Green form to record, speak to any DSL)
  - Reassure the child
  - Clarify concerns, **using open questions** if necessary (**TED: Tell, Explain, Describe**)
  - Use child's own words, **record facts not opinions**
  - Sign and date your records
  - Seek support for yourself if required from DSL

**Inform the Designated Safeguarding Lead** (See DSL posters at main entrance in each school and page 1 of the Safeguarding Policy)

### Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the Kent Safeguarding Support Level Guidance document and procedures: [www.kscmp.org.uk](http://www.kscmp.org.uk)
- Refer to other agencies as appropriate e.g. Internal or community services, LADO, Police or Request for Support
- If unsure then consult with Area Education Safeguarding Adviser (Gemma Wilson - 03000 412284) or Local Authority Social Worker at Central Referral Unit (03000 411111)

### If you are unhappy with the response

#### Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

#### Pupils and Parents:

- Follow school complaints procedures ([See policy on school website](#))

**Record decision making and action taken in the pupil's Child Protection/safeguarding file**

### Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

**Review and request further support** (if necessary)

At all stages the child's circumstances will be kept under review  
The DSL/Staff will request further support if required to ensure the **child's safety is paramount**

## 1. Introduction and Ethos

- Hunton CEP School is a community and all those directly connected (staff, volunteers, governors, parents, families and pupils) have an essential role to play in making it safe and secure. Staff of Hunton CEP School recognise our statutory responsibility to safeguard and promote the welfare of all children **and maintain an attitude of 'it could happen here'**.
- Hunton CEP School recognises the importance of providing an ethos and environment within school that will help children to be safe and feel safe. In our school children are respected and encourage to talk openly.
- Our school core safeguarding principles are:
  - We are an important part of the wider safeguarding system for children.
  - It is our whole school responsibility to safeguard and promote the welfare of children.
  - All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
  - All children have a right to be heard and to have their wishes and feelings taken into account.
  - All our staff understand safe professional practice and adhere to our safeguarding policies.

## 2. Definition of Safeguarding

- All schools should have a culture of safeguarding. We **believe that the best interests of children come first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.** We identify children who may need early help and who are at risk of harm or have been harmed.
- 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 / Headteacher 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 recognise and 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 timely, appropriate communications and actions are undertaken when safeguarding concerns arise.
- This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2021 (KCSIE) which requires individual schools and colleges to have an effective child protection policy.
- The procedures contained in this policy apply to all staff, including and governors, temporary or third-party agency staff and volunteers) and are consistent with those outlined within KCSIE 2021.
- Regarding coronavirus (Covid-19), our safeguarding principles in accordance with KCSIE 2021 and related government guidance, remain the same. We will continue to follow government guidance and will amend this policy, as necessary.

## 3. Context

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- DfE Keeping Children Safe in Education 2021 (KCSIE)

- o Working Together to Safeguard Children 2018 (WTSC)
- o Ofsted: Education Inspection Framework' 2019
- o Framework for the Assessment of Children in Need and their Families 2000)
- o Kent and Medway Safeguarding Children Procedures (Online)
- o Early Years and Foundation Stage Framework 2017 (EYFS)
- o The Education Act 2002
- o The Education (Independent School Standards) Regulations 2014
- o The Non-Maintained Special Schools (England) Regulations 2015

In line with KCSIE 2021, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- a. protecting children from maltreatment;
  - b. preventing impairment of children's mental and physical health or development;
  - c. ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
  - d. taking action to enable all children to have the best outcomes.
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
  - The school acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):
    - o Abuse and neglect
    - o Bullying (including cyberbullying)
    - o Children with family members in prison
    - o Children Missing Education (CME)
    - o Child missing from home or care
    - o Child Criminal Exploitation (CCE)
    - o Child Sexual Exploitation (CSE)
    - o Contextual Safeguarding (Risks outside the family home)
    - o County Lines and gangs
    - o Domestic abuse / violence
    - o Drugs and alcohol misuse
    - o Fabricated or induced illness
    - o Faith abuse
    - o Female Genital Mutilation (FGM)
    - o Forced marriage
    - o Gangs and youth violence
    - o Gender based abuse and violence against women and girls
    - o Hate
    - o Honour based abuse
    - o Human trafficking and modern slavery
    - o Mental health
    - o Missing children and adults
    - o Nude or semi-nude image sharing (sexting)
    - o Online safety
    - o Prevent duty (radicalisation and extremism)
    - o Private fostering
    - o Relationship abuse
    - o Self-harm
    - o Serious and Sexual violence and harassment
    - o Youth produced sexual imagery or "Sexting" and 'Upskirting'

#### 4. Related Safeguarding Policies

This policy is one of a series in the school's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:

- Behaviour and Anti-Bullying, linked to the Use of Physical Intervention
- Online Safety (including use of images, social media and mobile technology)
- Data Protection and Information Sharing
- Sex & Relationship Education
- Personal and Intimate Care
- Health and Safety, including plans for reopening
- Attendance
- Risk Assessments (e.g. school trips, use of technology)
- First Aid and Accidents
- Managing Allegations Against Staff
- Staff Conduct (including Acceptable Use of Technology, part of Staff Handbook)
- Safer Recruitment
- Whistleblowing

#### 5. Key Responsibilities

- All Hunton CEP School members and Local Governing Bodies have read and will follow KCSIE 2021.
- Hunton CEP School has a nominated governor monitoring pair for welfare, including safeguarding. The nominated governor will take the lead role in ensuring that the school has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.
- The Full Governing Body will ensure that the DSL is properly supported in their role.

##### 5.1 Designated Safeguarding Lead (DSL)

- Hunton CEP School has appointed a member of the leadership team as the Strategic Safeguarding Lead for the school. The school has its own Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in each school.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL and any deputy DSL's training will be updated formally every two years but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- Deputy DSLs are trained to the same standard as the DSL. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
- **It is the role of the DSL to:**
  - Act as the central contact point for all staff to discuss any safeguarding concerns
  - Maintain a confidential recording system for safeguarding and child protection concerns
  - Coordinate safeguarding action for individual children

- In the case of Children Looked After the DSL should have the details of the child’s social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
- Liaise with other agencies and professionals in line with WTSC 2018
- Ensure that locally established referral procedures are followed as necessary
- Represent, or ensure the school is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
- Manage and monitor the school’s role in any multi-agency plan for a child.
- Be available during term time (during school hours) for staff in the school to discuss any safeguarding concerns
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2021)

## 5.2 Members of Staff

- **All members of staff have a responsibility to:**
- To provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- To understand the early help process and their role in it.
- To understand your schools safeguarding policies and systems.
- To undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children’s social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

## 5.3 Children and Young People

- **Children and young people (pupils) have a right to:**
  - Contribute to the development of school safeguarding policies
  - Receive help from a trusted adult.
  - Learn how to keep themselves safe, including online

## 5.4 Parents and Carers

- **Parents/carers have a responsibility to:**
  - Understand and adhere the relevant school/policies and procedures.
  - Talk to their children about safeguarding issues with their children & support the school in their safeguarding approaches.
  - Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the school, or other agencies.

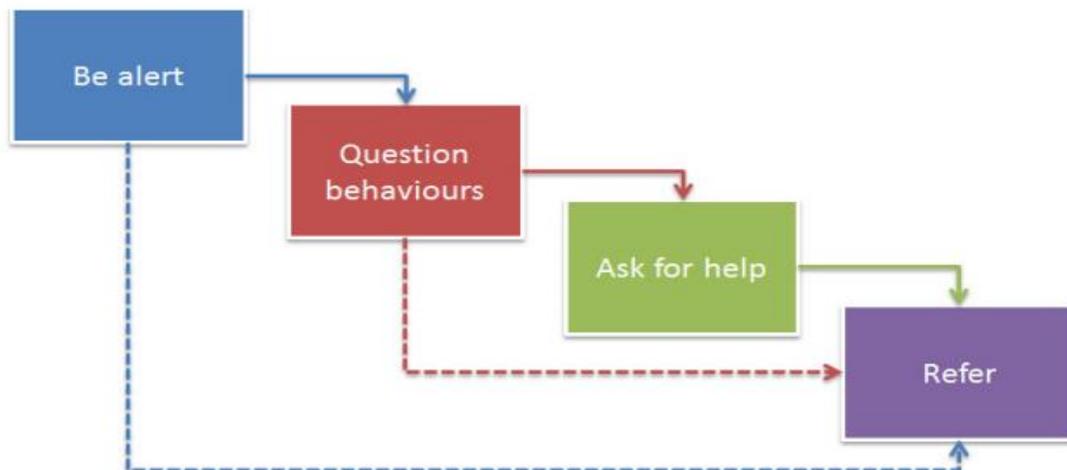
Parents can obtain a copy of the school Safeguarding Policy and other related policies on request and can view them via the school website at [Hunton Primary School](#)

## 6. Recognition and Types of Abuse and Neglect

- All staff in school should be aware of the definitions and indicators of abuse and neglect. There are four categories of abuse:
  - Physical abuse
  - Sexual abuse
  - Emotional abuse
  - Neglect
- Members of staff are aware that child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.
- The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- Parental behaviours' may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

## 7. Safeguarding and Child Protection Procedures

- Hunton CEP School adheres to the Kent Safeguarding Children multi-agency partnership procedures (KSCMP). The full KSCMP procedures and additional guidance relating to specific safeguarding issues can be found on their website: <https://www.kscmp.org.uk/>
- All members of staff are expected to be aware of and follow this approach **if they are concerned about a child:**



- It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Children's Social Work Services and/or the police.

- **The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**
- The DSL may seek advice or guidance from Area Education Safeguarding Adviser from the Education Safeguarding Team before making a decision regarding next steps. They may also seek advice or guidance from a social worker at the Front Door service.
- All members of staff are made aware of the internal and local early help support services. Where a child is being offered or receiving early help support, staff will be supported to understand their role in any early help assessment or intervention. This includes identifying emerging problems, liaising with other professionals, and in some cases acting as the lead practitioner.
- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- **In all but the most exceptional circumstances, parents /carers will be made aware of the concerns for their child at the earliest possible stage.** In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought in line with guidance provided by KSCMP, unless there is a valid reason not to do so, for example if to do so would put a child at risk of harm or would undermine a criminal investigation. We work with Kent Police (Operation Encompass) to provide support to children experiencing domestic abuse. **Children may report abuse happening to themselves, their peers or their family members. All reports are responded to in line with this policy. We recognise that some children have additional or complex needs and may require access to intensive or specialist services to support them.**
- In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from any of the Deputy DSLs. They may also seek advice from the Education Safeguarding Team or via consultation from a Local Authority social worker at the Front Door. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.
- On occasion, staff may pass information about a child to the DSL but remain anxious about action subsequently taken. Staff should feel able to check the progress of a case with the DSL so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned it is the responsibility of that staff member to follow the school's escalation process.
- If a child's situation does not appear to be improving, then the DSL (or the person that made the request for support) will consider re-referral. Professional disagreements (escalation) will be responded to in line with the KSCMP escalation procedures and DSLs may request support via the Education Safeguarding Team.

## 8. Record Keeping

- Staff will record any welfare concern that they have about a child on the school's safeguarding incident/concern form (with a body map if injuries have been observed) via a green form. Records will be completed as soon as possible after the incident/event, using the child's words.
- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with DSL.
- **New records and historical incident/welfare concern forms are kept: –in a Locked filing cabinet in the school office .**
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- Detailed guidance on Record Keeping is found in a separate document "Guidelines for Safeguarding Record Keeping in Schools".
- The Headteacher will be kept informed of any significant issues by the Deputy DSL.

## 9. Multi-agency Working

- Hunton CEP School recognise and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTSC 2018)
- Schools are not the investigating agency when there are child protection concerns. We will however contribute to the investigation and assessment processes as required. Hunton CEP School recognise the importance of multi-agency working and will support attendance at relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.
- The School Leadership Team as DSLs will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## 10. Confidentiality and Information Sharing

- Hunton CEP School recognise that all matters relating to child protection are confidential. The Headteacher or DSL will only disclose information about a pupil to other members of staff on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2021). **Location - in the staff room in the blue Safeguarding lever arch file and on the T drive in policies / behaviour and safety file.**

## 11. Complaints

- The school has a **Complaints Procedure** available to parents, pupils and members of staff and visitors who wish to report concerns. This can be found **in the blue file in the staff room, policy section on t drive and policy section on school website.**
- Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse at school can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: help@nspcc.org.uk
- Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations against Staff policy**. This can be found **in the blue file in the staff room, policy section on t drive and policy section on school website .**

## 12. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of Part One of "Keeping Children Safe in Education" (2021) which covers Safeguarding information for all staff. **School leaders will read the entire document. Members of staff who work indirectly with children will read Annex A (a new condensed version of part one) within Keeping Children Safe in Education 2021. Members of staff have signed to confirm that they have read and understood Part One OR Annex A. Signatures collected from all staff on appointment and annually – Copies in the Safeguarding Grab File in the office.**
- The DSL will ensure that all new staff and volunteers (including temporary) are aware of the school's internal safeguarding processes.
- All staff members (including temporary staff **and volunteers**) will receive training to ensure they are aware of a range of safeguarding issues.
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates, at least annually.
- All staff members (including temporary staff) will be made aware of the school's expectations regarding safe and professional practice via the staff behaviour policy (or code of conduct) and Acceptable Use Policy.
- The DSL and Headteacher will provide an annual report to the Governing Body detailing safeguarding training undertaken by all staff and will maintain up to date register of who has been trained.

- Although the school has nominated leads for the Governing Body / Welfare Monitoring Pair, all members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

### **13. Safe Working Practice**

- All members of staff are required to work within clear guidelines on Safe Working Practice / the school's Code of Conduct.
- Staff should be aware of the school's **Behaviour Management and Physical Intervention Policies**, and any physical interventions must be in line with agreed policy and procedures.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should adhere to the school's online safety and Acceptable Use policies.

### **14. Staff Supervision and Support**

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- The school will provide appropriate supervision and support for all members of staff to ensure that:
  - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
  - All staff will be supported by the DSL in their safeguarding role.
  - All members of staff have regular reviews of their own practice to ensure they improve over time.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.
- The school will ensure that members of staff who are working within the foundation stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2017.

### **15. Safer Recruitment**

- Hunton CEP School is committed to ensure that develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our pupils and staff. We follow section 3 of KCSIE procedures 'Safer Recruitment' and information from The Disclosure and Barring Service (DBS).
- The Governing Body and Leadership Team are responsible for ensuring that the school follows safe recruitment processes outlined within guidance.

Hunton CEP School is responsible for ensuring that the school maintains an accurate Single Central Record (SCR) in line with statutory guidance.

- The Governing Body will ensure that there is at least one of the persons who conducts an interview has completed safer recruitment training.
- We are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.
- We advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.

## **16. Allegations Against Members of Staff and Volunteers**

- Hunton CEP School recognise that it is possible for staff, contractors, agency and third party staff (including supply teachers), visitors and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the Headteacher or deputy in their absence who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the Headteacher then staff are advised that allegations should be reported to the Chair of Governors who will contact the LADO in the first instance.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.
- All members of staff are made aware of the school's Whistleblowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Hunton CEP School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Schools Personnel Service.

### **When in doubt – consult**

## **17. Safeguarding Children with Special Educational Needs and Disabilities**

- Hunton CEP School acknowledge 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.
- Hunton CEP 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. The DSL will liaise with the SENCO if appropriate to do so regarding safeguarding concerns.
- 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.

## 18. Peer on Peer Abuse

- All members of staff at Hunton CEP School recognise that children are capable of abusing their peers. Hunton CEP School believes that abuse is abuse and it will never be tolerated. All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.
- Hunton CEP School recognises that peer on peer abuse can take many forms, including but not limited to:
  - bullying (including cyberbullying)
  - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
  - sexual violence and sexual harassment
  - 'upskirting', which 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
  - sexting (also known as youth produced sexual imagery)
  - initiation/hazing type violence and rituals.
- Hunton CEP School recognises youth produced sexual imagery (also known as "sexting") as a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy). We will follow the advice as set out in the non-statutory UKCIS guidance: '[Sexting in schools and colleges: responding to incidents and safeguarding young people](#)' and the local [KSCMP](#) guidance: "Responding to youth produced sexual imagery".
- When responding to concerns relating to child on child sexual violence or harassment, our schools will follow guidance outlined in part five of KCSIE 2021 and '[Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)'.
- Staff and leadership are mindful that some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved.
- All allegations of peer on peer abuse will be recorded, investigated, and dealt with in line with associated policies, including safeguarding, anti-bullying and behaviour.
- Alleged victims, perpetrators and any other child affected by peer on peer abuse will be supported by providing pastoral support, working with parents/carers, and in cases of sexual assault, informing the police and/or Front Door.

### 18.1 Child on Child Sexual Violence or Harassment

- When responding to concerns relating to child on child sexual violence or harassment, we will follow the guidance outlined in part five of KCSIE 2021 and the DfE guidance '[Sexual Violence and Sexual Harassment Between Children in Schools and Colleges](#)'.
- If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.
- It is essential that all victims of sexual violence or sexual harassment are reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.
- Immediate consideration will be given as to how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).
- When there has been a report of sexual violence or harassment, the DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis. The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the

alleged perpetrator, and all other children, adult students (if appropriate) and staff and any actions that are required to protect them.

- Reports will initially be managed internally by the school/college and where necessary will be referred to Integrated Children's Services and/or the Police.
- The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim; the nature of the alleged incident (including whether a crime may have been committed); the ages and developmental stages of the children involved; any power imbalance between the children; if the alleged incident is a one-off or a sustained pattern of abuse; if there are any ongoing risks to the victim, other children, adult students or school/college staff; and, any other related issues or wider context.

## **18.2 Nude and/or Semi-Nude Image Sharing by Children**

- Hunton CEP School recognises that nude and semi-nude image sharing (also known as youth produced/involved sexual imagery or "sexting") is a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
- When made aware of concerns involving nude or semi-nude image taking/sharing involving children, staff are advised to:
  - Report any concerns involving nude or semi-nude image sharing involving children to the DSL immediately.
  - Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident (e.g. if a child has shown it to them), this will be immediately reported to the DSL.
  - Not delete the imagery or ask the young person to delete it.
  - Not say or do anything to blame or shame any children involved.
  - Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
  - Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.
  - DSLs will respond to concerns as set out in the non-statutory UKCIS guidance: 'Sharing nudes and semi-nudes: advice for education settings working with children and young people' (Updated December 2020) and the local KSCMP guidance: "Responding to youth produced sexual imagery"
  - the DSL will hold an initial review meeting with appropriate staff and will speak with the children involved if appropriate.
  - parents and carers will be informed at an early stage and involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm.
  - a referral will be made to ICS and/or the police immediately if:
    - the incident involves an adult (over 18).
    - there is reason to believe that a child has been coerced, blackmailed or groomed, or there are concerns about their capacity to consent (for example, age of SEND).
    - the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
    - a child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.
  - All decisions will be recorded in line with our child protection procedures and will be based on the consideration of the best interests of any child involved. The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.
  - If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.

## 19. Gangs, County Lines, Serious violence, Crime and Exploitation

- Hunton CEP School recognises the impact of gangs, county lines, serious violence, crime and exploitation. It is recognised that the initial response to child victims is important, and that staff will take any allegation seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:
  - Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
  - Children who go missing for periods of time or regularly come home late
  - Children who regularly miss school or education or do not take part in education
  - Change in friendships/relationships with others/groups
  - Children who associate with other young people involved in exploitation
  - Children who suffer from changes in emotional well-being
  - Significant decline in performance
  - Signs of self-harm/significant change in wellbeing
  - Signs of assault/unexplained injuries

It is recognised that the experiences of such exploitation and signs of abuse may be very different for girls and boys.

## 20. Mental Health

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are aware of how children's experiences, can impact on their mental health, behaviour and education. Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

## 21. Online Safety

- It is recognised by Hunton CEP School that the use of technology presents challenges and risks to children and adults both inside and outside of school. Hunton CEP School will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.
- Hunton CEP School identifies that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:
  - content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
  - contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
  - conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
- The DSL has overall responsibility for online safeguarding within the school but will liaise as necessary with other members of staff.
- Hunton CEP School uses a wide range of technology. This includes computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems. All Hunton CEP School owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.

- Hunton CEP School recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2021 and EYFS 2017 has appropriate policies in place that are shared and understood by all members of the community.
- Hunton CEP School will do all we reasonably can to limit children's exposure to online risks through our school IT systems and will ensure that appropriate filtering and monitoring systems are in place.
- The DSL will respond to online safety concerns in line with the child protection and other associated policies such as anti-bullying and behaviour. Please refer to these separate policies for full information on online safety.

#### **Where children are asked to learn online at home in response to a full or partial closure:**

- Hunton CEP School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts and phone numbers. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our Acceptable Use Policies.
- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

## **22. Curriculum and Staying Safe**

- Hunton CEP School will ensure that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum. We recognise that school plays an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that learners have a range of age appropriate contacts and strategies to ensure their own protection and that of others.
- Hunton CEP School is aware of the most recent communication from the DfE on the mandatory implementation of Relationships Education, Relationships and Sex and Health Education and will ensure that this is embedded into the curriculum.
- Our systems support children to talk to a range of staff. Children will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

## **23. The Use of School Premises by Other Organisations**

- Where services or activities are provided separately by another body using the school premises, the Headteacher and Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers. If this assurance is not achieved then an application to use premises will be refused.

## 24. 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 and volunteers coming into school as outlined within guidance. 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.

## 25. Monitoring and Review

- All school staff (including temporary staff and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers. The policy will be reviewed annually.

## 26. Local Support

- All members of staff at Hunton CEP School are made aware of local support available
  - **Contact details for Area Safeguarding Adviser (Education Safeguarding Team)**
  - **West Kent** – Gemma Willson – Area Safeguarding Adviser / Joanne Barnett – Area Safeguarding Assistant / Rachel Unsworth – Admin Support
  - **03000 412284 / 07540 677200**
  - [Gemma.willson@kent.gov.uk](mailto:Gemma.willson@kent.gov.uk) / [joanne.barnett@kent.gov.uk](mailto:joanne.barnett@kent.gov.uk)
  - **Contact details for Online Safety in the Education Safeguarding Team**
    - Rebecca Avery, Education Safeguarding Adviser (Online Protection):
    - Ashley Assiter, e-Safety Development Officer
    - 03000 415797
    - [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)
  - **Childrens Social Work Services**
    - Central Duty Team: 03000 411111
    - Out of Hours Number: 03000 419191
  - **Kent Police**
    - 101 (or 999 if there is an immediate risk of harm)
  - **Kent Safeguarding Children Board (KSCB)**
    - [kscb@kent.gov.uk](mailto:kscb@kent.gov.uk)
    - 03000 421126

## 27. National Support

**NSPCC Report Abuse in Education Helpline – 0800 136 663 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

### Support for staff

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

### Support for Pupils

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

### Support for adults

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [napac.org.uk](http://napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

### Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

### Domestic Abuse

- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)

### Honour based Violence

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

### Sexual Abuse and CSE

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

**Online Safety**

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- ParentPort: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

**Radicalisation and hate**

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)

### Safeguarding Summary

We know that: Everyone matters. Everyone has the right to be safe and happy. Every child has the right to learn.

We follow and believe in our school's Christian vision and values to keep everyone safe and able to learn.

*'Live life in all its fullness'. John 10:10*

Compassion

Joy

Perseverance

Respect

We have lots of rewards in school for doing the right thing, but consequences and time to reflect if we do the wrong thing so we can learn from our mistakes.

We have a chart in every class so we can see how we are getting on.

We know to tell any adult if we are upset or worried about anything either in school or at home or out of school. We know that adults will listen and help us if we have a problem.

We must all make sure our school is safe and tidy.

Staff and visitors wear lanyards to identify themselves. Children also wear lanyards if in the building at break / lunchtimes or if they have permission to leave the classroom during lessons.

First aiders help us if we hurt ourselves in school.

Adults make sure children have good attendance so they have the chance every day to learn something new.

Adults will take us out of school on trips and make sure we are safe.

**My Name:**

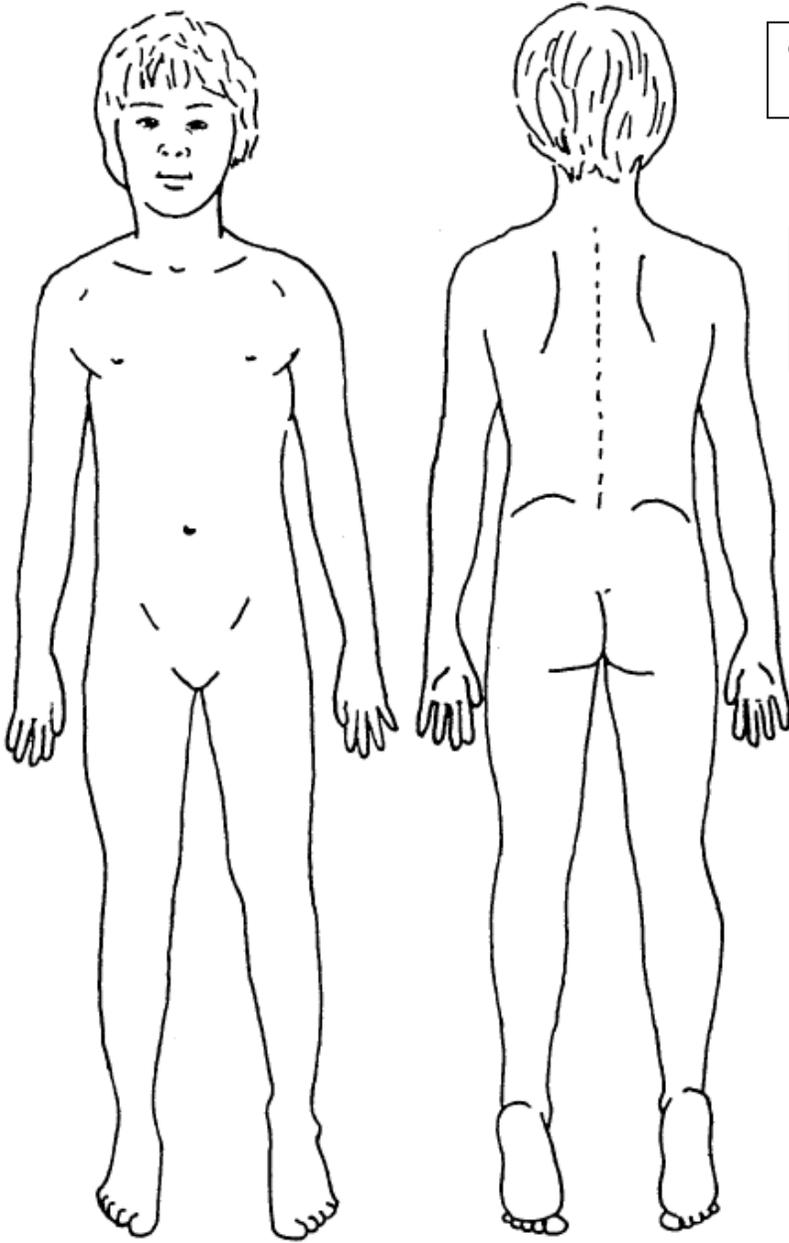
**Class:**

Insert school logo  
here

## Welfare Incident / Concern form 'The Green Form'

### SAFEGUARDING INCIDENT / CONCERN FORM

Child's name	Date of birth Year Group/Class
Name and position of person completing form (please print)	
Date of incident /concern: (DD MM YY)	
Incident / concern (who what where when)*	
Any other relevant information (witnesses, immediate action taken)*	
Signature: (name of member of staff)  Role:	Date form completed (DD MM YY):
Action taken (including reasons for decisions) and Outcomes* <b>(NB – this section is only to be completed by DSL)</b>	
Signature of DSL	Date (DD MM YY)
Signature of Lead DSL (if appropriate)	Date (DD MM YY)

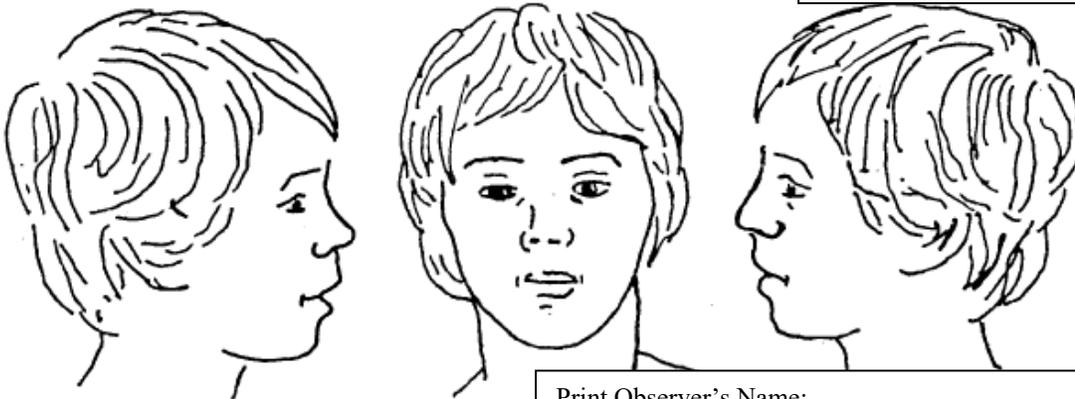


Child's Name:

Date and Time Observed:

Description of marks:

Signature:



Print Observer's Name: