



## BISHOP VESEY'S GRAMMAR SCHOOL

### Child Protection & Safeguarding Policy

#### Teaching & Support Staff

<b>Staff covered by this procedure:</b>	Teaching and support staff
<b>Review prepared by:</b>	Assistant Headteacher i/c Safeguarding – Kate Steadman
<b>Review date/by whom:</b>	September 2016 – Chair of Governors & Chair of PPD Committee
<b>Staff consultation:</b>	Not applicable - Statutory changes made to policy as required by legislation. No other changes made.
<b>School adoption date (for reviewed policy):</b>	September 2016
<b>School's review date/by whom:</b>	September each year or sooner where statutory legislation requires changes/ Assistant Headteacher i/c Safeguarding – Kate Steadman
<b>Ratified by Governing Body:</b>	26 September 2016
<b>Signed by Chair of Governors:</b>	

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## Introduction

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Bishop Vesey's is committed to safeguarding and promoting the welfare of all its pupils. We believe all staff and visitors have an important role to play in child protection.

We believe:

- All children have the right to be protected from harm.
- Children need to be safe and to feel safe in school.
- Children need support which matches their individual needs, including those who may have experienced abuse.
- All children/young people have the right to speak freely and voice their values and beliefs;
- All children/young people must be encouraged to respect each other's values and support each other;
- All children/young people have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy, healthy, sociable child/young person will achieve better educationally;
- Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours; and
- All staff and visitors have an important role to play in safeguarding children and protecting them from abuse.

Bishop Vesey's will fulfil local and national responsibilities as laid out in:-

- **Keeping Children Safe in Education (DfE September 2016)**
- **Working together to Safeguard Children (DfE March 2015)**
- **Counter Terrorism and Security Act and Prevent Duty (2015)**
- **The Procedures of Birmingham Safeguarding Children Board**
- **The Children Act 1989**
- **The Education Act 2002 s175 / s157**
- **Dealing with Allegations of Abuse (DfE 2012)**
- **Mental Health and Behaviour in Schools: Departmental Advice (DfE 2014)**

## 1. Overall aims

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1.1 This policy will contribute to the prevention of abuse and safeguarding of our pupils and promoting their welfare by:

- Clarifying standards of behaviour for staff and pupils;
- Contributing to the establishment of a safe, resilient and robust ethos in the school, built on mutual respect, and shared values;
- Introducing appropriate work within the curriculum;
- Encouraging pupils and parents/carers to participate;
- Alerting staff to the signs and indicators that all might not be well;
- Developing staff awareness of the causes of abuse;
- Developing staff awareness of the risks and vulnerabilities their pupils/students face;

- Addressing concerns at the earliest possible stage; and
- Reducing the potential risks pupils/students face of being exposed to violence, extremism, exploitation or victimisation.

1.2 This policy will contribute to supporting our pupils by:

- Identifying and protecting the most vulnerable;
- Identifying individual needs where possible;
- Designing plans to meet needs; and
- Having a child centred approach

1.3 This policy will contribute to the protection of our pupils by:

- Including appropriate work within the curriculum;
- Implementing child protection policies and procedures; and
- Working in partnership with pupils, parents/carers and agencies.

## 2.0 Key Principles

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2.1 Bishop Vesey's will adhere to the key principles of child protection work as stated by Birmingham Safeguarding Children Board:

- Always see the child first.
- Never do nothing.
- Do with, not to, others.
- Do the simple things better.
- Have conversations, build relationships.
- Outcomes not outputs.

2.2 In addition the Board has identified the following key safeguarding messages for schools-

- Every child is entitled to a rich and rounded curriculum.
- Schools operate with public money: this should be spent wisely, targeting resources on the evidenced needs of children at school now. Assurance and audit are important aspects of this.
- Governance is corporate and decisions are collective, but individual governors can and should take the lead on specific aspects of school life such as safeguarding.
- When issues arise, head teachers should speak out, addressing them internally where possible and escalating them when this is unsuccessful.

## 3.0 Key processes

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3.1 All staff should be aware of the guidance issued by Birmingham Safeguarding Children Board on Right Services Right Time and **be able to identify children that may benefit from early help.**

## 4.0 Expectations

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- 4.1 All staff will:
- Be familiar with our child protection and safeguarding policy;
  - Be subject to Safer Recruitment processes and checks whether they are new staff, supply staff, contractors, volunteers etc.
  - Be involved, where appropriate, in the implementation of individual education programmes, integrated support plans, child in need plans and interagency child protection plans;
  - Be alert to signs and indicators of possible abuse; (See Appendix One for current definitions and indicators)
  - Record concerns and give the record to the Designated Safeguarding Lead Kate Steadman;
  - Deal with a disclosure of abuse from a child by informing the Designated Safeguarding Lead immediately, and provide a written account as soon as possible; and
  - New staff will undergo child protection and safeguarding training with the Designated Safeguarding Lead and be given a copy of the child protection and safeguarding policy as part of their induction training.
- 4.2 All staff will receive safeguarding training at intervals of no more than one year and sooner if required to keep with key changes or additions to statutory obligations. They will also receive updates via email. Key staff will undertake more specialist child protection training as agreed by the Governing Body.
- 4.3 All visitors to the school are given a summary of our Child Protection Policy including the name of the Designated Safeguarding Lead and the procedure to follow if a child makes a disclosure or if they have safeguarding concerns about a child.

## 5.0 The Designated Safeguarding Lead

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- 5.1 Our Designated Safeguarding Lead on the senior leadership team with lead responsibility and management, oversight and accountability for child protection is Kate Steadman. Along with the Head Teacher, Dominic Robson, and Ruth Hearn, Deputy Head Teacher and line manager for Child Protection, she will be responsible for coordinating all child protection activity and advice/training to staff. In the event that Kate Steadman is out of school, staff can contact Dominic Robson, Ruth Hearn or Heather Hodkinson, Learning mentor, who have undergone the relevant safeguarding training for safeguarding leads.
- 5.2 The Designated Safeguarding Lead will liaise with the local authority and other agencies in line with Working Together to Safeguard Children (DfE 2015) including Birmingham Children's Services, the police (where a crime has been committed) and the Disclosure and Barring Service (when a staff member is dismissed or has left due to the risk/harm they have caused or pose to a child).
- 5.3 The Designated Safeguarding Lead will refer cases to the Chanel programme where there is a radicalisation concern.

- 5.4 The Designated Safeguarding Lead will support staff that make referrals to Birmingham Children's Social Care Services.
- 5.5 The Designated Safeguarding Lead will support staff that make referrals to the Channel programme.
- 5.6 The Designated Safeguarding Lead leads regular case monitoring reviews of vulnerable children. These reviews must be evidenced by minutes and recorded in case files.
- 5.7 Where the school has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken and advise the Head Teacher.
- 5.8 The Designated Safeguarding Lead will inform the Head Teacher of ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- 5.9 Child protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the Designated Safeguarding Lead feels their having knowledge of a situation will improve their ability to deal with an individual child and / or family. A written record will be made of what information has been shared with whom, and when.
- 5.10 Child protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each child: the school will not keep family files. Files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation and guidance.
- 5.11 Access to these records by staff other than by the Designated Safeguarding Lead will be restricted, and a written record will be kept of who has had access to them and when.
- 5.12 Parents will be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents will be in line with any home school policies and give due regard to which adults have parental responsibility. However, information will not be disclosed if this would put the child at risk of significant harm.
- 5.13 If a pupil moves from our school, child protection records will be forwarded on to the Designated Safeguarding Lead at the new school, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. We will record where and to whom the records have been passed and the date.
- 5.14 If sending by post pupil records will be sent by "Special/Recorded Delivery". For audit purposes a note of all pupil records transferred or received will be kept in either paper or electronic format. This will include the child's name, date of birth, where and to whom the records have been sent and the date sent and/or received.
- 5.15 If a pupil is permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded on to the relevant organisation.
- 5.16 Where a vulnerable young person is moving to a Further Education establishment, consideration will be given to the pupil's wishes and feelings on their child protection information being passed on in order that the FE establishment can provide appropriate support.

- 5.17 When a Designated Safeguarding Lead resigns their post or no longer has child protection responsibility, there will be a full face to face handover/exchange of information with the new post holder.
- 5.18 In exceptional circumstances when a face to face handover is unfeasible, the Head Teacher will ensure that the new post holder is fully conversant with all procedures and case files.
- 5.19 The Designated Safeguarding Lead will receive appropriate training every two years **and has undertaken Prevent Awareness training.**
- 5.20 **The Designated Safeguarding Lead will ensure all staff understand and have access to Child Protection and Safeguarding policy and that the policy is used appropriately and effectively. The Designated Safeguarding Lead will also provide advice to staff on protecting children from radicalisation.**
- 5.21 **The Designated Safeguarding Lead will ensure that the school's protection policy is reviewed at least annually and before if changes are amended or updated by the DfE.**
- 5.22 **The Designated Safeguarding Lead will ensure the child protection policy is available online so that parents are aware of the fact referrals about suspected abuse or neglect may be made and the role of the school in this.**
- 5.23 **The Head Teacher has ultimate responsibility for the school's compliance with the government's statutory requirements and the enforcement of the school's Child Protection Policy.**

## **6.0 The Governing Body**

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- 6.1 The Governing Body is the accountable body for ensuring the safety of the school.
- 6.2 The governing body will ensure that the school:
- Has a child protection policy and safeguarding policy in accordance **with the law** and the procedures of Birmingham Safeguarding Children Board;
  - Has an effective staff code of conduct;
  - **Contributes to inter-agency working in line with Working together to Safeguard Children (DfE 2015)**
  - Operates, "safer recruitment" procedures and ensures appropriate checks are carried out on all new staff and relevant volunteers;
  - Has at least one senior member of the school's leadership team acting as a Designated Safeguarding Lead for Child Protection;
  - Ensures that the Designated Safeguarding Lead attends appropriate refresher training every two years;
  - Ensures that all other staff who work with children undertake **training at least annually.**
  - **New staff receive safeguarding and child protection training at induction**
  - Ensures that temporary staff and volunteers are made aware of the school's arrangements for child protection and their responsibilities;
  - Provides early help when the additional needs of children are identified and contributes to inter agency plans to provide additional support for children with child protection plans;
  - **Has appropriate filters and monitoring systems in place to promote online safety.**

- Remedies any deficiencies or weaknesses brought to its attention without delay;
- Has procedures for dealing with allegations of abuse against staff/volunteers;
- Has procedures to handle allegations made against other children.

6.2 The governing body reviews its policies/procedures annually

6.3 The Nominated Governor for child protection is Colette Robinson. The Nominated Governor is responsible for liaising with the Head Teacher and Designated Safeguarding Lead over all matters regarding child protection issues. The Nominated Governor will meet with the Designated Safeguarding Lead on a termly basis. The role is strategic rather than operational – they will not be involved in concerns about individual pupils.

6.4 The nominated governor will liaise with the Head Teacher and the Designated Safeguarding Lead to produce an annual report for governors and the local authority (s175/s157).

6.5 A member of the governing body (the Chair, Dr John Craggs) is nominated to be responsible for liaising with the local authority and other partner agencies in the event of allegations of abuse being made against the Head Teacher.

## 7.0 A safer school culture

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### Safer Recruitment and Selection

- 7.1 The school pays full regard to 'Keeping Children Safe in Education'. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking appropriate checks through the Disclosure and Barring Service (DBS).
- 7.2 All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.
- 7.3 Dominic Robson (Head Teacher), Ruth Hearn (Deputy Head Teacher), Russell Bowen (Deputy Head Teacher), Graham Swindells (Business School Manager) and Kate Steadman (Assistant Head Teacher and Designated Safeguarding Lead) have undertaken appropriate training in Safer Recruitment. One of the above will be involved in **all** staff / volunteer recruitment processes and sit on the recruitment panel.
- 7.4 The school's single central record includes all staff and records an identity check, barred list check, enhanced DBS, prohibition from teaching check, professional qualifications and right to work in the United Kingdom.

### **Staff support**

- 7.5 We recognise the stressful and traumatic nature of child protection work. We will support staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

## **8.0 Our role in the prevention of abuse**

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- 8.1 We will provide opportunities for pupils/students to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.

### **The curriculum**

- 8.2 Relevant issues will be addressed through the PSHE curriculum, for example self-esteem, emotional literacy, assertiveness, power, sex and relationship education, e-safety and bullying.
- 8.3 Relevant issues will be addressed through other areas of the curriculum, for example, English, History, Drama, Art.

### **Other areas of work**

- 8.4 All our policies which address issues of power and potential harm, for example bullying, equal opportunities, handling, positive behaviour, will be linked to ensure a whole school approach.
- 8.5 Our safeguarding policy cannot be separated from the general ethos of the school, which should ensure that students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

## **9.0 Safeguarding students who are vulnerable to radicalisation**

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- 9.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.
- 9.2 Bishop Vesey's values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society's values. Both pupils/students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

- 9.3 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Bishop Vesey's is clear that this exploitation and radicalisation should be viewed as a safeguarding concern and that protecting children from the risk of radicalisation is part of the school's safeguarding duty.
- 9.4 Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix Four.
- 9.5 Bishop Vesey's seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

#### **Risk reduction**

- 9.6 The school governors, the Head Teacher and the Designated Safeguarding Lead will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy.
- 9.7 This risk assessment will be reviewed as part of the annual s175 return that is monitored by the local authority and the local safeguarding children board.

#### **Response**

- 9.8 With effect from 1<sup>st</sup> July 2015 all schools are subject to a duty to have "due regard to the need to prevent people being drawn into terrorism" (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty.
- 9.9 There is no single way to identify an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability and these are often combined with specific needs for which an extremist group may appear to provide answers, and specific influences such as family, friends and online contacts. The use of social media has become a significant feature in the radicalisation of young people.

More information on these factors is in Appendix 4.

- 9.10 Our school, like all others, is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will be the Designated Safeguarding Lead. The SPOC for Bishop Vesey's is Kate Steadman. The responsibilities of the SPOC are described in Appendix Five.
- 9.11 Staff of Bishop Vesey's will be alert to changes in a child's behaviour or attitude which could indicate that they are in need of help or protection.

9.12 When any member of staff has concerns that a pupil/student may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC, and to the Designated Safeguarding Lead if this is not the same person.

9.13 Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason, the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

### **Channel**

9.14 Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

9.15 The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

9.16 Schools have a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

Further guidance about duties relating to the risk of radicalisation is available in the [Advice for Schools on The Prevent Duty](#).

## **10.0 Safeguarding students who are vulnerable to exploitation, forced marriage, female genital mutilation or trafficking**

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10.1 Our safeguarding policy above, and the school's values, ethos and behaviour policies, provide the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other.

10.2 Our school keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation.

- 10.3 Our staff are supported to recognise warning signs and symptoms in relation to specific issues, and include such issues in an age appropriate way in their curriculum.
- 10.4 Our school works with and engages our families and communities to talk about such issues.
- 10.5 Our staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- 10.6 Our Designated Safeguarding Lead knows where to seek and get advice as necessary.
- 10.7 Our school brings in experts and uses specialist material to support the work we do.

### **Reporting of female genital mutilation**

- 10.8 With effect from October 2015 all schools are subject to a mandatory reporting requirement in respect of female genital mutilation. When a teacher discovers that an act of FGM appears to have been carried out on a girl aged under 18, that teacher has a statutory duty to report it to the police. Failure to report such cases will result in disciplinary sanctions.
- 10.9 When a teacher at Bishop Vesey's has reasons to suspect that an act of FGM has been carried out on a student, s/he will discuss the situation with the Designated Safeguarding Lead, who may consult children's social care before a decision is made as to whether the mandatory reporting duty applies.

## **11.0 Children who go missing from education**

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- 11.1 A child going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. School staff will be alert to these safeguarding concerns when a student goes missing for an extended period, or on repeat occasions.
- 11.2 The school must notify the local authority of any pupil/student who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. The school must also notify the local authority of any pupil/student who is to be deleted from the admission register because s/he –
- Has been taken out of school by their parents and is being educated outside the school system (e.g. home education);
  - Has ceased to attend school and no longer lives within a reasonable distance of the school at which s/he is registered;
  - Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;

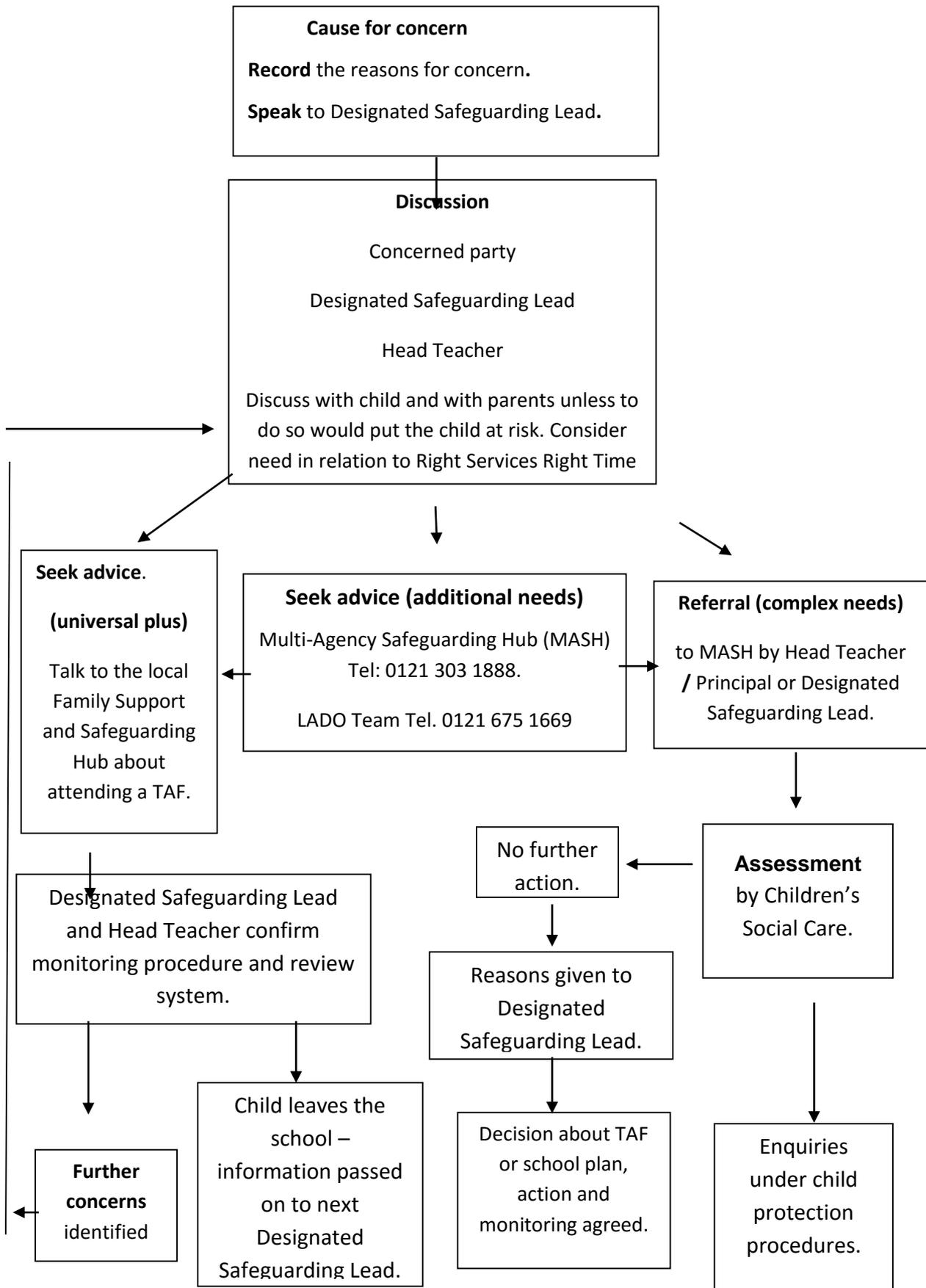
- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the school at the end of that period; or
- Has been permanently excluded.

## 12.0 What we do when we are concerned

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- 12.1 Where risk factors are present but there is no evidence of a particular risk then our DSL advises us on preventative work that can be done within school to engage the pupil into mainstream activities and social groups. The DSL may well be the person who talks to and has conversations with the student's family, sharing the school's concern about the young person's vulnerability and how the family and school can work together to reduce the risk.
- 12.2 In this situation, depending on how worried we are and what we agree with the parent and the young person (as far as possible) –
- The DSL may decide to notify the Multi-Agency Safeguarding Hub (MASH) of the decision so that a strategic overview can be maintained and any themes or common factors can be recognised; and
  - The school will review the situation after taking appropriate action to address the concerns.
- 12.3 The DSL will also offer and seek advice about undertaking an early help assessment such as the family Common Assessment Framework (fCAF) and/or making a referral to children's social care. The local family support and safeguarding hub can assist us.
- 12.4 If the concerns about the pupil/student are significant and meet the additional needs/complex need criteria, they will be referred to the MASH. This includes concerns about a child/young person who is affected by the behaviour of a parent or other adult in their household.

**RESPONDING TO CONCERNS ABOUT A CHILD**



## Working with other agencies to protect children

### 13.0 Involving parents / carers

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- 13.1 In general, we will discuss concerns with parents / carers before approaching other agencies, and will seek their consent to making a referral to another agency. However, there may be occasions when the school will contact another agency **before** informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.
- 13.2 Parents / carers will be informed about our child protection and safeguarding policy through the school website.

### 14.0 Multi-agency work

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- 14.1 We work in partnership with other agencies in the best interests of the children. The school will, where necessary, liaise with the school nurse and doctor, and make referrals to Children's Social Care. Referrals will be made by the Designated Safeguarding Lead Person to the Information, Advice Support Service. Where the child already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their team manager.
- 14.2 We will co-operate with any child protection enquiries conducted by Children's Social Care: the school will ensure representation at appropriate inter-agency meetings such as initial and review child protection conferences, core group meetings and integrated support plan meetings.
- 14.3 We will provide reports as required for these meetings. If the school is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents / carers at least 24 hours prior to the meeting.
- 14.4 Where a child in school is subject to an inter-agency child protection plan or a multi-agency risk assessment meeting, the school will contribute to the preparation, implementation and review of the plan as appropriate.

### 15.0 Our role in supporting children

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- 15.1 We will offer appropriate support to individual children who have experienced abuse or who have abused others.
- 15.2 An individual support plan will be devised, implemented and reviewed regularly for these children. This plan will detail areas of support, who will be involved, and the child's wishes and feelings. A written outline of the individual support plan will be kept in the child's child protection record.
- 15.3 Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment.

We will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.

- 15.4 We will ensure the school works in partnership with parents / carers and other agencies as appropriate.

## **16.0 Responding to an allegation about a member of staff**

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- 16.1 This procedure must be used in any case in which it is alleged that a member of staff, governor, visiting professional or volunteer 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 in a way that indicates s/he is unsuitable to work with children.

- 16.2 Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in school to abuse children and concerns should be reported to the Head Teacher. The Head Teacher and Designated Safeguarding Lead will refer anyone who poses a risk to a child or vulnerable adult to Birmingham's team of dedicated officers and the DBS.

- 16.3 All staff working within our organisation must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately. Allegations or concerns about colleagues and visitors must be reported direct to the Head Teacher unless the concern relates to Head Teacher. If the concern relates to the Head Teacher, it must be reported immediately to the Chair of the Governing Body, John Craggs, who will liaise with the Local Authority Designated Office Team in children's social care and they will decide on any action required.

## **17.0 Children with additional needs**

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- 17.1 Bishop Vesey's Grammar School recognises that while all children have a right to be safe, some children may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug / alcohol abusing parents, etc.

- 17.2 When the school is considering excluding, either fixed term or permanently, a vulnerable pupil and / or a pupil who is the subject of a child protection plan or where there is an existing child protection file, we will call a multi-agency risk-assessment meeting prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment *must* be completed prior to convening a meeting of the Governing Body

## 18.0 Children in specific circumstances

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### Private Fostering

- 18.1 Many people find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more it is private fostering.
- 18.2 The Children Act 1989 defines a relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step parent.
- 18.3 People become involved in private fostering for all kinds of reasons. Examples of private fostering include –
- Children who need alternative care because of parental illness;
  - Children whose parents cannot care for them because their work or study involves long or antisocial hours;
  - Children sent from abroad to stay with another family, usually to improve their educational opportunities;
  - Unaccompanied asylum seeking and refugee children;
  - Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
  - Children staying with families while attending a school away from their home area.
- 18.4 There is a mandatory duty on the carer, the parents, and anyone else involved in making the arrangement, to inform the local authority of a private fostering. The local authority has a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.

## APPENDIX ONE

### DEFINITIONS AND INDICATORS OF ABUSE

#### 1. NEGLECT

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

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

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

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger;
- Stealing, scavenging and/or hoarding food;
- Frequent tiredness or listlessness;
- Frequently dirty or unkempt;
- Often poorly or inappropriately clad for the weather;
- Poor school attendance or often late for school;
- Poor concentration;
- Affection or attention seeking behaviour;
- Illnesses or injuries that are left untreated;
- Failure to achieve developmental milestones, for example growth, weight;
- Failure to develop intellectually or socially;
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings;
- The child is regularly not collected or received from school; or
- The child is left at home alone or with inappropriate carers

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

#### 2. PHYSICAL ABUSE

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

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape;

- Bruises that carry an imprint, such as a hand or a belt;
- Bite marks;
- Round burn marks;
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given;
- Changing or different accounts of how an injury occurred;
- Bald patches;
- Symptoms of drug or alcohol intoxication or poisoning;
- Unaccountable covering of limbs, even in hot weather;
- Fear of going home or parents being contacted;
- Fear of medical help;
- Fear of changing for PE;
- Inexplicable fear of adults or over-compliance;
- Violence or aggression towards others including bullying; or
- Isolation from peers

### **3. SEXUAL ABUSE**

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

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge;
- Anal or vaginal discharge, soreness or scratching;
- Reluctance to go home;
- Inability to concentrate, tiredness;
- Refusal to communicate;
- Thrush, persistent complaints of stomach disorders or pains;
- Eating disorders, for example anorexia nervosa and bulimia;
- Attention seeking behaviour, self-mutilation, substance abuse;
- Aggressive behaviour including sexual harassment or molestation;
- Unusual compliance;
- Regressive behaviour, enuresis, soiling;
- Frequent or open masturbation, touching others inappropriately;
- Depression, withdrawal, isolation from peer group;
- Reluctance to undress for PE or swimming; or
- Bruises or scratches in the genital area.

#### **4. EMOTIONAL ABUSE**

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

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly;
- Over-reaction to mistakes;
- Delayed physical, mental or emotional development;
- Sudden speech or sensory disorders;
- Inappropriate emotional responses, fantasies;
- Neurotic behaviour: rocking, banging head, regression, tics and twitches;
- Self-harming, drug or solvent abuse;
- Fear of parents being contacted;
- Running away;
- Compulsive stealing;
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communication suddenly (known as “traumatic mutism”) can indicate maltreatment.

#### **5. SEXUAL EXPLOITATION**

Child sexual exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the child/young person performing sexual activities, or another person performing sexual activities on the child/young person.

The presence of any significant indicator for sexual exploitation should trigger a referral to children’s social care. The significant indicators are:

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity);
- Entering and/or leaving vehicles driven by unknown adults;
- Possessing unexplained amounts of money, expensive clothes or other items;
- Frequenting areas known for risky activities;
- Being groomed or abused via the Internet and mobile technology; and
- Having unexplained contact with hotels, taxi companies or fast food outlets.

## 6. RESPONSES FROM PARENTS/CARERS

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

- Delay in seeking treatment that is obviously needed;
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb);
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development;
- Reluctance to give information or failure to mention other known relevant injuries;
- Frequent presentation of minor injuries;
- A persistently negative attitude towards the child;
- Unrealistic expectations or constant complaints about the child;
- Alcohol misuse or other drug/substance misuse;
- Parents request removal of the child from home; or
- Violence between adults in the household.

## 7. CHILDREN with SEN and Disability

**When working with children with SEN and disabilities**, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child;
- Not getting enough help with feeding leading to malnourishment;
- Poor toileting arrangements;
- Lack of stimulation;
- Unjustified and/or excessive use of restraint;
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries;
- Unwillingness to try to learn a child's means of communication;
- Ill-fitting equipment. for example callipers, sleep boards, inappropriate splinting;
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures.

**Children with SEN and disabilities are not necessarily going to show outward signs and, therefore, additional vigilance is required. Changes in behaviour, mood and injury should not just be attributed to the child's impairment but must be investigated.**

### Other Specific Safeguarding Issues

1. Bullying- physical, name calling and online (See Anti-Bullying policy and E-Safety policy)

2. Domestic Abuse- Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners of family members. Domestic abuse occurs across society, regardless of age, gender, race, sexuality, wealth, and geography. The figures show, however, that it consists mainly of violence by men against women. Children are also

affected, both directly and indirectly and there is also a strong correlation between domestic violence and child abuse suggesting overlap rates of between 40-60%.

3. Drugs-specifically the use of a drug for a nontherapeutic effect. Some of the most commonly abused drugs are alcohol; nicotine; marijuana; amphetamines; barbiturates; cocaine; methaqualone; opium alkaloids; synthetic opioids; benzodiazepines, including Rohypnol; ecstasy; ketamine; and anabolic steroids. Drug abuse may lead to organ damage, addiction, and disturbed patterns of behaviour.

4. Fabricated or induced illness -**It occurs when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child.**

5. Faith abuse – the abuse of a child based on religious grounds. This type of abuse has common features including:

- A wider social or community consensus that witchcraft exists, propagated by faith or influential leaders. This includes beliefs in demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs); the evil eye or djinns (some Islamic contexts); and dakini (some Hindu contexts).
- Belief that the child is the 'victim' of a supernatural force and the abuse is designed to 'save' him or her by 'driving out the devil' or other evil spirits - where the perpetrators may perversely believe that they are doing the right thing.
- The fear the child may harm or kill their parents, family, relatives or other members of the country.
- The child's 'possession' accounts for misfortune befalling on those nearest to him or her.
- Abusers target children that are 'different' because they have a disability or learning difficulty; an illness; or are exceptionally bright.
- Ritual murders, where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies.
- Use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery and sexual exploitation.

6. Forced marriage -A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse (taking your wages or not giving you any money) can also be a factor.

7. Gangs and youth violence -A gang is a group of recurrently associating individuals or close friends or family with identifiable leadership and internal organisation, identifying with or claiming control over territory in a community, and engaging either individually or collectively in violent or illegal behaviour.

8. Mental Health- including depression, stress, anxiety, panic attacks, eating disorders and self-harm.

9. Private fostering- private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'.

10. Sexting- the sending or distribution of partially naked or naked pictures via mobile technology

11. Teenage relationship abuse-A basic definition of Teen Dating Violence or Abuse is. a pattern of actual or threatened acts of physical, sexual, and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner. Abuse may include insults, coercion, social sabotage, sexual harassment, threats and/or acts of physical or sexual abuse.

The abusive teen uses this pattern of violent and coercive behaviour, in a heterosexual or homosexual dating relationship, in order to gain power and maintain control over the dating partner.

12. Trafficking- the trade of humans, most commonly for the purpose of sexual slavery, forced labour or commercial sexual exploitation for the trafficker or others.

## **APPENDIX TWO**

### **DEALING WITH A DISCLOSURE OF ABUSE**

**When a child tells makes a disclosure, you need to:**

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB It is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

#### **Immediately afterwards**

**You must not deal with this yourself.** Clear indications or disclosure of abuse must be reported to Children's Social Care without delay by the Designated Safeguarding Lead.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved.

Support for you will be available from the Designated Safeguarding Lead.

## APPENDIX THREE

### ALLEGATIONS ABOUT A MEMBER OF STAFF, GOVERNOR OR VOLUNTEER

1. Inappropriate behaviour by staff/volunteers could take the following forms:
  - **Physical**  
For example the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
  - **Emotional**  
For example intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.
  - **Sexual**  
For example sexualised behaviour towards pupils, sexual harassment, sexual assault and rape.
  - **Neglect**  
For example failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.
2. If a child makes an allegation about a member of staff, governor, visitor or volunteer the Head Teacher should be informed immediately. The Head Teacher will carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Head Teacher should not carry out the investigation himself or interview pupils.
3. The Head Teacher must exercise, and be accountable for, their professional judgement on the action to be taken, as follows –
  - If the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns the Head Teacher will notify the Local Authority Designated Officer (LADO) Team (Tel: 0121 675 1669). The LADO Team will advise about action to be taken and may initiate internal referrals within Children's Social Care to address the needs of children likely to have been affected.
  - If it is not clear whether the actions of the member of staff raise child protection concerns, the Head Teacher must immediately seek advice from the Child Protection Manager for Schools and Education Services.

If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the pupil(s), these should be addressed through the school's own internal procedures.

- If the Head Teacher decides the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child protection file.
4. Where an allegation has been made against the Head Teacher, the Chair of the Governing Body takes on the role of liaising with the LADO team in determining the appropriate way forward. For details of this specific procedure see the Section on the Allegations against Staff and Volunteers in the procedures of Birmingham Safeguarding Children Board.

## **APPENDIX FOUR**

### **INDICATORS OF VULNERABILITY TO RADICALISATION**

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

  - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to

drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

6. Indicators of vulnerability include:

- Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the student / pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – students / pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

8. More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations;
- Significant changes to appearance and / or behaviour; and
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## APPENDIX FIVE

### PREVENTING VIOLENT EXTREMISM -

### ROLES AND RESPONSIBILITIES OF THE SINGLE POINT OF CONTACT (SPOC)

The SPOC for Bishop Vesey's is Kate Steadman, who is responsible for:

- Ensuring that staff of the school are aware that you are the SPOC in relation to protecting students/pupils from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing students/pupils from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of Bishop Vesey's in relation to protecting students/pupils from radicalisation and involvement in terrorism;
- Monitoring the effect in practice of the school's RE curriculum and assembly policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the school about the safeguarding processes relating to protecting students/pupils from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the school for case discussions relating to students / pupils who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information from in relation to referrals of vulnerable students / pupils into the Channel\* process;
- attending Channel\* meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel\* Co-ordinator; and
- Sharing any relevant additional information in a timely manner.

\* Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.