



Noel-Baker Academy  
A L.E.A.D. Academy

# Noel-Baker Academy

## Safeguarding and Child Protection Policy

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**Author/s of policy:** Mark Taylor

The policy will be reviewed annually as a minimum, unless lessons learnt or new legislation, national or local guidance suggests the need for an earlier date of review.

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## **Introduction**

L.E.A.D. Academy Trust fully recognises its moral and statutory responsibility to safeguard and promote the welfare of all pupils. The Trust endeavours to provide a safe and welcoming environment in all its academies, where children are respected and valued.

Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children. In line with this requirement, L.E.A.D. Academy Trust has systems in place which are designed to:

- Prevent unsuitable people working, or coming into contact, with pupils within its academies.
- Promote safe practice and challenge poor or unsafe practice.
- Identify pupils who are suffering or likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe both at home and at school.
- Identify pupils who may be susceptible to messages of violence and radicalisation and take appropriate action to ensure early intervention to challenge extreme ideologies.
- Contribute to effective partnership working between all those involved with providing services for pupils.

There are three main elements to the Safeguarding and Child Protection policy:

- Prevention – a commitment to early help and identification of unmet needs and vulnerabilities and partnerships with agencies to promote the welfare of pupils and keep children safe.
- Protection - all staff and volunteers are trained to recognise and respond to abuse and neglect and are expected to be vigilant and act quickly when they suspect a child is suffering, or is likely to suffer, harm (in line with the Safeguarding Partners procedures).
- Support – recognition of the sensitivity and complex nature of safeguarding and child protection, ensuring that pupils, staff, and families are supported appropriately.

## **Aims**

- To ensure that all practices of each academy and its stakeholders contribute towards the safeguarding and promoting of the welfare of all young people – pupils' welfare is of paramount importance.
- To emphasise how safeguarding and promoting the welfare of all young people is the primary responsibility of all staff, governors, and volunteers.
- To detail the procedures to follow to ensure the safe recruitment of staff, governors, and volunteers to a school academy.
- To outline the safe working practices that all staff, governors, and volunteers should undertake when working with young people.
- To communicate clear procedures for identifying, reporting, and recording suspected cases of abuse, extremism, and radicalisation.
- To support the mission, vision and values of the Trust and its member academies.

## **Who is responsible for the policy?**

- The Trust has overall responsibility for the development and effective operation of this policy. The Trust has delegated day-to-day responsibility for operating the policy to each individual Trust academy, the academy governing body (AGB) and the Headteacher.
- The AGB and senior leadership team at each Trust academy have specific responsibilities to ensure the fair application of this policy and all are responsible for supporting colleagues and ensuring its success.
- This policy must be implemented alongside the procedural guidance set out by the local authority in which the academy is located.

## **The Trust's commitment**

- Everyone who comes into contact with children and their families has a role to play in safeguarding children. Academy staff are particularly important as they are in a position to identify concerns early and provide help for children, and to prevent concerns from escalating.
- The Trust is committed to providing safe, caring, and welcoming environments where every child is able to reach their full potential free from harm, abuse, and discrimination. All staff and volunteers are expected to discharge their safeguarding responsibilities effectively and recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of or suffering abuse, to thrive.
- All academies will be alert to the signs of abuse, neglect and radicalisation and follow procedures to ensure that children receive effective support, protection, and justice.
- Academies will work with social care, the police, health services and other services (such as Channel co-ordinators/police practitioners where appropriate) to promote the welfare of children and protect them from harm.

## **Policy statement and principles**

Through outstanding leadership, we, at Noel-Baker Academy, will provide the highest quality education to enable every pupil to achieve their full potential. Noel-Baker Academy fully recognises the contribution it can make to protect pupils and support them in our academies. The aim of the policy is to safeguard and promote our pupils' welfare, safety, and health by fostering an honest, open, caring, and supportive climate. The pupils' welfare is of paramount importance.

We will listen to our pupils. We will not place any value judgement on their concerns or supersede their views with our own cultural or racial profiling in order to ensure we fully listen to what our pupils are saying. We will take our pupils' health and welfare seriously and to act with urgency to prevent harm and keep them safe.

There is a 'whole academy approach to safeguarding' where safeguarding and child protection underpins all our relevant policies and processes. We operate with the best interests of the child at heart.

## **Our principles**

*To achieve our vision, we prioritise the four core principles for which our name stands:*

**Lead** ~ *to show the way; to be first or foremost*

In every aspect of life, the ability to lead is essential. Strong leadership is the key to the success of our academies. We will develop leadership skills in everyone who attends one of them, ensuring the development of pupils as leaders of their own learning.

**Empower** ~ *to give power to; to enable*

At Noel-Baker Academy and L.E.A.D. Academy schools, pupils are empowered to have high aspirations for their futures. We nurture and challenge pupils to take responsibility, make decisions and work together so they grow into confident and resilient young people.

**Achieve** ~ *to accomplish; to get or attain by effort*

We believe in achievement in its broadest sense and that enjoyment of learning is crucial to success. We continually look for and reward achievement in every individual in Noel-Baker Academy. We also know that a strong command of English and mathematics is vital as a foundation for the whole curriculum and prioritise learning in these core subjects.

**Drive** ~ *to cause and guide progress; to impel forward*

We will provide the very best education and training for every individual in our academies and will ensure that this is delivered. We value excellent teaching, underpinned by high quality professional development and will constantly move forwards, using and instigating the best ideas and practice.

We also understand that children need to be motivated if they are to succeed in life and we will provide a stimulating curriculum and environment which will prepare them for their futures with confidence and determination. This curriculum will highlight safety and safeguarding at its heart.

This safeguarding policy outlines how the academy will safeguard and promote children's welfare to keep our learners safe from abuse, neglect, and exploitation.

The policy applies to all adults, including volunteers, governors/trustees, supply staff and contractors working in or on behalf of the setting.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to achieve the best outcomes

Children includes everyone under the age of 18.

We help to keep children safe by:

- Providing safe environments, with secure access, where children can learn and develop
- Acting in the best interests of children to protect them online and offline, including when they are receiving remote education
- At the earliest opportunity, identifying children who may need early help, and who are at risk of harm or have been harmed. This can include, but is not limited to, neglect, abuse (including by other children), grooming or exploitation
- Taking timely and appropriate safeguarding action for children who need extra help or who may be suffering, or likely to suffer, harm. This includes, if required, referring in a timely way to those who have the expertise to help
- Using safe recruitment processes and managing allegations that may meet the harm threshold and allegations/concerns that do not meet the harm threshold, referred to as low-level concerns

We will ensure that parents/carers and our partner agencies are aware of our safeguarding policy by ensuring that it is on the academy website. Safeguarding posters are visible in reception for all parents/carers and visitors as well as around the academy.

The academy website will also have information about how parents/children/other agencies can contact the designated safeguarding lead and their deputy/ies and include their availability during out of school hours and school holidays.

### **The Legal Framework**

Academies within L.E.A.D. Academy Trust still have their relevant local authorities that have an overarching statutory responsibility for safeguarding and promoting the welfare of all children and young people in their area. At Noel-Baker Academy our local authority is Derby. The local safeguarding partnership, known as Derby and Derbyshire Safeguarding Partnership, will work with our academy to support us to safeguard our pupils. Whilst local authorities play a lead role, safeguarding pupils and protecting them from harm is everyone's responsibility.

Under Section 11 of the Children Act 2004 duties are placed on a range of organisations and individuals to ensure their functions are discharged with regards to the safeguarding of children and young people. The statutory guidance (*Working Together to Safeguard Children 2018*) does not identify academy trusts as a separate organisation. Nor are academies named under Section 11 of the Children Act 2004 but they are captured under other legislation, for example Sections 157 and 175 of the Education Act 2002, Sections 94 (1) and (2) of the Education and Skills Act 2008, the Education Regulations 2011 and 2014. As Noel-Baker Academy is part of L.E.A.D. Academy Trust we acknowledge our duty in law to work with other organisations to keep our pupils safe.

In June 2023, the DfE published the latest 'Keeping Children Safe in Education' (KCSIE) – statutory guidance for schools and colleges. This guidance contains information on what schools, including academies, should do and sets out the legal duties which they must comply with.

In law, individual academies are deemed to be 'relevant partners' of their local authority and as such are under a duty to cooperate in that local authority's safeguarding partnerships board arrangements. The Education (Independent School Standards) Regulations 2014 place a duty on proprietors of independent schools including academies to make arrangements for ensuring that their functions are exercised with a view to safeguarding and promoting the welfare of children.

This child protection/safeguarding policy outlines how Noel-BakerAcademy will safeguard and promote children’s welfare to keep our learners safe from abuse, neglect, and exploitation.

The policy applies to all adults, including volunteers, governors/trustees, supply staff and contractors working in or on behalf of the setting.

Noel Baker Academy operates a whole academy approach and ethos to safeguarding and protecting children. Where safeguarding is concerned, we maintain an attitude of “*it could happen here*”. We recognise that everyone in the academy has a role to play to keep children safe; this includes ensuring children feel heard and understood, identifying concerns, sharing information, and taking prompt action. Safeguarding and child protection is incorporated in all relevant aspects of processes and policy development. All systems, processes and policies operate with the best interests of a child at their centre.

We ensure that all children are safeguarded while on or off academy premises and are proactive about anticipating and managing risks that children face in the wider community and online. To support this the academy assesses the risks and issues in the wider community when considering the well-being and safety of its learners.

Due to the context of our academy, our children may be at greater risk of:

**Failing to stay safe online** – This is addressed through our **behaviour, safeguarding INFORM** and **Computer Science curriculum**, and through the **assembly** programme. We use appropriate **filtering and monitoring tools** on academy devices. (**SENSO**).

**Self-harm, eating disorders and mental health** – This is addressed by having access to an extensive non-teaching pastoral team x 5 HOH, x 2 PSA, x 2 DSL’s, school counsellor, school nurse and a mental health and well being team. We are also able to refer into the emotional wellbeing service (Changing Lives) and work closely with parents to support with any self-referrals. Where pupils require CAMHS support a SPOA will be completed. Our weekly safe and well checks with key vulnerable students allows the academy staff to monitor these aspects of safeguarding carefully. The safeguarding curriculum allows safeguarding leads to deliver bespoke support to key students who need additional intervention.

**Community issues including anti-social behaviour, gang affiliation and drug misuse** – This has become an increasing issue in the last 5 years. We continue to work with outside agencies and have recently set up half termly **VCM** meetings to discuss such issues. We must acknowledge that it can and does happen and ensure we offer **intervention at the earliest opportunity**. Working with the **police, social care, breakout (drug intervention) and other stakeholders** is key to combating these issues.

**Domestic Abuse** - Since COVID we have seen an increase in Domestic Abuse. We now receive SDAT (**Stopping Domestic Abuse Together**) notifications. We are seeing a year on year rise in domestic abuse notifications impacting students in our school. This is not only witnessed by students but also at times the students are identified as the alleged perpetrator or victim.

Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals in our academy make sure their approach is child centred. This means that we consider, at all times, what is in the best interests of the child.

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. Through our day-to-day contact with pupils and direct work with families, staff take notice of indicators of possible abuse or neglect and refer them to Derby City Initial Response Team (IRT) as required. We recognise that we form part of the wider safeguarding system for children. This responsibility also means that we are aware of the behaviour of staff in the school; we maintain an attitude of **'it could happen here'** where safeguarding is concerned.

In our academy we ensure that:

- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity or marriage, are treated equally and have equal rights to protection.
- All staff act on concerns or disclosures that may suggest a child is at risk of harm.
- Pupils and staff involved in safeguarding issues receive appropriate support.
- Staff adhere to the Code of Conduct and understand what to do in the event of any allegations against any adult working in the setting.
- All staff are aware of Early Help and ensure that relevant assessments and referrals take place.
- All staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label; they recognise that, in most cases, multiple issues will overlap with one another.
- Adults understand that children's poor behaviour may be a sign they are suffering harm or that they have been traumatised by abuse.

This policy is available on our website and printed copies of this document are available upon request. We inform parents and carers about this policy when their children join our school and through our newsletters.

This safeguarding and Child Protection Policy will be reviewed by the Senior Designated Safeguarding Lead (DSL) or in their absence the Deputy DSL on a regular basis to ensure it remains current and incorporates all revisions made to local or national safeguarding guidance. This policy will be fully reviewed, as a minimum, once a year during the autumn term, and will be provided to the Academy Governing Body for approval and sign off at the first autumn term meeting.

Safeguarding is not just about protecting children from deliberate harm, neglect, or failure to act, it relates to broader aspects of care and education. This policy therefore complements and supports a range of other academy policies, such as:

- Children's health and safety and well-being, including their mental health
- Behaviour policy, including how we engage learners struggling to engage in school, mental health and behaviour, acceptable and non-acceptable behaviours, how we prevent and respond to bullying including cyber bullying, prejudiced based and discriminatory bullying and child-on-child abuse. This policy also outlines the academy's screening, searching, and confiscating powers and how they will be used safely, proportionately, and appropriately, including police strip searches
- Phased return timetables, suspension and permanent exclusion
- Use of reasonable force/physical intervention, including the increased vulnerability of children with special education needs (SEN) or disabilities and equality duties
- School attendance, including children who are absent from education particularly on repeat occasions and/or prolonged periods or go missing from education, home, or care



- Meeting the needs of learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care and emotional well-being
- Online safety, including use of mobile and smart technology, online safety at school and at home and other associated issues, including sharing nudes and semi-nudes, use of mobile phones/devices in school, appropriate filtering and monitoring and how children can be kept safe from terrorist and extremist materials
- Safer recruitment and selection, including single central record
- Staff behaviour (code of conduct), including low level concerns, managing allegations against staff, including supply staff, contractors and volunteers incorporating 'duty to refer' and whistleblowing, acceptable use of technologies/mobile devices, staff/learner relationships and communications, including the use of social media
- Academy security and visitors
- Policy/agreement for visiting speakers
- SEND annual information report
- Relationships education (RE)/relationships and sex education (RSE) and health education (physical and mental well-being)
- Communications
- Complaints procedure
- Information sharing

## **Key Safeguarding Contacts**

### **Academy staff with specific safeguarding responsibilities**

<b>Safeguarding Role</b>	<b>Name and Role</b>	<b>Academy contact details</b>
<b>Senior Designated Safeguarding Lead</b>	Mark Taylor	01332 572026 <a href="mailto:safeguarding@noelbakeracademy.co.uk">safeguarding@noelbakeracademy.co.uk</a>
<b>Senior Leader(s) available for contact in the absence of the designated safeguarding lead</b>	Mrs A Donaghy Mrs K Richardson Mrs S Leach Mrs C Pedlar Miss K Barron Mr R Oliver Mrs C Groves Miss C Sargent Mr J Drake Miss C Young	01332 572026 <a href="mailto:safeguarding@noelbakeracademy.co.uk">safeguarding@noelbakeracademy.co.uk</a>
<b>Designated Safeguarding Lead</b>	Miss R Flude Miss D Scott	01332 572026 <a href="mailto:safeguarding@noelbakeracademy.co.uk">safeguarding@noelbakeracademy.co.uk</a>
<b>Other staff with safeguarding responsibilities</b>	Mrs K Murphy – HoH Lead Mr S Fox – HoH Empower Miss J Bhogal – HoH Achieve Mrs C Hooley – HoH Drive	<a href="mailto:kellymurphy@noelbakeracademy.co.uk">kellymurphy@noelbakeracademy.co.uk</a> <a href="mailto:sanchezfox@noelbakeracademy.co.uk">sanchezfox@noelbakeracademy.co.uk</a> <a href="mailto:jeenabhogal@noelbakeracademy.co.uk">jeenabhogal@noelbakeracademy.co.uk</a> <a href="mailto:christinehooley@noelbakeracademy.co.uk">christinehooley@noelbakeracademy.co.uk</a>

Safeguarding Role	Name and Role	Academy contact details
Attendance Lead /Education Welfare Officer	Mrs C Pedlar Miss Z Mills	<a href="mailto:attendance@noelbakeracademy.co.uk">attendance@noelbakeracademy.co.uk</a>
SENCo	Mrs H Macleod	<a href="mailto:helenmacleod@noelbakeracademy.co.uk">helenmacleod@noelbakeracademy.co.uk</a>
Designated Safeguarding Governor/ Trustee	Mr K White	<a href="mailto:Kenrickwhite@noelbakeracademy.co.uk">Kenrickwhite@noelbakeracademy.co.uk</a>
Designated Teacher for Looked After/ previously Looked After Children	Mrs C Pedlar	<a href="mailto:clarepedlar@noelbakeracademy.co.uk">clarepedlar@noelbakeracademy.co.uk</a>
Senior Lead/s for Mental Health and Well-being	Miss K Barron	<a href="mailto:katebarron@noelbakeracademy.co.uk">katebarron@noelbakeracademy.co.uk</a>
Mental Health First Aid	Mrs D Perry	<a href="mailto:dawnperry@noelbakeracademy.co.uk">dawnperry@noelbakeracademy.co.uk</a>
Governor/Trustee for Mental Health and Well-being	Carolyn Marriot	<a href="mailto:carolynmarriot@noelbakeracademy.co.uk">carolynmarriot@noelbakeracademy.co.uk</a>

#### Other Key Local Safeguarding Contacts

	Derby	Derbyshire
Early Help Advice	Early Help Advisors – <i>Locality 2 01332 641011</i>	Transition Team ( <i>see DDSCP <a href="#">early help webpage</a></i> )
Targeted Early Help requests	<p>Locality Vulnerable Children Meeting (VCM) for requests for targeted early help via multi-agency team (MAT) or non-urgent social care referrals via Locality Based Single Point of Access (SPA) Clerks:</p> <p><b>Locality 1 &amp; 5</b> Derwent, Chaddesden, Spondon, Oakwood, Mackworth, Allestree and Darley Email: <a href="mailto:vcm1and5@derby.gov.uk">vcm1and5@derby.gov.uk</a></p> <p><b>Locality 2</b> Sinfin, Alvaston, Boulton, Chellaston, Osmaston and Allenton Email: <a href="mailto:vcm2@derby.gov.uk">vcm2@derby.gov.uk</a></p> <p><b>The Light House</b> (Integrated Disabled Children's Service)</p>	Requests for support from professionals, should be made via the <a href="#">online request for support</a> unless a child is at risk of Significant Harm

	Derby	Derbyshire
	Tel: 01332 256990 Email: <a href="mailto:VCM-IDCS@derby.gov.uk">VCM-IDCS@derby.gov.uk</a>	
<b>Speak to a Social Worker for thresholds advice and consultation</b>	Children's Services Professional Consultation Line 07812 300329	Starting Point Consultation and Advice Service for Professionals 01629 535353
<b>Referrals to Local Authority Children's Social Care</b>	<b>Initial Response Team</b> <b>Urgent:</b> 01332 641172 or out of hours via Careline 01332 956606 <b>Non urgent:</b> <a href="#">Derby Children's Social Care Online Referral system</a>	<b>Starting Point</b> <b>Urgent:</b> 01629 533 190 <b>Non Urgent:</b> <a href="#">Starting Point online</a>
<b>Local Authority Designated Officer (LADO)</b>	Derby and Derbyshire LADO referral <a href="#">form</a> Email: <a href="mailto:CPMduty@derby.gov.uk">CPMduty@derby.gov.uk</a>	
<b>Derbyshire Police</b>	<ul style="list-style-type: none"> <li>• 999 for emergencies or 101 for non-emergencies</li> <li>• Mandatory reporting of Female Genital Mutilation (FGM) via 101</li> <li>• Academy Police Safer neighbourhood team or link officer</li> </ul>	
<b>Prevent (radicalisation and extremism)</b>	<ul style="list-style-type: none"> <li>• Police Prevent (radicalisation/extremism) Team on 101 or directly via 0300 1228694</li> <li>• Prevent/channel referral <a href="#">form</a></li> <li>• For advice contact: Derbyshire - 01629 538473 or <a href="mailto:prevent@derbyshire.gov.uk">prevent@derbyshire.gov.uk</a> Derby - 07765 222032 or <a href="mailto:sally.siner@derby.gov.uk">sally.siner@derby.gov.uk</a></li> </ul>	
<b>Education Welfare and Local Authority Children Missing Education (CME) Officer</b>	<ul style="list-style-type: none"> <li>• <i>Fiona Tizzard – Senior Education Welfare Officer – 01332 641072 or <a href="mailto:Fiona.Tizzard@derby.gov.uk">Fiona.Tizzard@derby.gov.uk</a></i></li> <li>• <a href="#">Derby Education Welfare Service</a></li> <li>• <a href="#">Derbyshire Education Welfare Services</a></li> <li>• CME: 01332 641448 or <a href="mailto:cme@derby.gov.uk">cme@derby.gov.uk</a></li> <li>• See <a href="#">Children Missing Education</a> for further information and CME referral form and for notification forms for child on roll, removal from roll and removal from roll to Elective Home Education (EHE)</li> </ul>	
<b>Virtual School for Looked After Children</b>	<ul style="list-style-type: none"> <li>• Derby City - Virtual School Head - 07812 301044 or <a href="mailto:graeme.ferguson@derby.gov.uk">graeme.ferguson@derby.gov.uk</a></li> <li>• Specialist Education Support Officer for LAC <a href="mailto:sarah.parkman@derby.gov.uk">sarah.parkman@derby.gov.uk</a></li> <li>• Derbyshire - Rachel Moore, Head of the Virtual School for Children in Care 07798 882876 or <a href="mailto:rachel.moore@derbyshire.gov.uk">rachel.moore@derbyshire.gov.uk</a></li> </ul>	
<b>Public Health Nurse/other health contact/s</b>	<ul style="list-style-type: none"> <li>• School Nursing team: <a href="mailto:dmh-tr.childfamily-derby@nhs.net">dmh-tr.childfamily-derby@nhs.net</a> or 01332 224690 ext. 31884</li> <li>• School Nurse: 01332861193 Option One, 07825691301, <a href="mailto:dianne.smith10@nhs.net">dianne.smith10@nhs.net</a></li> </ul>	
<b>Emotional Health and Well-being Services</b>	<ul style="list-style-type: none"> <li>• <a href="#">NBA Mental Health Index</a></li> <li>• <a href="#">Derby and Derbyshire Mental Health Pathway Guidance</a></li> </ul>	
<b>Domestic Abuse</b>	<ul style="list-style-type: none"> <li>• Derby <a href="#">city life links</a></li> </ul>	

	Derby	Derbyshire
	<ul style="list-style-type: none"> <li>• <a href="#">Safer Derby City</a></li> </ul> Derbyshire constabulary - information and advice about domestic abuse <a href="#">webpages</a>	
<b>Harmful Sexual Behaviour Service</b>	Action for Children Pathway Programme Service for harmful sexual behaviours. Please note this service is for children in Derbyshire who are living with their birth family. <a href="mailto:pathwayservice@actionforchildren.org.uk">pathwayservice@actionforchildren.org.uk</a>	
<b>Cyberchoices</b>	For children at risk of being drawn into cybercrime via <a href="#">East Midlands Cyber Secure</a>	
<b>Homelessness or at risk of homelessness</b>	Derby city council homelessness <a href="#">webpages</a>	Derbyshire county council - See relevant District council website

### Key National Contacts

Organisation	Description and contact details
<b>NSPCC helpline for adults</b>	Helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on: <ul style="list-style-type: none"> <li>• Text 88858</li> <li>• 0808 800 5000</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>NSPCC helpline Report Abuse in Education</b>	Bespoke helpline for children and young people who've experienced abuse at school, and for worried adults and professionals who need support and guidance: <ul style="list-style-type: none"> <li>• 0800 136 663</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>NSPCC Whistleblowing Advice</b>	Free advice and support for professionals concerned about how child protection issues are being handled in their organisation: <ul style="list-style-type: none"> <li>• 0800 028 0285</li> <li>• <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>UK Safer Internet Centre professional advice line</b>	Helpline for professionals working with children and young people in the UK with any online safety issues they may face themselves or with children in their care: <ul style="list-style-type: none"> <li>• 0844 381 4772</li> <li>• <a href="mailto:helpline@saferinternet.org.uk">helpline@saferinternet.org.uk</a></li> </ul>
<b>Police Anti-Terrorist Hot Line number</b>	0800 789 321
<b>National Domestic Abuse Helpline</b>	Hosted by <a href="#">Refuge</a> , Helpline 0808 2000247
<b><a href="#">Operation Encompass</a></b>	Resources for schools include free advice from an Education Psychologist about how best to support children via National Helpline 0204 513 9990

Organisation	Description and contact details
<b>Report harmful online content</b>	<ul style="list-style-type: none"> <li>UK Safer Internet Centre – <a href="#">report online harm</a>. A national reporting centre that has been designed to assist anyone in reporting harmful content online</li> <li><a href="#">CEOP</a> – to report online sexual abuse or the way someone has been communicating online</li> </ul>
<b>Report Abuse in Education helpline</b>	<ul style="list-style-type: none"> <li>Young people who have experienced abuse at school and parents and teachers who are concerned about sexual abuse in education settings can call the Report Abuse in Education helpline on 0800 136 663 or email <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></li> </ul>
<b>Harmful Sexual Behaviour Support Services</b>	<ul style="list-style-type: none"> <li>SWGfL Harmful Sexual Behaviour Support Service for the children’s workforce 0344 2250623 or email <a href="mailto:hsbsupport@swgfl.org.uk">hsbsupport@swgfl.org.uk</a></li> <li><a href="#">Stop it now!</a> For worries about a child’s sexual behaviour, 0808 1000 900</li> </ul>

## **Child Protection and Safeguarding Statement**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff, supply staff, volunteers, and governors/members of L.E.A.D. Academy Trust, and are consistent with those of The Derby & Derbyshire Safeguarding Children Partnership.

**Safeguarding children means:** The actions we take to promote the welfare of children and protect them from harm are everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.

**Safeguarding and promoting the welfare of children is defined as:**

- Protecting children from maltreatment.
- Preventing the impairment of children’s mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

**NB Definition:** Children includes everyone under the age of 18.

**Whole school approach to safeguarding:**

- We understand the importance every member of our staff has through their contact with children, and the particular importance of the roles and relationships they have which places them in a position to identify concerns early, provide help for children and promote children’s welfare and prevent concerns from escalating.
- As an academy we have a responsibility to provide a safe environment in which children can learn.

- We will make every effort to identify children who may benefit from early help and put in place support as soon as a problem emerges at any point in a child's life.
- **Any staff member** who has **any** concerns about a child's welfare should follow the processes set out in this child protection policy and raise concerns with the designated safeguarding lead or deputy without delay.
- All staff should expect to support social workers and other agencies following any referral, especially if they were involved in being alert to or receiving a disclosure of risk, harm or abuse or harassment from a child.
- Our DSL will provide support to staff to carry out their safeguarding duties. The DSL will liaise closely with other services such as children's social care, police, early help, and health where required. This is because, as the designated safeguarding lead (and any deputies), they are most likely to have a complete safeguarding picture and be the most appropriate person(s) to advise on the response to safeguarding concerns.

## **What is abuse?**

**Safeguarding is not just about protecting children from deliberate harm. It also relates to the broader aspects of care and education including:**

- Pupils' health and safety and emotional well-being, and their mental and physical health or development.
- Meeting the needs of children with special educational needs and/or disabilities.
- Ensuring reasonable adjustments are provided as informed by the Equality Act for children and young people with disabilities.
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational visits and off-site education.
- Intimate care and emotional wellbeing.
- On-line safety and associated issues including filtering and monitoring in accordance with DfE monitoring standards.
- Appropriate arrangements to ensure school security, taking into account the local context.
- Keeping children safe from risks, harm, exploitation and sexual violence and sexual harassment between children: KCSiE 2023 Annex A.

**Safeguarding can involve a range of potential issues such as:**

- Neglect, physical abuse, sexual abuse, and emotional abuse.
- Contextualised abuse, also known as extra-familial abuse.
- Bullying, including online bullying (by text message, on social networking sites), prejudice-based bullying, and being aware of the ease of access to mobile phone networks.
- Online safety, including appropriate filtering and monitoring on academy devices and academy networks for home use.
- Going frequently missing and when 'absent from education' going 'missing from care or home' and the risks this poses on repeat occasions and for prolonged periods.
- Domestic abuse including teenage relationship abuse.

- Racist, disability-based, homophobic, bi-phobic, or transphobic abuse.
- Gender based violence/violence against women and girls.
- Risk of extremist behaviour and/or radicalisation and susceptibility to being at risk of being drawn into terrorism.
- Child sexual exploitation, human trafficking, modern slavery, sexual or criminal exploitation.
- Being a young carer.
- Mental health needs which have an effect on school attendance and progress.
- Special educational needs (whether or not they have a statutory Education Health and Care Plan (EHCP)).
- Being privately fostered.
- Returning home to their family from care.
- A family member in prison or being affected by parental offending.
- Child-on-Child Abuse (broadened by KCSiE 2023 to include children abusing other children, other varying form of bullying including online and sexually harmful behaviour, sexual violence, and sexual harassment (further defined in KCSiE 2023 Part Five).
- Harm outside the home from extra familial harm.
- The impact of new technologies, including 'sexting' and accessing pornography.
- Issues which may be specific to a local area or population, showing signs of being drawn into anti-social or criminal behaviour, including gang activity or involvement and associations with organised crime groups or county lines.
- Possession of a knife and or involved in knife crime, youth violence, criminal child exploitation (CCE).
- Family circumstances which present challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse/harm.
- Risk of or suffering from serious violence and violent crime.
- Persistent absence from education, including persistent absence for part of the school day.
- Risk of suspension or permanent exclusion
- Particular issues affecting children including domestic abuse and violence, female genital mutilation (FGM), and honour-based abuse.
- Being subject to any conduct where the purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages (Law change on Forced Marriage, February 2023).
- 'Upskirting'- The Voyeurism (Offences) Act, which is commonly known as Up-skirting Act, came into force on 12 April 2019. Upskirting is a criminal offence and reportable by all teachers (KCSiE Annex A).

### **External and extra-familial harm**

**All** staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the academy and/or can occur between children outside of our school environment.

All our staff have received information and training regarding the risks that can take place outside a child's family. This is known as extra-familial harm and can take a variety of different forms. Children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

## Online risks

Staff are aware that technology offers many opportunities but is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. Children can also abuse their peers online. This can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

All staff have an understanding of the expectations applicable to their roles and responsibilities in relation to filtering and monitoring of ICT systems and regular monitoring of school's equipment and networks.

The academy's approach to online safety, including appropriate filtering and monitoring on academy devices and networks is reflected in this Child Protection Policy, including awareness of the ease of access to mobile phone networks (see Keeping Children Safe in Education 2023 (KCSiE 2023) Paragraph 138).

Our DSL team have the lead responsibility for the academy's approach to online safety, including monitoring and filtering. This area is overseen and regularly reviewed by the Academy Governing Body and informed by L.E.A.D. IT. The academy will pay particular attention to the number of pupils in the academy and their age range to ensure that appropriate filters are implemented.

The Academy Governing Body will ensure they maintain oversight of the Online Safety Policy, and the arrangements put in place to ensure appropriate filtering and monitoring on academy devices and network. The appropriateness of any filtering and monitoring systems will in part be informed by the risk assessment required by the Prevent Duty see KCSiE 2023 paragraph 138 to 147).

This will include:

- identifying and assigning roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- blocking harmful and inappropriate content without unreasonably impacting teaching and learning.
- having effective monitoring strategies in place that meet the academy's safeguarding need.
- reviewing and discussing the standards with the leadership team, IT staff and service providers to ensure the academy meets the [Department for Education filtering and monitoring standards](#).

Our academy uses Senso to monitor and filter in order to limit exposure to safeguarding risks. DSL's and those with responsibility for safeguarding receive weekly automated reports, alongside daily monitoring. DSL's at Noel-Baker Academy are fully trained and understand how Senso works to protect pupils. L.E.A.D. IT perform full annual audits, documenting the filtering systems, testing blocking and key word detection. These are aligned to the DfE filtering framework.

The Academy Governing Body and Trust will ensure a review is maintained at least annually to ensure the standards are met and will discuss with L.E.A.D. IT whether more needs to be done to support the academy in meeting and maintaining the required standards. This will be communicated to staff, students, parents, carers and visitors to the academy who provide teaching to children as part of the learning and educational opportunities we provide.



Our Senior DSL and the safeguarding team will always act in the 'best interest of the child' and will promote the importance of safeguarding concerns for children, and in particular children's access to online sites when away from Noel-BakerAcademy, with parents and carers.

We will support understanding of harmful online challenges and hoaxes and share information with parents and carers, outlining where they can get help and support.

## **Harassment and Abuse**

All forms of abuse or harassment will be reported in accordance with national safeguarding guidance, and we will take a 'zero tolerance' approach (meaning appropriate and proportionate action will be taken) to harassment and abuse as informed in KCSiE.

At Noel-BakerAcademy should an incident occur, or a disclosure be made by a child, staff will always reassure the child (victim) that they are being taken seriously and that they will be supported and kept safe, but we recognise that not every victim will view themselves as such. We will also be mindful of the use of other terminology such as '**alleged perpetrator(s)**' or '**perpetrator(s)**' as in some cases the abusive behaviour will have been harmful to the perpetrator as well.

## **Indicators of abuse and neglect**

**The four categories of child abuse are as follows:**

- 1. Physical Abuse**
- 2. Emotional Abuse**
- 3. Sexual Abuse**
- 4. Neglect**

**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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**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.

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained
  - Bruises or cuts
  - Burns or scalds; or
  - Bite marks.

**Female genital mutilation (FGM)** refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

Symptoms of FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM. Staff should not assume that FGM only happens outside the UK.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 expectation being imposed on children. These may include interactions that are beyond a child's developmental capability as well as over-protection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children 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.

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder'
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving 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 the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education, and **all** staff should be aware of it and of their school or colleges policy and procedures for dealing with it.

Some of the following signs may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age.
- Children who use sexual language or have sexual knowledge that you would not expect them to have.
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital or anal areas, sexually transmitted infections or underage pregnancy.

Child sexual exploitation is a form of child sexual abuse. The definition of child sexual exploitation is as follows:

*'Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.'*

Children rarely self-report child sexual exploitation so it is important that practitioners are aware of potential indicators of risk, including:

- Acquisition of money, clothes, mobile phones etc without plausible explanation.
- Gang-association and/or isolation from peers/social networks.
- Exclusion or unexplained absences.
- Leaving home/care without explanation and persistently going missing or returning late.
- Excessive receipt of texts/phone calls.
- Returning home under the influence of drugs/alcohol.
- Inappropriate sexualised behaviour for age/sexually transmitted infections.
- Evidence /suspicions of physical or sexual assault.
- Relationships with controlling or significantly older individuals or groups.
- Multiple callers (unknown adults or peers).
- Frequenting areas known for sex work.
- Concerning use of internet or other social media.
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

Potential vulnerabilities:

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited:

- Having a prior experience of neglect, physical and/or sexual abuse.
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example).
- Recent bereavement or loss.
- Social isolation or social difficulties.
- Absence of a safe environment to explore sexuality.
- Economic vulnerability.
- Homelessness or insecure accommodation status.
- Connections with other children and young people who are being sexually exploited.
- Family members or other connections involved in adult sex work.

- Having a physical or learning disability.
- Being in care (particularly those in residential care and those with interrupted care histories).
- Sexual identity.

Staff should also remain open to the fact that child sexual exploitation can occur without any of these risk indicators being obviously present. Remember children can be exploited in a number of ways and it can take many forms, including sexual and criminal exploitation. Child exploitation is complex and rarely presents in isolation of other needs and risks of harm (although this may not always be the case).

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

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe
- Children who are left hungry or dirty
- Children who are left without adequate clothing, e.g., not having a winter coat
- Children who are living in dangerous conditions, i.e., around drugs, alcohol or violence
- Children who are often angry, aggressive or self-harm
- Children who fail to receive basic health care; and
- Parents who fail to seek medical treatment when their children are ill or are injured

**Domestic Abuse:**

In April 2021, the Domestic Abuse Act 2021 received Royal Assent and introduced a statutory definition for the first time. Definition: The Domestic Abuse Act 2021 (Part 1) defines domestic abuse as any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

- (a) physical or sexual abuse;
- (b) violent or threatening behaviour;
- (c) controlling or coercive behaviour;
- (d) economic abuse (adverse effect on the victim to acquire, use or maintain money or other property; or obtain goods or services); and
- (e) psychological, emotional or other abuse.

People are 'personally connected' when they are, or have been, married to each other or civil partners; or have agreed to marry or become civil partners. If the two people have been in an intimate relationship with each other, have shared parental responsibility for the same child, or they are relatives.

The definition of Domestic Abuse applies to children if they see or hear or experience the effects of the abuse; and they are related to the abusive person. (The definition can be found here: <https://www.legislation.gov.uk/ukpga/2021/17/part/1/enacted>)

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

Operation Encompass' (known in Derby City as Stopping Domestic Abuse Together – SDAT) aim is to ensure that schools have timely information about all police attended incidents of domestic violence; support school staff to understand how to support the children, and ensure the children receive the support they need. The National Domestic Abuse helpline can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.

**Safeguarding issues:** All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nudes and semi-nude images and/or videos can be signs that children are at risk.

**Bullying:** On and offline bullying including prejudice-based, and cyberbullying is also abusive behaviour which will include at least one, if not two, three or all four, of the defined categories of abuse. Further information can be found in the academy behaviour and anti-bullying policy.

**Children who are absent from education.** The academy proactively manages and take steps to improve attendance across our community. Attendance is the essential foundation to positive outcomes for all of our learners and is everyone's responsibility in school.

The school/college response to children who are absent from education, particularly on repeat occasions and/or prolonged periods, supports identifying a range of safeguarding issues and abuse; it also helps prevent the risk of absent children becoming a child missing education in the future. This includes when problems are first emerging but also where children are already known to local authority children's social care and need a social worker, where being absent from education may increase known safeguarding risks within the family or in the community. We support and monitor attendance and absence carefully to identify learners or cohorts that require support with their attendance and put effective strategies in place.

This includes:

- Building strong relationships with families, listening to, and understanding barriers to attendance and working with families to remove them.
- Sharing information and work collaboratively with other schools in the area, the local authority, and other partners when absence is at risk of becoming persistent or severe.

(See Noel-Baker Attendance Policy and *Derby Education Welfare [webpages](#)* and *Derbyshire Education Welfare Service [webpages](#)*).

The academy also recognises that when children are not in school, such as when a learner is on a reduced timetable, suspended or excluded, they miss the protection and opportunities that education can provide, and can become more vulnerable to harm. Learners who have a social worker, including looked-after children, and previously looked-after children are especially vulnerable. The academy proactively supports learners in the school environment and decision-making processes about reduced timetables, suspension or exclusion operate in the best interest of children as outlined in local and national guidance. (See Noel-Baker Academy Behaviour Policy and national guidance [Behaviour in Schools](#) (2022), [Suspension and](#)

[Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement](#) (2022), [Supporting pupils at school with medical conditions](#) (2015) and local guidance [Derby](#) part-time timetable guidance and a protocol and [Derby](#) In Year Fair Access (IYFA) and Exclusions)

### **The Prevent Duty and counter extremism**

As part of the Counter Terrorism and Security Act 2015, schools have a duty to ‘have due regard to the need to prevent people being drawn into terrorism’. This has become known as the ‘Prevent Duty’.

Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalised, they should discuss this with the DSL. The DSL has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

The curriculum is used to ensure that children and young people understand how people with extreme views share these with others, especially using the internet. Staff should be alert to changes in children’s behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the DSL (or deputy) making a Prevent referral using the form: [Refer someone to the Prevent Team | Derbyshire Constabulary](#)

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the academy’s core values alongside the fundamental British values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

The prevent education officer in Derby city is Sally Siner.

### **Recognising Extremism**

Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes.
- Glorifying violence, especially to other faiths or cultures.
- Making remarks or comments about being at extremist events or rallies outside of the academy.
- Evidence of possessing illegal or extremist literature.
- Advocating messages similar to illegal organisations or other extremist groups, out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent).
- Secretive behaviour.
- Online searches or sharing extremist messages or social profiles.
- Intolerance of difference, including faith, culture, gender, race or sexuality.
- Graffiti, artwork or writing that displays extremist themes.
- Attempts to impose extremist views or practices on others.
- Verbalising anti-Western or anti-British views.
- Advocating violence towards others.

### **Privately Fostered Children**

#### **Definition of private fostering**

A private fostering arrangement is a private arrangement for a child under the age of 16 (or 18 if they are disabled) to be cared for by someone who is not a parent or close relative for more than 28 days. The Local Authority is not involved in placing the child or young person in this private arrangement.

A child or young person is privately fostered if they are living with extended family members such as cousins, great aunts, great uncles or a family friend. They may be living outside of their parents' care due to;

- Child or young person being asked to leave the family home.
- Parent being in prison / hospital / homeless.
- avoiding becoming a looked after child.
- Parent has leaving the local area and child remaining to complete academic studies.
- Child leaving the family home due to family dysfunction or because they have been living with parents who have substance misuse problems or other difficulties.
- Parent deciding to place child with extended family member.
- Child being placed with extended family for religious or economic reasons.

### **Responsibilities**

Private foster carers are responsible for providing the day-to-day care of the child in a way which will promote and safeguard the child's welfare. However, the overarching responsibility remains with the person who has parental responsibility for the child.

The Local Authority has legal duties towards private fostered children and must satisfy itself that the welfare of children who are, or will be, privately fostered within their area ensures they are satisfactorily safeguarded.

If the Academy becomes aware of a child or young person living in a private fostering arrangement the Local Authority Children's Social Care must be notified within one working day.

A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and stepparents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases, privately fostered children are affected by abuse and neglect, or become involved in trafficking, child sexual exploitation or modern-day slavery.

Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

Academy staff should notify the DSL when they become aware of private fostering arrangements. The DSL will speak to the family of the child involved to check that they are aware of their duty to inform the LA. The school itself has a duty to inform the local authority of the private fostering arrangements within one working day.

On admission to Noel-BakerAcademy we will take steps to verify the relationship of the adults to the child who is being registered.

### **Online Safety and Cyber Security (including remote/blended learning)**

The Academy has filtering and monitoring systems in place (SENSO), which meet DfE filtering and monitoring standards. This includes:

- Identifying and assigning roles and responsibilities to manage filtering and monitoring systems
- Reviewing filtering and monitoring provision at least annually
- Blocking harmful and inappropriate content without unreasonably impacting teaching and learning
- Having effective monitoring strategies in place that meet safeguarding need

The academy ensures that it has information and processes to raise awareness of online safety and cyber security for all staff, children, and parents to support the academy's aim of establishing a whole school approach to online safety. The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **Contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit children for sexual, criminal, financial or other purposes.
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g., consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **Commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams.

At Noel BakerAcademy pupil's use the school's network to access the internet and are protected from inappropriate content by the academy's filtering and monitoring systems. Online safety sessions for parents help to raise awareness amongst families about keeping their children safe when online at home. This is particularly necessary in the event the school has to return to remote education.

All staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography to those who do not want to receive such content.

Whilst devising and implementing policies and procedures, we ensure online safety is a 'running and interrelated theme'. Online safety is considered whilst planning the curriculum, any teacher training, the role and responsibilities of the DSL and through any parental engagement.

As per KCSiE guidance, we carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks our children face.



Cyber Security is a growing safeguarding concern, and we recognise the need to have procedures to ensure networks, data and systems are protected against cyber threats and help keep staff and pupils safe, particularly when using remote learning platforms and remote teaching platforms / delivery styles. We will use the recommended national and local guidelines on staff and pupils who may need to work remotely.

### **Elective home education.**

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, the school will seek to co-ordinate a meeting with the parents/carers, Local Authority, and other key professionals where possible. This would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child and is particularly important where a child has SEND, is vulnerable, and/or has a social worker or is vulnerable. Where a child has an Education, Health and Care Plan (EHCP) the local authority should review the plan with parents/carers. We believe that all children are entitled to a broad and balanced education delivered by expert teachers. Consequently we will, in the vast majority of circumstances, actively discourage parents from making the decision to electively home educate their children. Where a child is taken off roll, we will inform the Local Authority of the deletion from our admission register via the system outlined on the [Derby](#) Education Welfare webpages.

### **Listening to our Pupils**

Our academy ethos demonstrates that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within Noel Baker Academy will play their part, including working with professionals from other agencies, particularly social workers, to meet the needs of our most vulnerable children and keep them safe. We will take opportunities to teach children about important safeguarding issues in a way that is age appropriate.

Pupil voice is key to establishing the impact of our systems and procedures. Safeguarding features on the pupil voice survey which is completed annually. Additionally, the school council is used as a vehicle for discussing key safeguarding concerns with a range of children from across the academy.

### **Alternative provision**

The academy continues to be responsible for any learner placed with an alternative provision provider. Learners in alternative provision often have complex needs and are vulnerable to additional risk of harm. We will ensure that the provider meets the needs of the learner and obtain written confirmation from the provider that appropriate safeguarding checks have been carried out on their staff and individuals working for the provider. The academy also has arrangements in place to ensure attendance is monitored and that there are effective safeguarding arrangements within the provision. Each learner has a commissioning agreement which is completed in conjunction with both providers, the learner, parents/carers and any external agencies.

### **Children with a social worker**

At Noel-Baker Academy, we recognise that when a child has a social worker, it is an indicator that the child is more at risk than most pupils. This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health. We take these needs into account when making plans to support pupils who have a social worker.

The DSL maintains a key role in raising awareness amongst staff about the needs of children who have or who have had a social worker and the barriers that those children might experience in respect of attendance, engagement and achievement at school.

The DSL will inform the AGB of the number of children in the academy who have or who have had a social worker.

The Designated Teacher for looked after children will maintain data for children who have looked after status and for children who have been involved in the care system.

The Designated Teacher will maintain good links with the Virtual School Head to promote the educational achievement of previously looked after children. Regular meetings will be organised to update the PEP documentation and to discuss progress and attendance. These are attended by social workers, the Headteacher and any other key personnel involved with the child.

### **Child on Child abuse**

The academy takes a **zero-tolerance** approach to all forms of child-on-child abuse including sexual violence, sexual harassment (SVSH) and harmful sexual behaviour (HSB). We believe that child-on-child abuse is never acceptable, and it will not be tolerated. It will **never** be passed off as “banter,” “just having a laugh,” “a part of growing up” or “boys being boys.” We will **respond to all signs, reports, and concerns** of child-on-child abuse, including those that have happened outside of our school premises, and/or online. We recognise that children are vulnerable to and capable of abusing their peers, we take such abuse as seriously as abuse perpetrated by an adult. We recognise that even if there are no reports it does not mean it is not happening, it may be the case that it is just not being reported. We acknowledge that children who have allegedly abused their peers or displayed harmful sexual behaviour are themselves vulnerable. We are committed to a whole school approach to ensure the prevention, early identification, and appropriate management of child-on-child abuse within our academy and beyond.

In cases where child-on-child abuse is suspected or identified we will follow our Child Protection procedures, taking a contextual, trauma-informed, and strengths-based approach to support all children who have been affected by the situation including the reporting and reported pupil.

Child-on-child abuse may include, but is not limited to:

- Bullying (including cyberbullying, prejudiced-based and discriminatory bullying).
- Abuse in intimate personal relationships between children, (sometimes known as ‘teenage relationship abuse’).
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- Consensual and non-consensual sharing of nude or semi-nude images and/or videos (also known as sexting or youth produced sexual imagery).
- Upskirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm.

- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse, or humiliation used as a way of initiating a person into a group and may also include an online element). This may also be an indicator of wider exploitation such as Child Sexual Exploitation (CSE) and/or Child Criminal Exploitation (CCE) and/or County Lines.

## **Our Child Protection Policy**

### **There are seven main elements to our policy:**

- Providing a safe environment in which children can learn and develop.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse in and outside of the academy.
- Supporting pupils who have social care involvement in accordance with his/her child in need plan, child protection plan or are subject to Local Authority care.
- Raising awareness of safeguarding children, child protection processes and equipping children with the skills needed to keep themselves safe in and outside of the academy.
- Working in partnership with agencies and safeguarding partners in the 'best interest of the child.'
- Ensuring we have appropriate policies and procedures to deal with child-on-child sexual violence and sexual harassment, including filtering and monitoring arrangements for online safety and harms.

We recognise that because of the day-to-day contact our staff have with children they and we are well placed to observe the outward signs of abuse.

### **Our academy will therefore:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to and heard.
- Ensure children know that there are trusted adults in the academy whom they can approach if they are worried.
- Ensure that every effort is made to establish effective working relationships with parents, carers, and colleagues from other agencies.
- Include opportunities in the INFORM curriculum and through assemblies for children to develop the skills they need to recognise and stay safe from abuse.
- Recognise and managing risks including online safety, radicalisation and extremism, sexual exploitation, child on child sexual violence and sexual harassment, the sharing of nude and semi-nude images (which has replaced what was termed as sexting).
- Support the development of healthy relationships and awareness of domestic violence and abuse, recognising that Domestic Abuse can encompass a wide range of behaviours and may involve a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial, or emotional harm and children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All forms of domestic abuse can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.
- Recognise how pressure from others and safeguarding vulnerabilities can affect their behaviour.
- Recognise the link between mental health, school attendance and children 'absent from education' and the impact on learning, progress, and educational attainment.

- Act swiftly to address any concerns related to serious violence, gang and knife crime or child on child sexual violence or sexual harassment incidents.
- Ensure our behaviour policy includes measures to prevent bullying, including cyberbullying, harmful online challenges, hoaxes, prejudice-based and discriminatory bullying and use of social media platforms and networks.
- Maintain an on-line safety policy which address statutory filtering and monitoring standards, takes into account remote learning, and use of mobile and smart technology, and is reviewed regularly to take into account any new threats.
- Address any 'harm outside the home' also known as 'extra familial harm.' Noel-BakerAcademy is a place of protection where children and young people can share concerns and seek support and is a place of safety where children and young people can form safe and trusted relationships. Through creating a whole academy ethos and sharing excellent communication with safeguarding partners and services, children and young people can feel assured they will be listened to, heard, and offered support to enable them share sensitive information and strengthen their resilience.
- Work together with parents, carers, and external services to form strong and trusted partnerships which can advocate trauma informed and trauma aware responses and where trusted relationships can be formed and go on to create safe places and spaces within the community, so children and young people know how to access a place of safety outside of the school/college environment if needed.

Additionally, as an academy we will:

- Take all reasonable measures to ensure any risk of harm to children's welfare is minimised inside and outside of the academy environment.
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies.
- Ensure robust child protection arrangements are in place and embedded in the daily life and practice of the academy.
- Promote pupil health and safety.
- Promote safe practice, and challenge unsafe practice.
- Ensure that procedures are in place to deal with allegations of abuse against teachers and other staff including volunteers, supply staff and contractors.
- Provide first aid and meet the health needs of children with medical conditions.
- Ensure academy site security.
- Address drugs and substance misuse issues.
- Support and plan for young people in custody and their resettlement back into the community.
- Work with all agencies regarding missing children, anti-social behaviour/gang activity and violence in the community/knife crime and children at risk of sexual exploitation.
- Ensure everyone has a duty to safeguard children inside/outside the academy environment including school trips, extended school activities, vocational placements and alternative education packages.
- Ensure that any child who is attending off-site activities is well protected by conducting all safeguarding checks and risk assessments prior to the commencement of the activity.
- Support children with mental health issues by liaising with relevant agencies for support.
- Allocate a member of staff for any child who wishes to talk about their sexuality as we know these pupils are more at risk to forms of bullying.

**We will follow the procedures set out by the Derby & Derbyshire Safeguarding Children Partnership and take account of guidance issued by the DfE in Keeping Children Safe in Education 2023 to:**

- Ensure we have a DSL, who is a member of the school leadership team, and a Deputy Safeguarding Lead for child protection/safeguarding both of whom have received appropriate training and support for this role.
- Ensure the DSL role has a specific job description and clarifies the role and its responsibilities (as defined in KCSiE 2023).
- Ensure we have a nominated governor responsible for child protection/safeguarding.
- Ensure that we have a Designated Teacher for Looked After Children (LAC).
- Ensure every member of staff (including temporary, supply staff and volunteers) and the AGB knows the name of the DSL, their deputies responsible for child protection, and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the DSL, or to children's social care/police if a child is in immediate danger.
- Ensure all staff and volunteers are aware of the early help process and understand their role in making referrals or contributing to early help offers and arrangements.
- Ensure that there is a whistleblowing policy and culture where staff can raise concerns about unsafe practice, and that these concerns will be taken seriously.
- Ensure that there is a complaints system in place for children and families.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection and safeguarding by setting out its obligations in the school prospectus and on the school's website.
- Notify Children's Social Care if there is an unexplained absence for a child who is subject to a child protection plan and where no contact can be established with the child, or a parent or appropriate adult linked to the child.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences.
- Keep records of concerns about children, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral and actions to safeguard.
- Ensure all records are kept securely, via My Concern which has a 2 layered authentication system to access the portal.
- Ensure that we follow robust processes to respond when children are absent from education, children missing from education or missing from home or care.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Apply confidentiality appropriately.
- Apply the DDSCP escalation procedures if there are any concerns about the actions or inaction of social care staff or staff from other agencies.

## **Supporting children**

We recognise that children who are abused or who witness violence may find it difficult to develop a positive sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The academy may be the only stable, secure and predictable element in the lives of children at risk. When at

the academy, their behaviour may be challenging and defiant or they may be withdrawn. We also recognise that there are children who are more vulnerable than others, which include children with special educational needs and/or disabilities or those with English as an additional language.

All staff including volunteers are advised to maintain the attitude of **'it could happen here'** where safeguarding is a concern, and when concerned about the welfare of the child should always act in the **best** interests of the child.

Our academy will endeavour to support every pupil through:

- Developing the content of the curriculum by ensuring it is age and stage appropriate
- Maintaining an ethos which promotes a positive, supportive and secure environment, and which gives pupils a sense of them being valued.
- Implementing the academy behaviour policy, anti-bullying policy and child-on-child abuse policy which is kept up to date with national and local guidance and which is aimed at supporting vulnerable pupils in our academy.
- Proactively ensuring that all children know that some behaviours are unacceptable and will need to be addressed but as members of our academy they are valued and will be supported through the time required to deal with any abuse or harm that has occurred, or outcomes from incidents.
- Liaising with other agencies that support pupils such as Children's Social Care (in line with the Pathway to Provision Version 9.1, published in May 2021), Behaviour and Attendance Service and Education Psychology Service, use of Complex Case Resolution Meetings and the Early Help Assessment Form (EHAF), etc.
- Ensuring that, where a pupil leaves and is subject to a child protection plan, child in need plan or where there have been wider safeguarding concerns, their information is transferred to the new school immediately or within **5 working days** and that the child's social worker is informed.
- Ensuring that the vulnerability of children with special educational needs and/or disabilities is recognised and fully supported by the SENCO (Helen Macleod).
- Ensuring that the vulnerability of children due to speaking English as an additional language is recognised and fully supported by the SENCO (Helen Macleod).
- Where a child discloses a concern or an incident involving sexual violence and/or sexual harassment ensuring the child (victim) is taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, sexual violence or sexual harassment.
- Where any concern is raised, ensuring the DSL is informed immediately, and actions taken in accordance with the relevant policy.

## **Safer Recruitment**

- The leadership team, academy governing body and L.E.A.D. Academy Trust will ensure that all safer working practices and recruitment procedures are followed in accordance with the guidance set out in KCSiE 2023 Part Three and the L.E.A.D. Academy safer recruitment policy.
- School leaders, staff and members of the Trust will be appropriately trained in safer working practices and access the safer recruitment training advised by the Trust.
- Statutory pre-employment checks and references from previous employers are an essential part of the recruitment process. We will ensure we adopt the appropriate procedures to carry out the checks required and where any concerns arise, we will seek advice and act accordingly. The academy has in place recruitment, selection, and vetting procedures in accordance with KCSiE 2023 Part Three, and maintains

a Single Central Record (SCR), which is reviewed regularly and updated in accordance with KCSiE 2023 Part Three paragraphs 206 to 351.

- Staff will have access to advice on the boundaries of appropriate behaviour and will be aware of the Academy Code of Conduct, which includes contact between staff and pupils outside the work context. Concerns regarding low-level concerns are included in our Code of Conduct and our Allegations Management Policy in line with KCSiE Part Four Section two. Staff can access a copy of this through My concern, this is also circulated to all staff on induction/start of the academic year via email.
- In the event of any complaint or allegation against a member of staff, the headteacher (or the DSL if the headteacher is not present), will be notified immediately. If it relates to the headteacher or where there is a conflict of interest in reporting to the headteacher, the chair of governors / Trust safeguarding team (Neil Spencelayh, Helen Tunney, Rebecca Hyder) must be informed without delay. We will respond to all allegations robustly and appropriately in collaboration with the Local Authority Designated Officer (LADO) and Trust HR Business Partner.
- Staff may find some of the issues relating to child protection and the broader areas of safeguarding upsetting and may need support which should be provided by the academy and the Trust's human resources (HR) team.
- Advice and support will be made available by the Safeguarding Children in Education Officer (SCiEO), LADO and HR where appropriate to the leadership team.
- All new employees will be appropriately inducted to their role and a link to the [Induction Checklist for Safer Recruitment](#) can be accessed from HR's guidance section of the HR portal.

## **Safeguarding Training – staff and volunteers**

All our staff are aware of systems within Noel-Baker Academy which are explained to them as part of staff induction, including our child protection policy; the employee code of conduct and the role of the DSL and Keeping Children Safe in Education 2023.

Our academy utilises an induction checklist when staff join the academy which includes the matters identified above together with other policy and procedural information.

All our staff receive safeguarding and child protection training annually. The training that staff receive including online safety training, is integrated, aligned and considered as part of the whole academy safeguarding approach and wider staff training and curriculum planning.

All staff receive weekly updates from the DSL along with a half termly bulletin. All staff are expected to completed national college modules throughout the academic year, they need to pass an assessment in order to obtain a certificate.

The CPD programme is reviewed to ensure that all the knowledge staff need is included and, perhaps more importantly, that they understand how it is to be implemented.

## **Roles and Responsibilities**

### **All staff and volunteers**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone in our academy who comes into contact with children and their families has a role to play in safeguarding children. All staff in our academy consider, at all times, what is in the best interests of children.

All staff within our academy are particularly important as they are in a position to identify concerns early and provide help to children to prevent concerns from escalating.

All our staff are aware of the early help process and understand their role in this. This includes being able to identify emerging problems to recognise children who may benefit from early help. Staff know in the first instance to discuss their concerns with the DSL and understand they may be required to support other agencies and professionals in assessments for early help. Families in need of support will be invited into the academy to meet with Rebecca Flude or Diana Scott (Designated Safeguarding Officers) who will then support the family in the most appropriate way such as by signposting them to various services.

All our staff are aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 and understand the role they may have in these assessments.

All staff know what to do if a child is raising concerns or makes a disclosure of abuse and/or neglect. Staff will maintain appropriate confidentiality whilst liaising with the DLS and children's social care. Staff will never promise a child that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the child.

All staff have a key role to play in identifying concerns and providing early help for children.

To achieve this, they will:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the academy whom they can approach if they are worried or have concerns.
- Plan opportunities within the curriculum for children to develop the skills they need.
- Assess and manage risk appropriately and keep pupils safe.
- Ensure safeguarding arrangements and procedures are effectively followed.
- Maintain an attitude of "it could happen here" with regards to safeguarding.
- Record their concerns if they are worried that a child is being abused and report these to the DSL as soon as practical that day. If the DSL is not immediately contactable, a Deputy DSL should be informed.
- Be prepared to refer directly to social care, and the police if appropriate, if there is a risk of significant harm and the DSL or their Deputy is not available.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- Follow the procedures set out by the DDSCP and take account of guidance issued by the DfE KCSiE 2023.
- Support pupils in line with their child protection plan, child in need plan, LAC Care Plan.
- Treat information with confidentiality but never promising to "keep a secret."
- Notify the DSL or their Deputy of any child on a child protection plan or child in need plan who has unexplained absence.
- Have an understanding of early help and be prepared to identify and support children who may benefit from early help.
- Liaise with other agencies that support pupils and provide early help.
- Ensure they know who the DSL and Deputy DSLs are and know how to contact them.
- Have an awareness of the Child Protection Policy, the Behaviour Policy, the Staff Behaviour Policy (or Code of Conduct), procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.



### **Senior Leadership/Management Team responsibilities:**

- Contribute to inter-agency working in line with HM Working Together to Safeguard Children 2018 (updated December 2020) guidance.
- Provide a co-ordinated offer of early help when additional needs of children are identified.
- Ensure all staff, supply staff and volunteers are alert to the definitions of abuse and indicators through access to regular training opportunities and updates.
- Ensure staff are alert to the various factors that can increase the need for early help.
- Working with Children's Social Care, support their assessment and planning processes including the academy's attendance at conference and core group meetings as appropriate.
- Carry out tasks delegated by the academy governing body/ *Trust* such as training of staff and volunteers, safer recruitment and maintaining of a single central register.
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within the academy.
- Treat any information shared by staff or pupils with respect and follow agreed policies and procedures.
- Ensure that allegations or concerns against staff including low-level concerns are dealt with in accordance with guidance from Department for Education (DfE KCSiE 2023 Part Four 'Allegations made against/Concerns raised in relation teachers including supply teachers, other staff, volunteers, and contractors in Sections One and Two).
- Lead and ensure robust arrangements and procedures are in place to effectively manage and regularly monitor the academy online safety, and specifically appropriate filtering and monitoring on academy devices and networks which are reflected in this Child Protection Policy, including awareness of ease of access to mobile phone networks. This is done in agreement with the Academy Governing body and Trust

### **Teachers (including ECTs) and Headteachers – Professional Duty**

The Teachers Standards 2012 (updated 13 December 2021) remind us that teachers, newly qualified teachers and headteachers should safeguard children and maintain public trust in the teaching profession as part of our professional duties.

The Children and Social Work Act of 2017, places responsibilities for Designated Teacher to have responsibility for promoting the educational achievement of children who have left care through adoption, special guardianship, or child arrangement orders or who were adopted from state care outside England and Wales.

### **Designated Safeguarding Lead**

We have a Designated Safeguarding Lead (DSL) who takes lead responsibility for safeguarding children and child protection and has received appropriate training and support for this role. The DSL is a senior member of the school leadership team, and their responsibilities are explicit in their job description.

We also have a wider safeguarding team including two Deputy DSL's who will provide cover for the DSL when they are not available. Our Deputy Safeguarding Lead's have received the same training as our DSL. They will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded within the school ethos and that specific duties are discharged. They will assist the DSL in managing referrals, attending child protection conferences, reviews, core group meetings and other meetings of a safeguarding and protection nature to support the child/children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. Our DSL will ensure there is a structured procedure within the school, which will be followed by all the members of the school community in cases of suspected abuse.

Our DSL team will be aware of all pupils who have a social worker and will help to promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school and college leadership staff.

### **The Senior Designated Safeguarding Lead is expected to:**

#### **Manage Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Support staff who make referrals to children's social care and other referral pathways.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the DBS as required.
- Ensure arrangements are in place year-round for all staff and volunteers to seek advice, support and inform of safeguarding concerns, or incidents and disclosures that identify children are at risk of harm, or abuse, bullying or sexual harm or harassment or that harm, or abuse, bullying or sexual harm or harassment has occurred.
- Ensure appropriate systems are in place to manage and address online safety, access to mobile phone networks, especially for those children who are potentially at greater risk of harm, abuse, and exploitation and refer concerns where required linked to the PREVENT duty.

The safeguarding team are all based in one office to ensure information is shared effectively and in a timely way. They formally meet once a week to discuss any concerns that have arisen.

#### **Work with others**

- Liaise with the headteacher/principal (where the DSL role is not carried out by the headteacher) to inform him/her of any issues and ongoing investigations.
- As required, liaise with the 'case manager' (as per Part Four of KCSiE 2023) and the LADO where there are child protection concerns/allegations that relate to a member of staff.
- Liaise with staff on matters of safety and safeguarding, deciding when to make a referral by liaising with other agencies and acting as a source of support, advice, and expertise for other staff.
- Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children.
- Liaise with the local authority and other agencies in line with HM Working Together to Safeguard Children 2018 (updated December 2020) and the local Safeguarding Children Partnership procedures and practice guidance.
- Together with the headteacher, and academy governing body/Trust be aware of the local arrangements put in place by Derby & Derbyshire Safeguarding Children Partnership and know how to access the Safeguarding Children Partnership website and training.

#### **DSL training requirements**

- Undertake Formal Designated Safeguarding Lead training every two years and informal training and updating of knowledge and skills at regular intervals and at least annually.
- Be responsible for their own training and obtain access to resources or any relevant refresher training.

- Be responsible for ensuring all other staff with designated safeguarding responsibilities access up to date and timely safeguarding training and maintaining a register or data base to evidence the training.

**The training undertaken should enable the Designated Safeguarding Lead to:**

- Understand the assessment process for providing early help and intervention through early help processes.
- Have a working knowledge of how the Derby & Derbyshire Safeguarding Children Partnership operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so.
- Ensure that each member of staff has access to the child protection policy and procedures.
- Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Understand the Prevent Duty and provide advice and support to staff on protecting and preventing children from the risk of radicalisation and being grooming into extremist behaviours and attitudes (KCSIE 2023 Annex A and B).
- Understand the reporting requirements for FGM.
- Understand and support children to keep safe when online and when they are learning at home (KCSIE 2022 Part Two – The Management of Safeguarding and page 111 to 116 and 134, 136 142 to 144, 152 and 158).
- Encourage a culture of protecting children, listening to children and their wishes and feelings.

**Raise awareness**

- Ensure that the child protection policies are known, understood, and used appropriately.
- Ensure that the child protection policy is reviewed annually in consultation with staff members, and procedures are updated and reviewed regularly and implemented, and that the academy governing body is kept up to date and actively involved.
- Work strategically to ensure policies and procedures are up to date and drive and support development work within the academy.
- Ensure that the child protection policy is available to parents and carers and uploaded to the academy website and make parents/carers aware that referrals may be made about suspected abuse or neglect.
- Ensure all staff receive induction training covering child protection before working with children and can recognise and report any concerns immediately as they arise.

**Child Protection files and records**

The DSL is responsible for ensuring that:

when a child leaves the school or college their 'child protection,' 'child in need' file or 'confidential' file is transferred to the new school or college at the same time the child goes on roll of its new school or education provision.

- A record of the number of children subject to CP, CiN and LAC concerns is maintained and shared with the academy governing body annually.

- A record or data on the cohort of children having or have had a social worker and social care involvement is maintained.
- Maintaining, keeping and storing records, where a concern about a child has been identified in accordance with statutory guidance in KCSiE 2023.

### **Availability**

- During term time the DSL (or a Deputy) will always be available (during academy hours) for staff in the academy to discuss any safeguarding concerns. In the absence of the DSL (or any Deputy), a member of the senior leadership team will be nominated to provide cover. Appropriate arrangements will also need to be in place all year round for any out of hours' activities in line with the guidance contained in DfE KCSiE 2023 Part Two and Annex C.

### **Headteacher**

#### **The Headteacher will ensure that:**

- The policies and procedures adopted by the academy governing body, (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by **all** staff.
- The academy maintains an up-to-date Single Central Record (SCR) which is reviewed regularly and is compliant with statutory guidance.
- Sufficient resources and time are allocated to enable the DSL and other staff to discharge their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- The Headteacher will ensure all staff including supply teachers and volunteers have access to and read and understand the requirements placed on them through: - the academy Child Protection Policy; the Code of Conduct Policy.
- There are mechanisms in place to assist staff to fully understand and discharge their role and responsibilities as set out in KCSiE 2023.
- Where there is an allegation made against a member of staff (either paid or unpaid) that meets the criteria for a referral to the LADO, the allegation is discussed immediately with the LADO (within 24 hours) and that cases are managed as per Part Four: Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, and contractors in KCSiE 2023. If the allegation is against the Headteacher/Principal, then the Chair of the Academy Governing Body/Trust DSLs will manage the allegation – see below.
- When the academy premises are used for non-academy activities, seeking assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place, and inspecting them as needed, including liaising with the Trust. This will apply regardless of whether or not children who attend the provision are on the academy roll.
- All our headteachers are trained as DSLs, although they may delegate the day to day responsibilities to other members of the management team / DSL trained staff.

## Academy Governing Body and Trust

We recognise our Academy Governing body and L.E.A.D. Academy Trust has a strategic leadership responsibility for our *academy's* safeguarding arrangements and must ensure they comply with their duties under legislation and must have regard to KCSiE 2023, ensuring policies, procedures and training in our *academy* are effective and comply with the law at all times.

The Academy governing body and L.E.A.D. Academy Trust will be collectively responsible for ensuring that safeguarding arrangements are fully embedded within the academy's ethos and reflected in the academy's day to day safeguarding practices by:

- Ensuring there is an individual member of the academy governing body to take leadership responsibility for safeguarding and champion child protection issues in the academy.
- Ensuring that the academy has effective policies and procedures in line with statutory guidance (Working Together to Safeguard Children 2018, updated December 2020) as well as with local NSCP guidance and monitoring the school's compliance with them.
- Ensuring that safeguarding policies and procedures are in place for appropriate action to be taken in a timely manner to promote a child's welfare.
- Recognising the importance of information sharing between agencies through the statutory guidance provided within KCSiE 2023 Annex C page 166 to 170 and paragraphs 56 to 57, 115 to 121, 375, to 390, 476, 540 and 543 and page 158, the additional clarification about GPDR and withholding information.
- Ensuring cooperation with the local authority and other safeguarding partners.
- Appointing a Senior Designated Safeguarding Lead from the leadership team to take lead responsibility for child protection/safeguarding and a Designated Teacher for Looked After Children and that both are appropriately trained.
- Ensuring that all staff, supply teachers and governors read and fully understand at least KCSiE 2023 Part One and Annex A as a minimum and ensure that there are mechanisms in place to assist staff to understand and discharge their role and responsibilities as required within the guidance.
- Ensuring that the academy governing body understands it has collectively responsible for the academy's safeguarding arrangements, even though a governor will be nominated as the 'Safeguarding Governor' with responsibility for championing all safeguarding requirements.'
- All members of the academy governing body undertaking safeguarding training to ensure they have the knowledge and information needed to equip them to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of robust 'safeguarding arrangements and to act as the 'critical friend'. This training must focus on their strategic role and not on operational procedures.
- The Chair of Governors and named Safeguarding Governor accessing role specific training to enable them to comply and discharge their child protection/ safeguarding responsibilities including should any allegations be made against the Headteacher.
- The Academy Governing body collectively ensuring there is a training strategy in place for all staff, including the headteacher, so that child protection training is undertaken is refreshed in line with KCSiE 2023 and NSCP guidance.
- Ensuring that staff undergo safeguarding child protection training at induction and that there are arrangements in place for staff to be regularly updated to ensure that safeguarding remains a priority.
- Ensuring that temporary staff and volunteers who work with children are made aware of the academy's arrangements for child protection and their responsibilities
- Ensuring there are procedures in place to manage allegations against staff and exercise disciplinary functions in respect of any complaint under KCSiE 2023 Part Four Section One.

- Ensuring that arrangements/procedures are in place to manage and provide clarity on the process for sharing 'low level' concerns, which should be referred to within the academy's Staff Code of Conduct, (Allegations and concerns about a staff member that after initial consideration by the 'case manager' do not meet the criteria for a referral to LADO).
- Ensuring when making a referral to the LADO Service a LADO referral form is fully completed.
- Ensuring a response if there is an allegation against the headteacher by liaising with the LADO or other appropriate officers within the Trust DSL team.
- Ensuring appropriate responses for children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, including child sexual exploitation and going missing in future.
- Being aware of the issues involving the complexity of serious violence and sexual violence and sexual harassment between children and ensuring the academy has policies and procedures and staff are trained (including the DSL and Senior Leadership) to recognise and respond to incidents, have resources to manage actions and support for those involved.
- Being alert and responding to harmful online challenges and hoaxes, including providing information and advice to parents and carers and informing them from where to get help and support.
- Being alert to the growing concerns involving knife crime and ensuring the academy works closely with the police and safeguarding partners to raise awareness of the impact of such crime and adopt proactive practice to address concerns locally and within the community.
- Ensuring appropriate filters and monitoring systems are in place to protect children online and children are taught about keeping safe online through the curriculum.
- Giving staff the opportunities to contribute and shape safeguarding arrangements and the child protection policy.
- Ensuring any safeguarding concerns involving outside organisations are addressed through our academy safeguarding policies and procedures and in line with DDSCP procedures (KCSiE 2023 paragraph 377).
- Preventing people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, making decisions about additional checks and ensuring volunteers are supervised as required.
- Ensuring at least one person on an interview panel has completed safer recruitment training.
- Informing any prospective candidates for employment that our academy will carry out online social media checks are completed (KCSiE 2023 Part Three Safer Recruitment).
- Recognising that certain children are more vulnerable than others, such as looked after children and children with special educational needs and disabilities.
- Being open to accepting that child abuse and incidents can happen within the academy and being available to act decisively upon them.

### **Looked After Children – The Role of Designated Teacher and the DSL**

- A senior member of staff (Clare Pedlar) has responsibility for promoting the educational achievement of children who are looked after. They have the appropriate training. The Designated Teacher will work with the Virtual School to ensure that the progress of looked after children is supported.
- The DSL will also have details of any looked after child's social worker and the name of the Head of the Virtual School. The DSL will work closely with the Designated Teacher, as we recognise that children may have been abused or neglected before becoming looked after. We will ensure their ongoing safety and wellbeing as well as supporting their education, through linking with their social worker, carers, and parents where appropriate.
- We also recognise those children who were previously Looked-After potentially remain vulnerable and all staff will be informed of the importance of maintaining support for them through our academy pastoral

system. We recognise the importance of working with agencies and take prompt actions where necessary to safeguard these children, who may remain vulnerable.

## **Children with Special Educational Needs**

We recognise that children with special educational needs (SEND) and/or disabilities can face additional safeguarding challenges on and offline. Children with SEN and/or disabilities are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.

All staff are aware that additional barriers can exist when recognising abuse and neglect for children with SEND and that they may be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. They may not always show outward signs and may have communications barriers and difficulties in reporting challenges, especially involving exploitation or incidents involving child-on-child harm, abuse, or harassment and particularly where that harassment or harm is of a sexual nature. Staff's vigilance will be a supporting factor to keeping all children safe.

Our policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children which include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- children with SEN and disabilities can be disproportionately impacted by things like bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming their ability to disclose incidents or the risk of harm they feel subject to,
- addressing individual behaviour concerns and incidents considering the child's SEN and disabilities.
- recognising and having in place additional support for example to teach, advise, mentor and support children with SEND from online harms, hoaxes, bullying, grooming and radicalisation and enable them to have confidence and the ability to stay safe online, either in schools or outside the school environment.

## **Identifying, Reporting, Recording and Monitoring of concerns (Confidentiality & Information Sharing)**

### **Identifying Concerns**

All members of staff, volunteers and governors will know how to identify pupils who may be being harmed and then how to respond to a pupil who discloses abuse, or where others raise concerns about them. Staff will be familiar with procedures to be followed.

Staff understand that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other. Staff who regularly come into contact with children are aware of the DfE guidance [What to do if you're worried a child is being abused](#)

Our staff recognise the difference between concerns about a child and a child in immediate danger.

If staff have concerns about a child, they will need to decide what action to take. A discussion should take place with the DSL, to agree a course of action.

If a child is in immediate danger or risk of harm a referral will be made immediately to social care and/or to the police by the DSL or Senior Leader.

**If a child chooses to tell a member of staff about alleged abuse, there are a number of actions that staff will undertake to support the child:**

- The key facts will be established in language that the child understands, and the child's words will be used in clarifying/expanding what has been said.
- No promises will be made to the child, e.g., to keep secrets.
- Staff will stay calm and be available to listen.
- Staff will actively listen with the utmost care to what the child is saying.
- Where questions are asked, this should be done without pressurising, and only using open questions.
- Keep questions to a minimum and of an open nature ('TED questions' tell me, explain, describe) i.e., 'can you tell me what happened?' rather than 'did x hit you?'
- Questioning should not be extensive or repetitive.
- Staff will not / should not put words in the child's mouth but will subsequently note the main points carefully.
- The staff will keep a full written record duly signed and dated, including the time the conversation with the child took place, an outline what was said, comment on the child's body language etc.
- It is not appropriate for staff to make children write statements about abuse that may have happened to them or get them to sign the staff record.
- Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on.
- The DSL will be immediately informed unless the disclosure has been made to them.
- Information should be shared with children's social care without delay, either to the child's own social worker or to the Initial Response Team (IRT). Children's Social Care will liaise with the police where required, which will ensure an appropriate police officer response rather than a uniformed response.
- The Police would only therefore be contacted directly in an emergency or if a child is in immediate risk of harm, abuse, or danger.
- If unsure, social care has available a Consultation Phone Line during office hours where a conversation (without naming children) can be used to speak with a qualified social worker. No record of the conversation will be made it is purely an advice line.

### **Reporting Concerns**

All staff and volunteers are aware of the indicators of abuse and neglect and knowing what to look for is vital for the early identification so that support can be put in place. Staff and volunteers are also aware of the specific safeguarding issues that indicate or inform of concerns or incidents linked to child criminal exploitation and child sexual exploitation. Staff know to report concerns directly to the DSL or a member of the senior leadership team (should the DSL not be available) in a timely manner, for any children who may be in need of help or protection. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action will be taken by speaking to the DSL. In addition, the pastoral team will be notified to support any referrals that need to be completed to support the child.



Staff recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Children may also feel embarrassed, humiliated, or could be being threatened not to tell, so not feel able to share what is happening to them. Alternatively, we recognise children may not want to make a disclosure or talk about what is happening due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child and agreeing a way forward to support the child and determine how best to build trusted relationships with children and young people which facilitate good opportunities for communication.

**All staff should always** speak to the DSL, or deputy at the earliest opportunity where they have any concerns about a child.

As an academy we are aware that abuse, neglect, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label. In most cases, multiple issues will overlap with one another, therefore all staff should always be vigilant and always raise any concerns with the DSL.

When adults in the academy have a concern about a child or young person they should:

- Complete a concern form as an entry in the electronic recording system My Concern. All staff have an individual login, so no delays are necessary in reporting the concern. Paper forms are available in the safeguarding offices if staff have any issues with logging on their My Concern account and/or they are a visitor to the academy. Paper forms are also an appendix to this policy.
- The DSL will be informed that a concern has been raised as the My Concern system sends an alert every time a concern is logged.
- **All** concerns, discussions and decisions made, and the reasons for those decisions, will be recorded on My Concern.

Records include:

- A clear and comprehensive summary of the concern, clearly identifying who is recording the concern with details of how the concern is to be followed up and resolved, precisely identifying the rationale for the action taken and clear timelines of when this will be followed up and by who.
- Precise record of decisions reached and when and why the case will be closed.

If in doubt about recording requirements, staff should discuss with the DSL (or deputy).

**Staff should never attempt to carry out an investigation of suspected child abuse by interviewing the child or any others involved especially if a criminal act is thought to have occurred. The only people who should investigate child abuse and harm are Social Care or Police.**

The academy also ensures that all staff are clear that whilst they should discuss and agree with the DSL any actions to be taken, they are able to escalate their concerns and contact social care to seek support for the child if, despite the discussion with the DSL, their concerns remain. Staff are also informed of the academy's whistle-blowing procedures and the contact details for the Local Authority LADO and NSPCC helpline.

## **Records and Monitoring** (KCSiE 2023 paragraphs 68 to 70, Part Four, Part Five, Annex C)

Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such.

A recording of each and every incident or concern for the child will be made, including any telephone calls to other professionals. These will also be recorded on the chronology in My Concern, as over time they are likely to help identify any patterns or emerging risks and needs. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed, and roles and responsibility of each agency will be clarified, and outcomes recorded.

The chronology will be brief and log activity; the full recording will be on the record of concern.

At no time should an individual teacher/member of staff be asked to or consider taking photographic evidence of any injuries or marks to a child's person; this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body maps should be used in accordance with recording guidance and to support clarity for example of areas of injury, marks and bruising and/or touching.

Any concerns should be reported and recorded without delay to the appropriate safeguarding services e.g., IRT or the child's social worker if already an open case to social care.

Our academy will ensure all files are available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

### **Why recording is important:**

Staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages from serious case reviews are in terms of recording and sharing information. It is often when a chronology of information is pieced together that the level of concern escalates or the whole or wider picture becomes known.

Noel- Baker Academy records all events related to the safeguarding of children via My Concern.

We acknowledge without information being recorded it can be lost. This could be crucial information, the importance of which is not always necessarily apparent at the time. On occasions, this information could be crucial evidence to safeguard a child or be evidence in future criminal prosecutions.

### **Confidentiality**

We recognise that all matters relating to child protection are confidential; however, a member of staff must never guarantee confidentiality to children; children must not be given promises that any information about an allegation will not be shared.

Where there is a child protection concern it will be passed immediately to the DSL and/or to children's social care. When a child is in immediate danger children's social care/the police will be contacted.

The Headteacher or DSL will disclose personal information about a pupil to other members of staff, including the level of involvement of other agencies, only on a 'need to know' basis.

Staff have a professional responsibility to share information with other agencies in order to safeguard children. The Data Protection Act 1998 should not be a barrier to sharing of information where failure to do so would result in a child being placed at risk of harm.

Further guidance can be found by visiting the DDSCP website: [Derby Safeguarding Children Partnership \(ddscp.org.uk\)](http://ddscp.org.uk)

### **Information Sharing**

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe. Serious Case Reviews (SCRs) now known as Rapid Reviews (RRs) have highlighted that missed opportunities to record and thereby understand the significance of sharing information in a timely manner can have severe consequences for the safety and welfare and well-being of children (Working Together to Safeguard Children 2018, updated December 2020).

- DfE KCSiE 2023 has several sections which provide clarity on information sharing processes and GDPR including within Annex C which makes clear the powers to hold and use information when promoting children's welfare.
- HM Working Together to Safeguard Children 2018 Paragraph 23 to 27 and on pages 20 and 21.
- HM Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (which has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018).
- Derby & Derbyshire Safeguarding Children Partnership Policy and Practice Guidance.
- All staff complete GDPR training on an annual basis.

### **Searching, Screening and Confiscating**

Our academy **Behaviour Policy** details the procedures and processes regarding searches with and without consent for the wide range of items covered within the Education Act 2011 and lists those items. An item banned by the academy rules may only be searched for under these powers if it has been identified in the academy rules as an item that can be searched for.

We only allow authorised persons to search, screen or confiscate if they think there is a good reason to do so. In determining a 'good reason' the authorised staff member must reasonably suspect that the item in question relates to an offence and/or may be used to cause harm, to disrupt teaching or could break the academy rules.

Members of staff will be made aware of the academy's statement on "searching, screening and confiscating", held within the academy Behaviour Policy:

- At induction
- At regular updating sessions on the academy's online safety / safeguarding / behaviour management policy
- In safeguarding training and briefings

## **What staff should do if they have a safeguarding concern or an allegation about another member of staff or concerns about safeguarding practices within the academy?**

As part of our whole academy approach to safeguarding there are processes in place for continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. Our culture and environment supports all of our staff to discuss matters that concern them in the workplace and, where appropriate, outside the workplace (including online) which may have implications for the welfare and safety of children.

**All** concerns and or allegations about adults working in or on behalf of the academy (including supply teachers, contractors, and volunteers) will be reported, recorded, and dealt with promptly and appropriately.

This includes whenever the academy receives an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children.

By doing so everyone in the academy will:

- Create and embed a culture of openness, trust, and transparency.
- Help to identify concerning, problematic or inappropriate behaviour at an early stage.
- Minimise risk of abuse
- Ensure that academy staff are clear about professional boundaries and act within these, in accordance with the ethos and value of the academy.

The academy recognise there are two levels of allegation/concern

1. Allegations that **may** meet the harms threshold.
2. Allegations/concerns that **do not** meet the harms threshold, also known as 'low level concerns'.

Our response to concerns/allegations is consistent with the DDSCP Safeguarding Children [Allegations against Staff, Carers and Volunteers](#) procedure.

### **1. Allegations that may meet the harms threshold**

This is where an allegation might indicate that a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college. Where it is alleged that anyone working in the establishment, including supply teachers, contractors and volunteers has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or;
- Possibly committed a criminal offence against or related to a child and/or;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or

- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This includes any behaviour that may have happened outside academy and is known as transferable risk.

### **If you have concerns about another staff member**

Staff who are concerned about the conduct of a colleague (including supply staff, contractors, and volunteers) must remember that the welfare of the child is paramount.

All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported without delay to the Headteacher via Confide or paper copy in the event of Confide not in operation.

Concerns may come from various sources, for example, a suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

The headteacher will decide whether the concern is an allegation or low-level concern. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for referral to the Local Authority Designated Officer (LADO) (see below).

Concerns of poor practice or concerns about the Associate Deputy Headteacher's (Mark Taylor and Sarah Leach) should be reported without delay to the Headteacher. (Paper Form).

Where there are concerns/allegations about the headteacher should go to the Chair of Governors and Trust DSL team who can be contacted by email or telephone.

In a situation where there is a conflict of interest in reporting the matter to the Headteacher this should be reported to the Director of Secondary Schools who will decide whether to refer to the Local Authority Designated Officer (LADO). (Paper Form)

### **Looking after the welfare of the child**

Where a child has been harmed, or there is an immediate risk of harm to a child or if the situation is an emergency, local authority children's social care should be contacted and where appropriate the police. It is the designated safeguarding lead's responsibility to ensure the child is not at risk and refer cases of suspected abuse to children's social care.

For further information about how concerns which may meet the harms threshold will be investigated, recorded and managed, including non-recent allegations by a child and referrals to the Local Authority Designated Officer (LADO) see Noel-Baker Academy staff behaviour (code of conduct) policy and Managing Allegations against Staff Policy.

## 2. Concerns that do not meet the harm threshold

Allegation/concerns that do not meet the harms threshold are referred to as ‘low-level concerns’. A low-level concern does not mean it is insignificant, rather that the behaviour towards the child does not meet the harm threshold as outlined above.

A low-level concern is any concern, no matter how small, that an adult working in or on behalf of the academy may have acted in a way that is:

- Inconsistent with the staff behaviour (code of conduct) policy, including inappropriate conduct outside of work, or
- Does not meet the harm threshold or is not serious enough to consider a referral to the Local Authority Designated Officer (LADO)

The behaviour can exist on a wide spectrum. Further information about distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour can be found in the academy staff behaviour (code of conduct) policy.

Staff should share low-level concerns in confidence with the Head of School via Confide or paper copy in the event of Confide not in operation.

Staff should share low-level concerns about Mark Taylor (ADHT), Sarah Leach (ADHT) in confidence with the Head of School using a paper form.

Low-level concerns about the Head of School should be reported to the Director of Secondary Schools (Paper Form)

Low-level concerns about the Interim Executive Headteacher should be reported to the Director of Secondary Schools (Paper Form)

Staff are also encouraged to self-refer where they have found themselves in a situation which could be misinterpreted, might appear compromising to others and/or on reflection they believe they have behaved in a way that they consider falls below the expected professional standards.

The Interim Executive Headteacher will be the decision maker in respect of all low-level concerns; however, this may be undertaken in collaboration with the designated safeguarding lead.

Reports about supply staff or contractors will be notified to their employers.

All low-level concerns will be recorded in writing to include details of the concern, the context and the action taken. For further information about the procedure for recording and responding to low-level concerns see academy managing allegations against staff policy.

If you have concerns about...	Share concerns with...	Method
A member of staff	Head of school	Electronic ‘report a concern’ document should be printed and handed to the relevant person.
A volunteer or visitor	Head of school	Electronic ‘report a concern’ document should be printed and handed to the relevant person.
Mark Taylor / Sarah Leach (ADHT)	Head of school	<a href="mailto:katericharson@noelbakeracademy.co.uk">katericharson@noelbakeracademy.co.uk</a>
Kate Richardson (Head of School)	Interim Executive Headteacher	Electronic ‘report a concern’ document should be printed and handed to the relevant person. <a href="mailto:anndonaghy@noelbakeracademy.co.uk">anndonaghy@noelbakeracademy.co.uk</a>
The headteacher or where there is a conflict of interest in reporting to the headteacher	Alyson Middlemass	Electronic ‘report a concern’ document should be emailed to the relevant person. <a href="mailto:alvson.middlemass@leadacademytrust.co.uk">alvson.middlemass@leadacademytrust.co.uk</a>

### **Concerns about safeguarding practices within the academy**

All staff should feel able to raise concerns about poor or unsafe practice and potential failures in the academy's safeguarding regime and we encourage all staff to raise any such issues with the academy's Interim Executive Headteacher at the earliest possible opportunity. In addition, the academy's Whistle-Blowing Policy is available to staff who have concerns in this area.

A whistleblowing disclosure must be about something that affects the general public such as:

- A criminal offence has been committed, is being committed or is likely to be committed.
- A legal obligation has been breached.
- There has been a miscarriage of justice.
- The health or safety of any individual has been endangered.
- The environment has been damaged.
- Information about any of the above has been concealed.

The NSPCC runs a whistleblowing helpline on behalf of the government, the number is **0800 0280285**

For information about how to raise concerns with the Head of School or other channels see whistleblowing policy.

### **The Child Protection (CP), Child in Need (CiN) or Confidential file**

(KCSiE 2023 Annex C pages 166 to 170 and paragraphs 68,102,122, 123, 540 and 543).

The establishment of a Child Protection, CiN or Confidential Safeguarding file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It should be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another, and the child's particular circumstances will need to be taken into account for example if a child is subject to a child protection plan, CiN plan or has looked after status (LAC). Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral staff and those with DSL responsibilities in the academy.

For Noel-Baker Academy, all events are recorded on My Concern. There is also a mechanism for uploading any additional information from other agencies or meeting minutes to ensure a robust chronology for the child involved.

The academy will keep electronic records of concerns about children even where there is no need to refer the matter to Children's Social Care.

Records will be kept up to date and reviewed regularly by the DSL to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect. These will be uploaded to My Concern.

All information is stored for reference in case of further events.

**Transfer of child's child protection file, child in need, LAC, or confidential file (statutory requirement):**

Our academy will adopt the file transfer guidance contained in KCSiE 2023 and ensure when a child moves school/education provision their child protection/confidential file is sent securely to their new educational setting when the child starts/ leaves the school/academy.

For those children subject of social care and safeguarding agency involvement we will ensure the file is able to evidence the child's journey and include key information as described in KCSiE 2023. Should a child subject to social care involvement transfer schools, college, or education provider, we will ensure the child's child protection or confidential file move is transferred within 5 days as required by KCSiE.

The DSL will liaise directly with the receiving school, college or alternative placement and hold a discussion to share important information to support the child's transfer and to ensure the child remains safeguarded, has any 'reasonable adjustments' agreed, and put in place and to ensure the changes experienced by the child are as smooth as possible to enable a positive integration experience and engagement with new staff and learning.

### **Educating Young People – Opportunities to teach safeguarding**

(KCSiE 2023 paragraphs 124 to 140, Annex A & Annex C Online Safety paragraph 144 to 148).

At Noel-Baker Academy we will teach children in an age-appropriate way about youth produced imagery, on-line risks associated with social networking to prevent harm by providing them with the skills, attributes, and knowledge to help them navigate risks, including covering online safety, remote learning, filters and monitoring, information security, cyber-crime, reviewing online safety platforms and use of mobile technology. We will ensure appropriate filters and monitoring systems in place and regularly review their effectiveness

The education we provide for online safety will take into account the need for children to learn using online technologies in a safe environment whether that be in academy, in the home or in a community environment. This will also be taught as part of a wider RSHE programme, as well as through other subject areas and ICT.

We will ensure a whole school approach is in place to promote giving children the space to explore key issues in a sensitive way and the confidence to seek the support of adults should they encounter problems or online harms, hoaxes or harassment including involving incidents of sexual violence and sexual harassment between children.

We will carefully consider mobile phone use and the new filtering and monitoring standard required by DfE and how this is managed in our academy and ensure it is reflected in our mobile and smart technology policy. This will include where children have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G).

Our arrangements will be regularly reviewed to address this additional area of safeguarding as technologies change recognising that having access to smart technology could mean some children, whilst at the academy, sexually harass, bully, and control others via their mobile and smart technology, share indecent images consensually and non-consensually (via large chat groups) and view and share pornography and other harmful content.

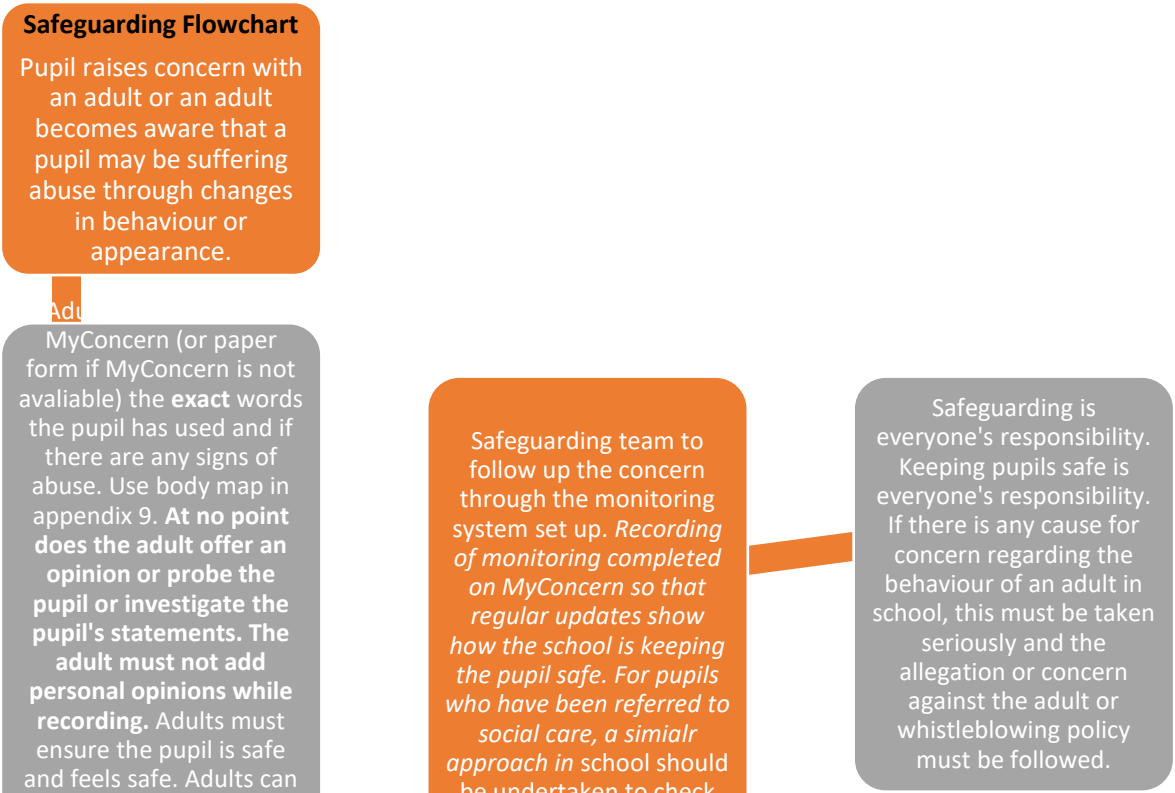
Noel-Baker Academy has a robust RSHE curriculum that meets the demands of statutory guidance, this is delivered through the Personal Development programme.



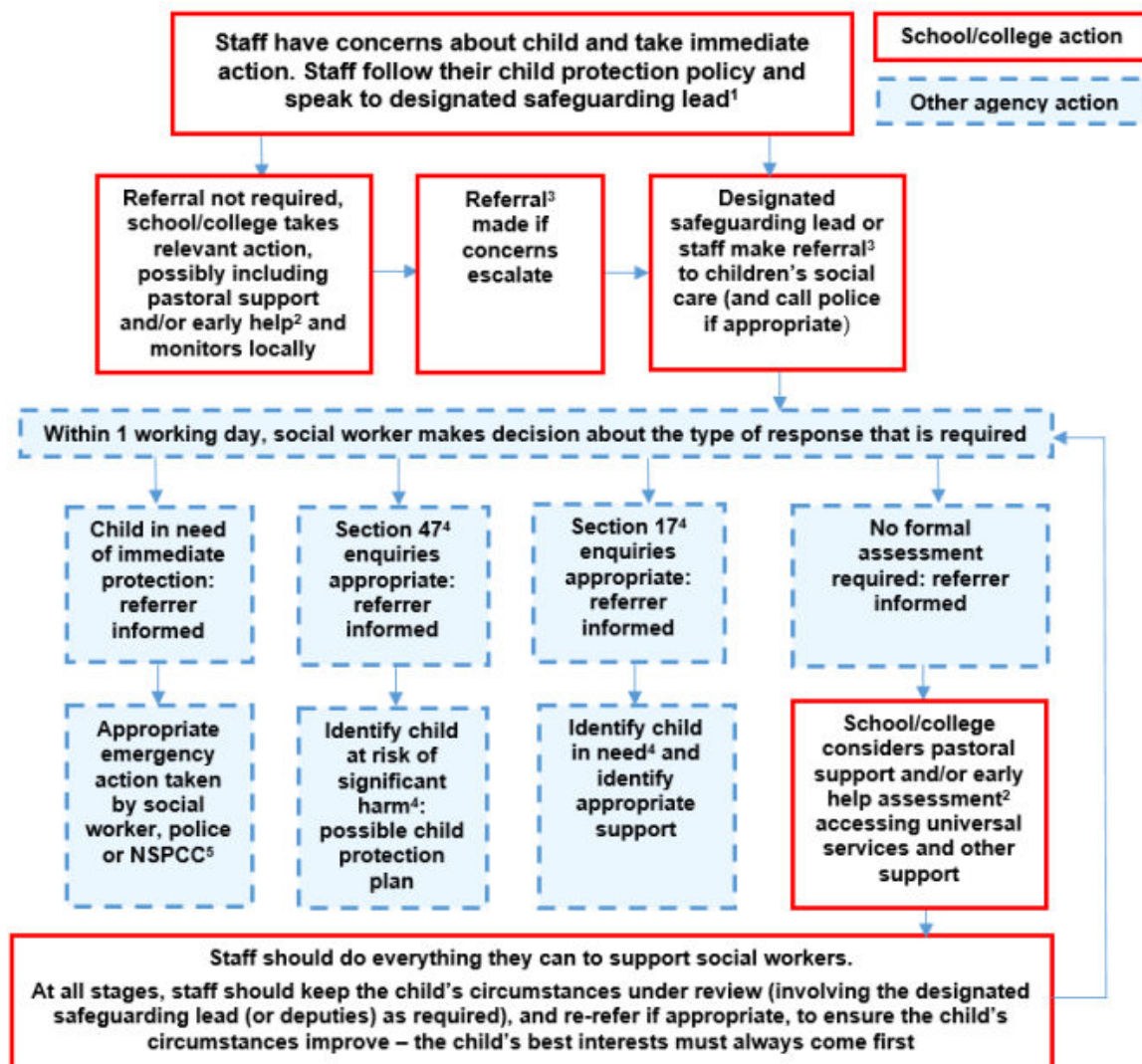
## Helplines and reporting

- Children can talk to a Child Line counsellor 24 hours a day about anything that is worrying them by ringing 0800 11 11 or in an online chat at <https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>
- Where staff members feel unable to raise an issue with their employer, or feel they have a genuine concern that is not being addressed we acknowledge they may wish to consider whistleblowing channels. Likewise, if parents and carers are concerned about their child, they can contact the NSPCC Helpline by ringing 0800 028 028 0295, or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## Appendix 1 – Safeguarding Flowchart



**Appendix 2 – Safeguarding Flowchart**



<sup>1</sup> In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

<sup>2</sup> Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

<sup>3</sup> Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

<sup>4</sup> Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

<sup>5</sup> This could include applying for an Emergency Protection Order (EPO).

Taken from [Keeping Children Safe in Education \(2023\)](#), DfE, page 22

### Appendix 3 – Child on Child Abuse

#### Child on child Abuse may be (but not limited to):

- Bullying (including cyberbullying);
- Physical abuse
- Sexual violence
- Sexual harassment,
- Up-skirting
- Sexting
- Prejudiced Behaviour
- Initiation/hazing type violence and rituals

All concerns should follow the safeguarding procedures according to the safeguarding policy. This includes speaking with a DSL.

At this point you must consider intent. Has this been a deliberate or contrived situation for a pupil or pupils to be able to harm others? Remember to include all risk factors and what you can put in place to mitigate and lower the risk.

**Patterns of behaviour**  
Has the behaviour been repeated by or to an individual on more than one occasion? Has the behaviour persisted after it has already been discussed or dealt with?

If the information that you have available to you at any point indicates that a pupil may be at risk of significant harm or has suffered significant harm, then you must make a safeguarding referral.

Does this need reporting to the police? (Has a criminal act occurred or suspected?)

Do we need to consider creating a safety plan for all or some of the parties?

**For pupils who have displayed harmful behaviour**  
It is important to understand why the pupil has behaved in such a way. Once the support required to meet the pupil's needs has been put in place, it is important that the pupil understands the impact of their behaviour. The school may also choose a consequence

All staff should act in the best interests of the pupil, immediate consideration should be given as to how best to support and protect the pupil who has allegedly been abused and the pupil who allegedly abused, as well as any other pupils that area involved or impacted.

**Points to consider for investigation:**  
What is the age of the pupils involved?  
Where did the incident or incidents take place?  
What was the explanation by all pupils involved of what occurred?  
What is each pupil's understanding of what occurred?  
Does the pupil understand the impact of their behaviour on the other person?

**Informing parents:** The best way to inform parents is face to face. The nature of the incident and the type of harm/abuse a pupil may be suffering can cause fear and anxiety to parents whether their pupil is the pupil who was harmed or who harmed another.

**For pupils who have been harmed**  
What support they require depends on the individual pupil. It may be that they wish to seek counselling or 1:1 support. It may also be that they feel able to deal with the incident(s) on their own or with support of family and friends other interventions may target a whole class or year group

**After care!** Post incident support for both the pupil who has allegedly been abused and the pupil who allegedly has abused

1. Remember that the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the UK GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Taken from [Information Sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers \(2018\)](#) HM Government

## **Appendix 5**

**Student concerns form (To only be used if my concern is not accessible)**

**You should only complete this form if you do not have access to My Concern**

“Any member of school staff, volunteer or visitor (including supply staff) must record any concerns about a child or young person. This form must be completed as soon as possible after the discovery of a concern and given to the Designated Safeguarding Lead or a member of the Safeguarding team. It **MUST** be sent to the DSL, deputy DSL’s and safeguarding email.

**If the concerns are immediate, please inform an appropriate person straight away.**

**Mark Taylor**  
ADHT – Senior Designated Safeguarding Lead (DSL) , pastoral, transition.



**Rebecca Flude**  
Safeguarding Lead



**Dianna Scott**  
Safeguarding Lead



**This section is to be completed by the staff member logging the concern**

<b>Child's full name:</b>		<b>Date of birth:</b>	
		<b>Year/Form/House:</b>	
<b>Concern identified by:</b>		<b>Role:</b>	
<b>Date of concern:</b>		<b>Time of concern:</b>	
<b>Witness/es:</b>		<b>Place of incident:</b>	
<b>Name of alleged person (s) responsible for the harm/potential harm:</b>			
<b>Not known</b>		<b>Volunteer</b>	

<b>Learner in this academy</b>		<b>Member of staff</b>	
<b>Learner in another academy, please specify</b>		<b>Governor/trustee</b>	
<b>Family member</b>		<b>Other, please specify</b>	

**Concern/Incident/Disclosure: Why are you concerned about this child? What have you observed and when? What have you been told and when?**

Please provide a description of any incident/s or anything you see or have been told by a child, or another person. Record any visible injuries or ask the child/young person to point to where else it is sore/hurts. Do not remove or lift clothing for the purpose of the examination unless the injury site is freely available because of treatment or take photos of injuries. If photos of injuries are required for evidence purposes, then this should be done by the police.

Remember to make clear what is fact and what is hearsay/opinion. Note the language and terminology used by the child, or adult, and be clear about who has said what.

Continue on a separate sheet if necessary.

<b>Has any action already been taken in relation to this concern?</b>
For example, child taken out of class, first aid

Name of person concerns reported to	Date

<b>This section is to be completed by DSL</b>
<b>Decision and rationale</b>

Name of person completing form	Signature	Date and time



**Appendix 6**

**Report a Concern – Low Level Concerns /Allegations against staff**

**This form must only be used if it is not appropriate and/or not possible to use confide.**



**Mrs K Richardson**

**Head of School**

Please use this form to share any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ – that an adult may have acted in a way that:

- Is inconsistent with both Academy and Trust staff codes of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegation threshold or is otherwise not serious enough to consider a referral to the LADO.

**OR**

You believe there is reasonable cause to believe that any person who works or volunteers with children, in connection with their employment, (including supply staff, contractors, and volunteers) 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;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

You should provide a concise record – including brief context in which the concern arose, and details which are chronological, and as precise and accurate as possible – of any such concern and relevant incident(s) (and please use a separate sheet if necessary).

**Person reporting the concern should only complete the GREEN section of the form.**

- All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be **reported without delay to the Head of School – Kate Richardson.**
- Low Level Concern/Allegations against staff forms can be found in Debbie Broadhurst office (Heads PA) , these should be filled in and placed in a sealed envelope marked urgent and confidential.
- Where there are concerns allegations about the Head of School please refer to the Interim Executive Headteacher. If you have a concern about the Interim Headteacher this should be referred to the Director of Schools (Secondary) - Alyson Middlemass  
[alyson.middlemass@leadacademytrust.co.uk](mailto:alyson.middlemass@leadacademytrust.co.uk)
- In a situation where there is a **conflict of interest** in reporting the matter to the Interim Executive Headteacher this should be reported directly to Director of Schools (Secondary) - Alyson Middlemass - [alyson.middlemass@leadacademytrust.co.uk](mailto:alyson.middlemass@leadacademytrust.co.uk) who will risk assess if a referral needs to be made to the LADO.
- If the concern relates to the Director of Schools (Secondary), it is reported to the (Chief Executive Officer) CEO of the Trust – Neil Spencelayh – [neilspencelayh@leadacademytrust.co.uk](mailto:neilspencelayh@leadacademytrust.co.uk)
- If it relates to the CEO the referral is made to the chair of the Trust. **The CEO and Chair of the Trust Board can be contacted through the main office at L.E.A.D Nottingham.**

**Report a Concern – Low Level Concerns /Allegations against staff**

<p><b>Name of individual raising the concern</b> <i>Leave blank if concern was raised anonymously or the individual wishes to remain anonymous</i></p>	
<p><b>Date the concern was raised</b></p>	
<p><b>Name and role of individual about whom concern has been raised</b></p>	
<p><b>Details of the concern(s) reported (give description and context)</b> <i>A 'low level' concern is any concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' – that an adult may have acted in a way that is inconsistent with the staff code of conduct but does not meet the allegations threshold set out in Section 1 of Part 4.</i></p>	

<p><b>Details of steps have been taken to investigate this concern</b></p> <p><i>Steps should include speaking to the individual who raised the concern, the individual about whom the concern is raised and any witnesses. You will need to review your Code of Conduct and Safeguarding Policies to determine if there has been a breach.</i></p>	
<p><b>Set out the Individual's response to the concern</b></p>	
<p><b>Is this concern 'low level' or should it be treated as an allegation against staff and managed in accordance with Section 1 of Part 4?</b></p> <p><i>To reach this decision, consider the information set out in 5 and 6 above. If you are unsure, seek advice from your HR and/or safeguarding advisors and/or discuss the matter with your LADO. Set out your reasons for reaching your conclusion, including the advice provided by your advisors and any discussions with your LADO</i></p>	
<p><b>Have 'low level' or other concerns been raised about this individual previously?</b></p> <p><i>If so, please provides dates, brief details and relevant file/document reference for the concern(s). Also consider whether previous concern(s) raised coupled with this new concern meet the threshold set out in Section 1 of Part 4.</i></p>	<p>Yes [ ]                      No [ ]</p>
<p><b>Details of further action required</b></p> <p><i>Action could range from no action or a conversation to discuss the concern, to being clear why the behaviour is concerning and formal disciplinary action.</i></p>	
<p><b>Date recorded on central record of concerns/confide</b></p>	
<p><b>Head of School Name/Signature</b></p>	

