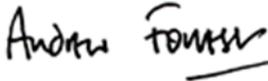


Child Protection Policy	
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Date policy approved by Trustees	17 January 2019
This Child Protection Policy replaces all previous Safeguarding and Child Protection Policies and references to the Safeguarding and Child Protection Policies in other policies and documents from the implementation date set out below.	
Date policy to be implemented	January 2019
Manager/s responsible for policy review	Andrew Forrest
Date of next review This policy is subject to annual review	May 2019
	
John Holmes – Chair of Board	Andrew Forrest – Executive Director

1 Safeguarding Statement

- 1.1 Horatio House Independent School (HHIS) places the highest importance on keeping children safe and protected from harm.
- 1.2 This means that Horatio House Independent School will always work to:
 - Protect children from maltreatment;
 - Prevent impairment to the health or development of children;
 - Ensure that children are growing up in circumstances consistent with the provision of safe and effective care;
 - Take action to enable all children to have the best outcomes.
- 1.3 Through our Child Protection Policy HHIS will give clear direction to staff, volunteers, visitors, parents and carers about the expected behaviour and our legal responsibilities to safeguard and promote the welfare of children and vulnerable adults across the Trust.
- 1.4 Our policy applies to
 - All children accessing Horatio House Independent School and their parents or carers;
 - Everyone employed at HHIS – including paid staff and consultants;
 - Everyone working for another organisation while they are visiting HHIS – including regular and occasional contractors, and colleagues from another organisation;
 - All volunteers HHIS – including individuals on student placements or work experience
 - All adult visitors to HHIS.
- 1.5 Everyone employed by or volunteering at Horatio House Independent School will be subject to a safer recruitment process and an enhanced DBS check.
- 1.6 If you have a concern about an employee or volunteer at Horatio House Independent School this should be raised in line with the GYCT Complaints Policy. Allegations made against

employees or volunteers of the Trust will be dealt with following the Norfolk Safeguarding Children Board protocols.

- 1.7 Where staff or volunteers have a concern that a child is not safe there is a duty to report this to the authorities. Any decision to report a safeguarding concern will be shared with parents or carers provided it would not increase the likelihood of harm to the child.
- 1.8 We will co-operate fully in multi-agency working to ensure the best outcomes for children.
- 1.9 We will place our Child Protection Policy on the Horatio House Independent School website and place a copy of this Safeguarding Statement in all reception or public areas of the school.
- 1.10 In preparing our Child Protection Policy we have taken account of the statutory framework including the Children Act (2004) and Keeping Children Safe in Education (2018) along with the current guidance provided by Norfolk Safeguarding Children Board (NSCB) particularly the Revised Guidance for Safer Working Practice in Education Settings and Ofsted (2018).

2 Definitions

- 2.1 Throughout this policy the following definitions are applied:
 - **Children** – anyone under the age of 18
 - **Employee at Horatio House Independent School** – any one employed directly or indirectly by the Trust on a full time, part time or sessional basis. This includes consultants across the Trust who undertake regular, remunerated work.
 - **Volunteer** – anyone who gives of their time on a regular or occasional Horatio House Independent School. This includes student and work placements.
 - **DBS** – Disclosure and Barring Service

3 Embedding a safeguarding ethos across Horatio House Independent School

- 3.1 The welfare of children is of paramount importance. As the proprietor, Great Yarmouth Community Trust (GYCT) will establish and maintain an ethos where children accessing Horatio House Independent School will feel secure, are encouraged to talk, are listened to and are safe. Children and parents or carers will be able to talk freely to any Horatio House or GYCT employee or volunteer if they are worried or concerned about something.
- 3.2 Everyone who comes into contact with children has a role to play in safeguarding them. We recognise that Horatio House Independent School plays a particularly important role as the school is often in a position to identify concerns early and to provide help to children to prevent concerns from escalating.
- 3.3 **All employees and volunteers are required to maintain an attitude of “it could happen here” where safeguarding is concerned. When concerned about the welfare of a child employees and volunteers must always act in the best interest of the child.**
- 3.4 As a result of training and induction all employees and volunteers will know how to recognise a disclosure from a child and will know how to manage this. We will not make any promises to a child and we will not keep secrets. Every child will know what the adult they have told will do with whatever information has been disclosed.

3.5 At all times Horatio House Independent School, as a key participant in offering Early Help, will work in partnership to try to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018).

3.6 We will provide activities and opportunities that will equip children with the skills they need to stay safe. In particular this will be achieved:

3.6.1 **Horatio House Independent School curriculum and practice statement**

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

Our curriculum includes an extensive PSHE offer. Within that we incorporate discussion and teaching leading to accreditation and covering Sex and Relationships, Alcohol and Substance Misuse, Personal Safety, Mental Health Awareness, Stress Awareness and others.

Pupils are taught about what is and isn't an appropriate relationship, how to access contraception (through the C-Card scheme which in itself incorporates an additional layer of safeguarding), how to keep safe online, how to report concerns online and where to go for support.

We have a programme of external speakers who reinforce and enhance the teaching outlined above, identify themselves as sources of support and indeed incorporate support on a one to one basis at Horatio House (eg., School Nurse, Matthew Project, MAP etc. ...). We also have strong partnership with local police who often spend time with us both formally in presentations to pupils and informally to provide a reassuring presence.

Our pastoral support arrangements are similarly extensive with every pupil given one to one time and able to take more on request. Leading or playing a full role in family support plans or involvement in Child in Need/Child Protection activity ensures that we are actively safeguarding children at whatever level their circumstances place them in.

4 Roles and Responsibilities

4.1 It is the responsibility of EVERY employee and volunteer at Horatio House Independent School to ensure that they carry out the requirements of our Child Protection Policy and, at all time, work in a way that will safeguard and promote the welfare of all children who access the school. This includes the responsibility to provide a safe environment for children.

4.2 The Board of Trustees/Governing Body

4.2.1 The Board of Trustees is accountable for ensuring the effectiveness of the Child Protection Policy and the compliance of employees and volunteers with it.

4.2.2 In particular the Board of Trustees/Governing Body will ensure that:

- The Child Protection Policy is in place and reviewed annually and is available publically via the Trust website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children Board;
- Child Protection arrangements at Horatio House are specific to the context but that procedures are similar to those applied across GYCT.
- HHIS contributes to inter-agency working in line with Working Together to Safeguard Children (2018);
- There is a Designated Safeguarding Lead (DSL) and a named Deputy DSL;
- All employees and volunteers receive a safeguarding induction and are provided with a copy of this policy and the Code of conduct;
- All employees and volunteers undertake appropriate child protection training that is updated annually, along with on-line safety training;
- Procedures are in place for dealing with allegations against employees or volunteers in line with statutory guidance;
- Safe recruitment practices are followed;
- They remedy without delay any weakness in regard to safeguarding arrangements at HHIS that has been brought to their attention.

4.2.3 The Board of Trustees/Governing Body will receive a Child Protection Report at each meeting in a format set out in appendix 1 to this policy.

4.3 The Executive Director

4.3.1 The Board of Trustees delegates' strategic oversight of child protection practice to the Executive Director who shall act as their Lead person for allegations or complaints against employees or volunteers.

4.3.2 It is the duty of the Executive Director to:

- Appoint a Safeguarding Lead Professional for Children (SLP) to oversee day to day child protection and safeguarding children practice across the at Horatio House Independent School;
- Identify DSL's and ensure that they have appropriate training for their role;
- Ensure a culture at the school that enables employees and volunteers feel able to raise concerns about poor or unsafe practice and that such concerns are addressed sensitively in line with the GYCT Whistleblowing Policy;
- Oversee liaison with the LADO in the event of an allegation of abuse being made against an employee or volunteer.

4.4 The Safeguarding Lead Professional for Children

- 4.4.1 It is the role of the Safeguarding Lead Professional for Children to monitor the day to day child protection practice at Horatio House Independent School.
- 4.4.2 In particular the Safeguarding Lead Professional for Children will:
- Monitor the annual safeguarding training plan of all employees and volunteers and deliver the internal annual update to all employees and volunteers and make the Headteacher is aware of any gaps;
 - Meet with new employees or volunteers as part of their induction to ensure their training in GYCT child protection procedures;
 - Be available to offer general advice or support to the Designated Safeguarding Leads as required. This does not replace the responsibility of the Designated Safeguarding Lead;
 - Oversee the implementation of the Child Protection Procedures approved by the Board of Trustees/Governing Body, in particular by regular reviews with the Designated Safeguarding Leads following the completion of the monthly Child Protection Tracker and an annual audit of individual safeguarding files;
 - Ensure that Designated Safeguarding Leads are made aware of any developments relevant to their role, including learning from Serious Case Reviews;
 - Complete the annual Safeguarding Children audit using the template provided by NSCB;

4.5 Designated Safeguarding Lead (DSL)

- 4.5.1 The Designated Safeguarding Lead is a senior member of staff at the school. They will carry out their role in line with statutory guidance, including annex B of Keeping Children Safe in Education (2018) when appropriate.
- 4.5.2 The DSL's will provide advice and support to employees and volunteers at the school on child welfare and child protection matters. They are responsible for ensuring that any concerns are recorded accurately.
- 4.5.3 At least one DSL's will be available on site to employees or volunteers the school is operating. If no DSL's can be present, the Headteacher will report to the Safeguarding Lead Professional for Children who will co-ordinate with senior Managers and other DSL's across GYCT to ensure that a trained DLS is present on site in their absence.
- 4.5.4 The DSL will represent their regulated activity at child protection conferences and core group meetings. Through appropriate training, knowledge and experience the DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.
- 4.5.6 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.
- 4.5.7 The DSL is responsible for ensuring that all employees or volunteers at the school are aware of the schools Child Protection Policy and procedures. They are responsible for the first day child protection induction of every employee and volunteer in their regulated activity. They are responsible for ensuring employees and volunteers receive additional child protection training specific to the needs of their setting.

4.6 Contact details for people involved in safeguarding:

Across Great Yarmouth Community Trust		
Executive Director	Andrew Forrest	andrew-forrest@gyctrust.co.uk 01493 743001
Safeguarding Lead Professional for Children – Horatio House	Emily Land	emily-land@gyctrust.co.uk 01493 660090
Horatio House Independent School		
Designated Safeguarding Lead	Cheryl Hudson	cheryl-hudson@gyctrust.co.uk 01493 602108
Deputy Designated Safeguarding Leads	Alice Redfearn Ellie Dodgson	alice-redfearn@gyctrust.co.uk ellie-dodgson@gyctrust.co.uk 01493 602108

5 Ensuring a safer workforce

5.1 This section of our Child Protection Policy applies to Horatio House Independent School and all other GYCT employees and volunteers.

5.2 There is a legal duty placed on Great Yarmouth Community Trust (the employer for Horatio House Independent School) to ensure that all adults who work with or on behalf of children are competent, confident and safe to do so.

5.3 Recruitment

5.3.1 When recruiting staff or volunteers we will:

- Make clear in all adverts our commitment to the safeguarding of children
- Require a written application form – CV attachments will not be acceptable
- Scrutinise work history to identify gaps or patterns of behaviour that may cause concern
- Ask for a written declaration with regards to criminal convictions, spent or otherwise
- Ask for two references, including the last employer or tutor of relevant college course
- We will take up references for shortlisted candidates prior to interview
- At interview, ask for proof of identification and sight of original certificates for any qualifications
- Carry out such checks as necessary to ensure that a person we are offering a job or volunteer opportunity to is suitable to work with children or vulnerable adults, including an enhanced DBS Check for those roles covered by current government guidelines
- Carry out a health and fitness check on all new employees

5.3.2 We require staff who are employed at Horatio House Independent School to register with the DBS Update Service at the time of their DBS check at their own cost.

5.3.3 We will maintain a Single Central Record (SCR) of all safer recruitment checks carried out in line with statutory requirements. The Single Central record will be stored on the GYCT server in a secure area. The Headteacher will have direct access at all times to the SCR.

5.3.4 No one may begin to work or volunteer in a regulated setting until satisfactory references and checks have been completed.

5.3.5 Failure to disclose anything that might be reported through GYCT's checking process on behalf of the school will automatically lead to the withdrawal of a job offer or volunteering opportunity.

5.2.6 Full copies of employee and volunteer records for employees working within a regulated activity will be kept in a secure filing cabinet at their work base. These may be inspected by Ofsted at any time.

5.4 Induction

5.4.1 Every employee or volunteer (including Trustees/Governors) must complete an induction meeting on their first day which includes reading the Child Protection Policy, Whistleblowing Policy and Code of Conduct. Additionally staff or volunteers at Horatio House Independent School will be provided with part one and annex A of Keeping Children Safe in Education (2018). They must sign and date a record for their personnel file that they have read and understood the policy.

5.4.2 Within one month of starting in post new staff or volunteers (including Trustees/Governors) working with children must attend an internal training session on safeguarding with the Safeguarding Lead Professional for Children. This session will include:

- A quiz to ascertain understanding of child abuse including the risk of radicalisation and the School's approach to protecting children from harm;
 - An explanation of the School's Child Protection Policy
 - Support to complete the School's safeguarding paperwork
- 5.4.3 All staff or volunteers (including Trustees/Governors) who work directly with children must complete safer training before the end of their probation period. Failure to do so means that probation cannot be completed. This training can be either the one day NSCB Safer Core programme for voluntary organisations or the half day introduction to Children Protection training.
- 5.5 Training and development**
- 5.5.1 All staff who work with children or vulnerable adults must maintain up to date knowledge of child protection and safeguarding.
- 5.5.2 In order to achieve this for employees and volunteers working with children:
- The Safeguarding Lead Professional for Children will deliver a child protection update to all employees and volunteers working with children on an annual basis;
 - All staff and volunteers working with children will undertake the appropriate NSCB approved training every three years;
 - Designated Safeguarding Leads will attend refresher training every two years.
- 5.5.3 A record of employee and volunteer attendance at child protection updates and training along with copies of certificates from training is to be kept in their personnel file. For employees working with children failure to attend child protection updates and training will be considered a disciplinary offence.
- 5.5.4 Line Managers are responsible for ensuring that their direct reports (both employees and volunteers):
- attend child protection training and apply their learning in their day to day job/role;
 - Review and make a record of Child Protection practice as part of every one to ones.
- 5.5.5 In addition to core training all employees and volunteers within a regulated activity must undertake regular training relating to Child Criminal Exploitation, including County Lines, and the Prevent Duty to counter radicalisation and extremism.
- 5.5.6 Following on from core training, employees and volunteers are encouraged to access further modules to acquire a foundation level knowledge of safeguarding.
- 5.5.7 The Trust actively encourages all employees and volunteers to keep themselves up to date with the most recent local and national safeguarding advice and guidance. This includes Child Sexual Exploitation, Radicalisation and Female Genital Mutilation. Links to further information on these areas may be found in Annex A of "Keeping Children Safe in Education" (2018).
In addition, local guidance can be accessed via the NSCB website - www.norfolkscb.org.
- 5.5.8 The DSL's, supported by the Safeguarding Lead Professional, will undertake a bi-annual check to assess the Child protection knowledge and understanding of each members of staff working at the school.

5.6 Visitors

- 5.6.1 All visitors to Horatio House Independent School will be required to sign in and collect a badge on arrival and sign out on departure returning the badge providing details of their name, the organisation they work for if appropriate, and the reason for their visit. A record of the time of the arrival and departure will be kept.
- 5.6.2 Visitors to Horatio House Independent School will be given a simple fact sheet when signing in which will set out the Trust's commitment to keeping children safe and explaining how to raise any concern they may have with the relevant DSL.

5.7 Links to other policies

This section should be read in conjunction with the GYCT:

- Recruitment Policy
- Disclosure Policy
- Code of conduct
- Whistleblowing Policy
- Equality and Diversity Policy

6 Safer Working Practices

6.1 Day to day practice

In order to keep children safe while they are in our care we will:

- Ensure that volunteers do not work unsupervised;
- Take proportionate security steps to ensure that we have control over who enters and leaves the school so that no unauthorised person will have unsupervised access to children;
- Take a register of all children in attendance at the beginning of each session;
- Enable constant supervision of children by the layout of rooms;
- Ensure, where it is a statutory requirement, that at least two employees are on site when children are present;
- Prohibit the use of personal mobile phones, cameras or other camera enabled devices within the school.

6.2 Online safety

6.2.1 This section should be read in conjunction with the GYCT Code of Conduct, the Horatio House Independent School Anti-bullying Policy and Annex C of Keeping Children Safe in Education (September 2018)

6.2.2 The Trustees/Governors and staff will be alert to the specific risks that children face when on line:

- Content: being exposed to illegal, inappropriate or harmful material;
- Contact: being subjected to harmful online interaction with other users; and
- Conduct: personal online behaviour that increased the likelihood, or causes, harm.

6.2.3 Appropriate filters and monitoring systems will be in place on all ICT equipment to which children have access that meets the setting risk assessment. The robustness of the systems will be reviewed annually, or immediately after any incident in which a child has been placed at risk through their online activity while in the setting.

6.2.4 Employees and workers in a regulated setting will ensure that children and their parents are taught/reminded about online safety at least once a term.

6.3 Alternative Provision, Work Related Learning Placements and Trips

6.3.1 Prior to the commencement of any placement in alternative provision or workplace and at the outset planning for any school trip, the person making the arrangements will ensure that:

- a risk assessment of the venue and activity/ies is undertaken;
- a copy of the placement providers safeguarding/child protection policy;
- copies of the placement providers Health and Safety, Fire and First Aid policies;
- confirmation from the setting when they are that safer recruitment checks, including enhanced DBS checks and two satisfactory references, have been undertaken and all staff are suitable to work with children.

6.3.2 For alternative provision and work related placements each day the pupil is booked to attend the school will check as soon after 9.30 am as possible to check that the pupil is attending; The provider will report if the pupil leaves site during the school day immediately as it occurs.

6.3.3 Alternative Providers and work related placements will forward any concerns or conversations, using their own paperwork, to the school the same day that it is recorded for inclusion in the pupil's safeguarding file.

7 Managing allegations or concerns about Horatio House Independent School employees or volunteers

7.1 This section of our safeguarding policy applies to all employees and volunteers.

7.2 Any child, young person, parent, adult, carer, visiting professional, employee or volunteer can raise a concern or complaint about a colleague in confidence. Every concern or complaint will be treated with respect.

7.3 Whistleblowing

7.3.1 Employees and volunteers should raise concerns about other employees or volunteers with the Headteacher or with the Executive Director if the concern relates to the Headteacher or their Line Manager is not available. If the concern relates to a Trustee it should be raised with the Executive Director. If it relates to the Executive Director it should be raised with the Chair of the Board of Trustees. The Chair of the Board of Trustees is: John Holmes. The Chair may be contacted by emailing: chair@gyctrust.co.uk

7.3.2 If an employee or volunteer feels unable to raise a concern with the GYCT's management they can contact the Trustee Whistleblowing Champion.

- The Trustee Whistleblowing Champion is: Steve Doyle.
He can be contacted by emailing: whistleblowing@gyctrust.co.uk

7.3.3 If they feel that this is not appropriate, they are encouraged to contact the NSPCC Whistleblowing Helpline on 0800 028 0285. The line is available between 8.00 am and 8.00 pm Monday to Friday or via email: help@nspcc.org.uk

7.4 Making a complaint

7.4.1 Where a child, young person, parent, adult, carer or visiting professional has a concern this should be raised with the Headteacher following the procedures set out in the GYCT Complaints Policy.

7.4.2 Children, young people and parents/carers are able to make a complaint to the relevant Local Authority Multi Agency Safeguarding Hub (MASH).
For those placed by Norfolk County Council the contact number is 0344 8008020
For those placed by Suffolk County Council the contact number is 0345 606 1499

7.5 Procedures following a complaint

7.5.1 Any safeguarding concerns or complaints concerning an employee or volunteer (including Trustees/Governors) must be reported immediately to the Trust's Lead Person.

- The Lead Person is Andrew Forrest (Executive Director).

7.5.2 In the absence of the Lead Person, or if the concern is about the Lead Person, concerns should be reported to the Chair of the Board of Trustees.

- The Chair of the Board of Trustees is John Holmes.
The Chair maybe contacted be emailing: chair@gyctrust.co.uk

7.5.3 Following receipt of a complaint about an individual employee or volunteer the Lead Person will:

- Ensure that the individual is unable to have unsupervised access to children for the duration of any investigation;
- For complaints about staff working with children, make a referral to the relevant Local Authority Designated Officer (LADO) using the form provided within one working day;

- 7.5.4 Any investigation will be directed by the LADO. Any investigation will be delegated by the Lead Person/Executive Director to the Safeguarding Lead Professional for Children or, if the complaint is about the Safeguarding Lead Professional or they are absent, to another senior manager within the Trust. Any investigatory meetings will be supported by the Business Support Team.
- 7.5.5 If the allegation is of a serious child protection concern then the individual employee may be suspended in line with the GYCT Disciplinary Policy.
- 7.5.6 The schools will co-operate fully with the LADO process, including contributing to arriving at the LADO outcome. The role of the LADO is set out in Working Together to Safeguard Children (2018).
- 7.6.6 GYCT on behalf of the school has a legal duty to refer to the Disclosure and Barring Service and Ofsted any employee or volunteer who is dismissed (or resigns prior to dismissal) as result of causing harm or at risk of causing harm to others.
- 7.7 **Links to other policies**
This section should be read in conjunction with the GYCT:
- Whistleblowing Policy
 - Complaints Policy
 - Disciplinary Policy

8 Procedures for Recording and Reporting Concerns about Children

- 8.1 Horatio House Independent School adheres to the child protection procedures that have been agreed through the Norfolk Children’s Safeguarding Board. Where we identify children and families in need of support, we will carry out our responsibilities in accordance with the Norfolk Local Assessment Protocol and the NSCB Threshold Guidance.
- 8.2 All employees and volunteers working in the school are required to maintain an “it could happen here” approach where safeguarding children is concerned. When concerned about the welfare of a child, they should always act in the interests of the child. It is not the responsibility of employees or volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation. All employees and volunteers, however, have a duty to recognise concerns and pass the information on following the procedures set out in this policy.
- 8.3 All staff are encouraged to report any concerns that they may have and not see anything as insignificant. On occasion, a referral to Children’s Services is justified by a single incident such as an injury or disclosure of abuse. More often, however, concerns accumulate over a period of time and are evidenced by building up a picture of harm; this is particularly true in cases of emotional abuse and neglect. In these circumstances it is essential that staff record and pass on their concerns using the Schools Cause for Concern Form. Cause for Concern Forms should be completed without delay. They should be based on fact and any opinion recorded should be clearly stated as opinion.
The Cause for Concern Form can be found as Appendix 2.
- 8.4 As soon as possible after completion the Cause for Concern Forms should be passed to the DSL.
- 8.6 Following receipt of Cause for Concern Form the DSL or Safeguarding Lead Professional, taking account of the Norfolk Threshold Guide, will consider what action to take.
- 8.6.1 Where the cause for concern suggests a child is suffering or likely to suffer from significant harm the DSL, their deputy in their absence, should contact the relevant Local Authority Safeguarding Service.
- 8.6.1.1 **In Norfolk** this is the Children’s Advice and Duty Service (CADS). This may be contacted by phone at 0344 800 8024. The advice of Service should be followed. Parents and the general public should continue to contact the Norfolk Multi-Agency Safeguarding Hub (MASH) on 0344 800b 8020.
- 8.6.1.2 **In Suffolk** this is the Multi-Agency Safeguarding (MASH) Hub, who can be contacted on 0345 606 1499
- 8.6.2 In the event of a concern around radicalisation of an individual then Section 1 of the Vulnerable to Radicalisation (VTR) referral form should be completed and emailed to the relevant MASH.
- 8.6.2.1 **In Norfolk** it should be emailed to: mash.mase@norfolk.pnn.police.uk
- 8.6.2.1 **In Suffolk** it should be emailed to: MASH@suffolk.pnn.police.uk
- 8.6.3 All information and actions taken, including the reason for any decisions made, will be fully documented.

- 8.7 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children’s Services immediately. Anybody can make a referral in this situation. If a child is in danger of immediate physical harm then the Police should be called by calling 999.**
- 8.8 If an emergency referral has been made, the individual making the referral should inform the DSL or Safeguarding Lead Professional as soon as possible following the procedures outlined in this section of the policy.
- 8.9 The DSL should ensure that a record of all child protection concerns relating to a child are kept securely in a separate named file either in a locked filing cabinet or in an electronic folder with restricted access. This file should always be up to date. Records cause for concern forms, referrals, invitations to child protection conferences, core groups and reports will be stored in the file. Each file will contain a front sheet and a chronology recording significant events in the child’s life. Where a child protection file is received from a previous school or setting, the DSL will complete a summary of the concerns so that they have a complete understanding of the child and will be aware of current risks.
- 8.10 Child Protection files will be kept separate from all other files relating to a child or their family. Child protection information will only be shared within the setting on the basis of “need to know in the child’s interests” and on an understanding that it remains strictly confidential.
- 8.11 When a child leaves the school, the DSL will make contact with the DSL at the new school if known, and will ensure that the child protection file is forwarded to the receiving setting in an appropriately agreed manner. The confidentiality of the file will be maintained at all times. The DSL will ensure that evidence of the transfer of the file (eg, a written legible dated receipt including the name and signature of the person receiving the file, or evidence of recorded delivery) is kept securely within the setting. A copy of the file will be retained by the setting in secure archive until the child is 26 years old.
- 8.12 Parents or those with parental responsibility for a child can request open access to their child’s record at any time. However, a parents or carers access to their records can be withheld if the sharing of specific information would be harmful to a child or other family member. The withholding of information must be agreed with the Safeguarding Lead Professional and signed off the by Executive Director, or Chair of the Trustees in their absence.
- 8.13 Additionally, staff at the school are responsible for fulfilling the statutory duties that will help to identify Children Missing from Education, by:
- Placing children on both the admissions and attendance registers from their expected first day of attendance;
 - Ensuring that the register is taken during the first session each day and at the beginning of the second session.
 - Following the procedures established by the relevant local authority to notify them if:
 - a pupil who was expected to attend has not presented at the school;
 - A pupil fails to return to school after a prolonged absence;
 - A pupil fails to return to school following a fixed term exclusion;
 - A parent has informed the school that they intend to home educate their child;
 - Not removing a pupil from the admissions register for any reason other than those set out in Section 8 of the Education (Pupil Registration) Regulations 2006 and 2011.

- Ensuring that the DSL liaises weekly with the Attendance Lead to ensure that swift action is being taken to ensure that there are no safeguarding concerns for children who have been absent during the week.

This section should be read alongside the Horatio House Independent School Children Missing from Education Policy.

9 Working in Partnership with Parents

- 9.1 Horatio House Independent School is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.
- 9.2 When children join Horatio House Independent School parents/carers will be informed that we have a child protection policy. A copy will be provided to parents/carers on request and be available to them on the GYCT school website. Parents/carers will be informed of the school's legal duty to assist colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- 9.3 We are committed to working with parents positively, openly and honestly. Parents will always be treated with respect, dignity and courtesy. We will maintain their rights to privacy and confidentiality and will not share sensitive information disclosed to us unless we have permission to do so, or it necessary in order to protect a child from harm.
- 9.4 We will seek to share with parents/carers any concerns we may have about their child unless to do so would place a child at increased risk of harm. A lack of parental/carer engagement or agreement regarding concerns we may have about a child will not prevent the DSL making a referral to the relevant Local Authority.
- 9.5 Horatio House Independent School will continue to welcome and work with parents in a respectful and open way while investigations are being made into allegations of child abuse.
- 9.6 In order to keep children safe and provide appropriate care each setting requires parents/carers to provide accurate and up to date information regarding:
- Full names and contact details of ALL adults with whom the child normally lives;
 - Full names and contact details of all persons with parental responsibility (if different from above);
 - At least two emergency contact details (both if different from above)
 - Full details of any other adults authorised by the parent/carer to collect the child from the setting (if different from above).
- Each setting will retain this information in the child's file. The setting will only share information about pupils with adults who have parental responsibility or where a parent/carer has given permission and the setting has been supplied with that adult's full details in writing.

10 Multi Agency Working

- 10.1 Horatio House Independent School expects all employees and volunteers to cooperate fully with any child protection investigation conducted by the Police or Children's Services.
- 10.2 Horatio House Independent School has a statutory obligation to work with all agencies involved with children and their families in order to protect children and promote their welfare. This includes:
- 10.3 Playing an active role in the wider Early Help systems across Norfolk and Suffolk, in particular by working with partners to:
- Identify children and families who would benefit from early help
 - Contribute to any assessment of need for early help; and
 - Contribute to the provision of targeted early help services.
- 10.4 Contributing to a multi-agency Family Support Process (FSP) whenever appropriate as part of the early help offer. This will include, but is not limited to, families who are voluntarily engaging with Children's Services under the category Child in Need (Section 17 of the Children Act 1989) and children with disabilities.
- 10.5 Participating in Child Protection Conferences once Children's Services have completed a child protection enquiry under Section 47 of the Children Act 1989 and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.
- 10.6 Staff (usually the DSL) at the school will:
- Produce and submit reports for Child Protection Conferences, gathering information from all adults within the setting who have worked with the child, using the paperwork approved by the NSCB;
 - Share with parents the content of reports, unless to do so would place the child/children at greater risk of harm;
 - Attend and contribute to Child Protection conferences;
 - Implement any plans that are put in place by Children's Services in relation to the setting's designated role and tasks in supporting the child and their family.

11 Understanding Risks to Children

- 11.1 Children can be subjected to abuse and neglect. This is 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 other (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
- 11.2 There are four types of abuse or neglect:
- 11.3 **Physical abuse**
A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm, to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- 11.4 **Emotional abuse**
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 a child that they are worthless or unloved, inadequate, or valued 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. It may feature age or developmentally inappropriate expectations being imposed on general. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (or 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 of a child, although it may occur alone.
- 11.5 **Sexual abuse**
This 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 acts of sexual abuse, as can other children.
- 11.6 **Neglect**
The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy 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.

11.7 In addition to these, children in our care may be at risk of, and need protecting from:

11.8 Peer or sibling abuse (sexual violence and sexual harassment between children)

Children are vulnerable to physical, sexual or emotional abuse by their peers or siblings. This is most likely to include, but not be limited to: bullying (including cyber bullying), gender based violence, sexual assaults, sexting and sexual harassment. Girls and children with SEND are more likely to be victims of peer or sibling abuse and boys more likely to be perpetrators.

Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of abuse as well as focus on the support for the child or young person exhibiting the harmful behaviour.

Such abuse should always be taken seriously and the procedures set out in this policy should be applied in respect of any child who is suffering or likely to suffer significant harm.

Employees and volunteers must never tolerate or dismiss concerns relating to peer or sibling abuse.

Settings will work with other agencies as required to respond to concerns about sexual violence or harassment between children, including seeking consultations where there are concerns about developmentally inappropriate or harmful sexual behaviour. For education settings DSL's will take account of the guidance set out in part 5 of Keeping Children Safe in Education (2018)

More information can be found at: Sexual violence and sexual harassment between children in schools and colleges – advice for governing bodies Department for Education, May 2018

11.9 Abuse because of Special Educational Needs or Disabilities (SEND)

Children with SEND can face additional safeguarding challenges. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Children with SEND can be disproportionately impacted by bullying, sexual violence or sexual harassment from peers or similar abuse – without outwardly showing any signs;
- Communication barriers and difficulties in overcoming these barriers.

11.10 Child Criminal Exploitation (CCE): county lines

Child Criminal Exploitation is a geographically widespread form of harm that is typically a feature of County Lines: drug networks and gangs groom and exploit children and young people to carry drugs or money from urban to suburban areas, market and seaside towns (like Great Yarmouth and Lowestoft).

CCE is often identifiable through missing episodes, when the victim may be being trafficked. CCE can affect any child or young person, can still be exploitation even if the activity appears consensual; can involve force and/or enticement based methods of compliance and is often accompanied by violence or the threat of violence; can be perpetrated by individuals or groups; and is typified by some form of power imbalance, including age, gender, cognitive ability, physical strength, status and access to resources.

11.11 Child Sexual Exploitation (CSE)

Child sexual exploitation is a type of sexual abuse.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where the young person (or third person/s) receive 'something'

(e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing and/or another or others performing on them, sexual activities.

Child Sexual Exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post images on the internet/ mobile phones without immediate payment or gain.

In all cases, those exploiting the child/ young person have power over them by virtue of their age/ gender/ intellect/ physical strength/ economic situation or other resources.

Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice as a result of their social, economic or emotional vulnerability.

(ACPO National Child Sexual Exploitation Communications Strategy)

11.11 **Female Genital Mutilation (FGM)**

FGM is the partial or total removal of the female genitalia for cultural or other non-therapeutic reasons. FGM is routinely carried out in 29 African countries as well as parts of the Middle East and Asia. The risk of FGM is heightened for girls whose families are from communities less integrated into British Society, where their mother or siblings have been subject to FGM, or if they are withdrawn from personal, social or health education. The risk of FGM is heightened during school holidays.

FGM is an offence under the Female Genital Mutilation Act (2004), amended by sections 70 to 75 of the Serious Crimes Act (2015). It is a criminal offence for UK nationals or permanent UK residents to take their child abroad to have female genital mutilation.

More information can be found at: www.fgmlearning.co.uk

Section 74 of the Serious Crimes Act 2015 places a statutory duty on teachers in England and Wales to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

More information can be found in the Home Office guidance: Mandatory Reporting of Female Genital Mutilation – procedural information

11.12 **Forced Marriage (FM)**

A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. Where a person lacks capacity to consent to marriage an offence is committed by any conduct with the purpose of causing the person to marry, whether or not that amounts to violence, threats or any form of coercion.

More information can be found at: www.gov.uk/forced-marriage

11.13 **Honour Based Violence (HBV)**

Honour based violence is a crime or incident which has or may have been committed to protect or defend the honour of the family or community. It is a cultural (not a religious) issue which can affect both men and women. The greater the breach of expected behaviours, the greater the sense of shame that can be felt by the wider family or community. This can escalate the risk of harm, which can include threats, harassment, assault and murder.

11.14 **Radicalisation**

From 1 July 2015 all schools¹, registered early years childcare providers² and registered later years childcare providers³ (referred to in this advice as 'childcare providers') are subject to a

duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

The statutory guidance makes clear that schools and childcare providers are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them.

The general risks affecting children and young people may vary from area to area, and according to their age. Schools and childcare providers are in an important position to identify risks within a given local context. It is important that schools and childcare providers understand these risks so that they can respond in an appropriate and proportionate way. At the same time schools and childcare providers should be aware of the increased risk of online radicalisation, as terrorist organisations such as ISIL seek to radicalise young people through the use of social media and the internet. The local authority and local police will be able to provide contextual information to help schools and childcare providers understand the risks in their areas.

There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern. Schools and childcare providers should have clear procedures in place for protecting children at risk of radicalisation.

School staff and childcare providers should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which 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 engagement with the programme is entirely voluntary at all stages.