

Safeguarding & Child Protection Policy



Review Date:

July 2025

Ratified:

August 2025

Next Review:

July 2026

Responsible Directorate

Safeguarding

Our Trust

*These four critical questions make it clear who we are and what we do.
We ask ourselves these questions to guide our work and our improvement.*

Why do we exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

How do we behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.

What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and life-long learning.

How will we succeed?

1. Aligned autonomy
2. Keeping it simple
3. Talent development

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Statement of Intent

At Academy Transformation Trust (ATT) we are committed to safeguarding children and young people and we expect everyone who works within our trust to share this commitment. This policy sets out how we will deliver these responsibilities.

This policy should be read in conjunction with the latest edition of *Keeping Children Safe in Education*, which is statutory guidance to be read and followed by academies and colleges, and alongside *Working Together to Safeguard Children* (December 2023), a guide to inter-agency working to safeguard and promote the welfare of children.

Furthermore, academy leaders will follow the procedures set out by the local safeguarding children partnership as outlined in Section three.

1 | Our Strong Safeguarding Culture

1.1 Why it is important

- Safeguarding is everyone's responsibility and it is the duty of the Academy to safeguard and promote the welfare of children. This is our core safeguarding principle.
- In adhering to this principle, we focus on providing a safe and welcoming environment for all of our children regardless of age, ability, culture, race, language, religion, gender identity or sexual identity. All of our children have equal rights to support and protection.
- One of the cornerstones of our safeguarding culture is this policy and the procedures contained within it. This policy applies to all staff, volunteers and governors, all of whom are trained on its contents and on their safeguarding duties. We update this policy at least annually to reflect changes to law and guidance and best practice.
- We have a whole school approach to safeguarding. This means ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development and operate in the best interests of the child.
- We embrace a child-centred approach and staff are encouraged to adopt the mindset 'it could happen here'. We recognise the importance of enabling children to talk openly about anything that worries them and to feel confident that they will be listened to or can access well publicised systems for reporting or disclosing abuse or harm.
- This policy should be read alongside our other safeguarding policies, which are set out in Appendix Two.

1.2 What it means for our pupils

- We work with our local safeguarding partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans which provide additional support to the child.
- All of our staff have an equal responsibility to act on any suspicion or disclosure that may indicate that a child is at risk of harm. Any pupils or staff involved in child protection or safeguarding issues will receive appropriate support.
- Our strong safeguarding culture ensures that we treat all pupils with respect and involve them in decisions that affect them. We encourage positive, respectful and safe behaviour among pupils and we set a good example by conducting ourselves appropriately.
- Identifying safeguarding and child protection concerns often begins with recognising changes in pupils' behaviour and knowing that these changes may be signs of abuse, neglect or exploitation. Where challenging behaviour is presented, consideration should be made regarding whether this may be an indicator of abuse.
- All of our staff will reassure pupils that their concerns and disclosures will be taken seriously and that they will be supported and kept safe.

2 | Safeguarding Legislation and Guidance

2.1 The following safeguarding legislation and guidance has been considered when drafting this policy:

- Keeping Children Safe in Education (2025)
- Working Together to Safeguarding Children (2023)
- What to do if you're worried a child is being abused (2015)
- The Teacher Standards 2012
- The Safeguarding Vulnerable Groups Act 2006
- Section 157 of the Education Act (2002)
- The Education (Independent School Standards) Regulations 2014
- The Domestic Abuse Act (2021)
- PACE Code C (2019)
- The Equality Act (2010)
- The Human Rights Act (1998)
- Sharing nudes and semi-nudes: advice for education settings working with children and young people (2024)
- Working together to Improve School Attendance (2024)

- Children Missing Education (2013)
- Searching, Screening and Confiscation (2022)
- General Data Protection Regulation (2018)
- Information Sharing: Advice for Practitioners (2024)
- Behaviour in Schools Advice for Headteachers and School Staff (2022)
- Prevent Duty (2021)
- Criminal Exploitation of Children and Vulnerable Adults: County Lines Guidance (2018)
- Preventing Youth Violence and Gang Involvement (2013)
- Statutory Framework for the Early Years Foundation Stage (EYFS)

3 | Roles, Responsibilities and Contacts

For a full list of the Titles, Names and Contact details of key staff including the DSL, Principal and Designated Teacher for Looked After Children, please see [Appendix 7](#)

3.1 The Designated Safeguarding Lead (DSL):

The Designated Safeguarding Lead takes lead responsibility for safeguarding and child protection (including online safety, filtering and monitoring) at the academy. The DSL's duties include:

- Ensuring child protection policies are known, understood and used appropriately by staff
- Providing regular training to ensure staff have relevant and up to date knowledge and skills to be able to undertake their safeguarding responsibilities (See Appendix 6, Staff Training Grid)
- Keeping all child safeguarding records secure and up to date and in line with statutory requirements in KCSIE as a minimum.
- Working with the board of trustees and local governing body to ensure that the Trust's child protection policies are reviewed annually and that the procedures are reviewed regularly
- Acting as a source of support, advice and expertise for all staff on child protection and safeguarding matters
- Liaising with Principal regarding ongoing enquiries under section 47 of the Children Act 1989 and police investigations and being aware of the requirement for Children to have an Appropriate Adult in relevant circumstances.

- Acting as a point of contact with the three safeguarding partners
- Making and managing referrals to children’s social care, the police, or other agencies
- Taking part in strategy discussions and inter-agency meetings
- Liaising with the “case manager” and the designated officer(s) at the local authority if allegations are made against staff
- Making staff aware of training courses and the latest local safeguarding arrangements available through the local safeguarding partner arrangements
- Transferring the child protection file to a child’s new school
- Ensuring online safety procedures, including filtering and monitoring
- keeping written records of all concerns, discussions and decisions, including the rationale for those decisions
- Ensuring the use of the DFE’s data protection guidance for schools, ensuring the academy are complying with data protection law and due process and policy is followed in relation to safeguarding information
- Working with the Principal to ensure that the relevant staffing ratios are met, where applicable and in particular in EYFS
- Working with the Principal to ensure that each EYFS child is assigned a key person

3.2 **The Deputy Designated Safeguarding Lead(s):**

Our Deputy DSL is trained to the same level as the DSL and supports the DSL with safeguarding matters on a day to day basis. The ultimate lead responsibility for child protection remains with the DSL.

3.3 **The Safeguarding Governor/Trustee**

The role of the safeguarding governor/Trustee is to provide support and challenge to the DSL and the leadership of the Academy on how they manage safeguarding so that the safety and wellbeing of children can continuously improve. The role includes:

- Understanding the requirements of the Governance Handbook and Keeping Children Safe in Education
- Supporting and challenging the DSL on the standards of safeguarding at the Academy
- Confirming that consistent and compliant safeguarding practice takes place across the Academy
- Reporting to the board of trustees about the standard of safeguarding in the Academy

The DSL and the safeguarding governor/trustee meet on a regular basis to discuss safeguarding issues and to agree steps to continuously improve safeguarding practices in the Academy.

4 | Children Who May be Particularly Vulnerable

4.1 Some children are at greater risk of abuse. This increased risk can be caused by many factors including social exclusion, isolation, discrimination and prejudice. To ensure that all of our pupils receive equal protection, we give special consideration to children who:

- Are vulnerable because of their race, ethnicity, religion, disability, gender identity or sexuality
- Are vulnerable to being bullied, or engaging in bullying
- Are at risk of sexual exploitation, forced marriage, female genital mutilation, or being drawn into extremism
- Live in chaotic or unsupportive home situations
- Live transient lifestyles or live away from home or in temporary accommodation
- Are looked after, post looked after or privately fostered children
- Are affected by parental substance abuse, domestic violence or parental mental health needs
- Are misusing alcohol or other drugs themselves
- Do not have English as a first language
- Have an Education and Health Care Plan or other identified Special Educational Need that makes them vulnerable
- Are young carers
- Have a mental health need
- Have a family member in custody or affected by parental offending
- Are persistently absent from school
- Children absent from education (persistently or regularly absent from school)
- Frequently missing or goes missing from education, home or care

- Has previously experienced multiple suspensions, is at risk of being permanently excluded from schools, college and who attend alternative provision or a pupil referral unit

5 | Children with Special Educational Needs and Disabilities

5.1 Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse, exploitation and neglect in this group of children, which can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- Being more prone to peer group isolation than other children;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers.

5.2 Our staff are trained to be aware of and identify these additional barriers to ensure this group of children are appropriately safeguarded.

6 | Children Missing Education

6.1 Children missing education, particularly repeatedly, can be an indicator of abuse, exploitation and neglect, including sexual abuse or exploitation, child criminal exploitation, mental health problems, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Our staff are alert to these risks.

6.2 Children absent from education, particularly repeatedly or for prolonged absences, will have safe and well calls and home visits, at least weekly, to maintain the working relationship with the academy. The academy will work to reduce barriers to school attendance with the student and their family.

- 6.3 We closely monitor attendance, absence and exclusions and our DSL will take appropriate action including notifying the local authority, particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

7 | Mental Health

- 7.1 Schools have an important role to play in supporting the mental health and wellbeing of their pupils.
- 7.2 All staff are aware that mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are also aware that where children have suffered adverse childhood experiences those experiences can impact on their mental health, behaviour and education.
- 7.3 Where staff are concerned that a child's mental health is also a safeguarding concern, they will discuss it with the DSL or a deputy and record their concern in writing.
- 7.4 The Academy's Mental Health Procedure is included as an appendix to this policy.

8 | Children Who Are Lesbian, Gay, Bisexual or Gender Questioning

- 8.1 The fact that a child or a young person may be lesbian, gay, bisexual is not in itself an inherent risk factor for harm. Unfortunately, children who are lesbian, gay or bisexual or simply perceived to be, can be targeted by other children. The risk to these children can be compounded where children lack a trusted adult, with whom they can be open. Our staff endeavour to reduce barriers and provide a safe space and trusted adults for children who are lesbian, gay, bisexual or gender questioning, to speak out or share their concerns with them.
- 8.2 We recognise that children who are questioning their gender identity have unique needs and may have vulnerabilities. The [Cass Review](#) has identified that caution is necessary for children questioning their gender, as there remain many unknowns about the impact of social transition and children may well have wider vulnerabilities, including complex mental health and psychosocial needs, and in some cases, additional diagnoses of autism and/or attention deficit hyperactivity disorder.

- 8.3 When working with families or carers, making decisions about support for gender-questioning children, we will encourage families to seek clinical help and advice. We will take a cautious approach when supporting a gender questioning child and will consider the broad range of their individual needs. Our staff will endeavour to provide a safe space and trusted adults for these children to share their concerns, working to reduce the barriers. This approach will be constructed in collaboration with the child's parents, except in the exceptionally rare circumstances where involving parents would constitute a significant risk of harm to the child (In which case a referral will be made to the appropriate external agencies). We will also consider any clinical advice that is available and address wider vulnerabilities, such as the risk of bullying.

9 | Child-on-Child Abuse

- 9.1 Child-on-child abuse – children harming other children - is unacceptable and will be taken seriously; it will not be tolerated or passed off as 'banter', 'just having a laugh', 'part of growing up' or 'boys being boys'. It is statistically more likely that boys will be perpetrators of child-on-child abuse and girls will be victims, but allegations will be dealt with in the same manner, regardless of gender.
- 9.2 All staff should be clear about the policy and procedures for addressing child-on-child abuse and maintain an attitude of 'it could happen here'.
- 9.3 Child-on-child abuse can take many forms, including:
- **Physical abuse** such as shaking, hitting, biting, kicking or hair pulling
 - **Bullying**, including cyberbullying, prejudice-based and discriminatory bullying
 - **Sexual violence and harassment** such as rape and sexual assault or sexual comments and inappropriate sexual language, remarks or jokes
 - **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
 - **Upskirting**, which involves taking a picture under a person's clothing without their knowledge for the purposes of sexual gratification or to cause humiliation, distress or alarm
 - **Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)** including pressuring others to share sexual content
 - **Abuse in intimate personal relationships between peers (also known as teenage relationship abuse)** - such as a pattern of actual or threatened acts of physical, sexual or emotional abuse

- **Initiation/hazing** – used to induct newcomers into sports team or school groups by subjecting them to potentially humiliating or abusing trials with the aim of creating a bond.

9.4 Different gender issues can be prevalent when dealing with child-on-child abuse, for example girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence.

9.5 All staff recognise that that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place but is not being reported.

Minimising Risk

9.6 We take the following steps to minimise or prevent the risk of child-on-child abuse:

- Promoting an open and honest environment where children feel safe and confident to share their concerns and worries
- Providing alternative, non-verbal routes for disclosure
- Using assemblies to outline acceptable and unacceptable behaviour
- Using RSE (Relationships and Sex Education) and PSHE (Personal, Social, Health and Economic Education) to educate and reinforce our messages through stories, role play, current affairs and other suitable activities
- Undertaking a preventative risk assessment to identify places and circumstances where risks of child on child abuse may be enhanced and to identify actions to mitigate these risks

Ensuring that the academy is well supervised, especially in areas where children might be vulnerable.

Investigating Allegations

9.7 All allegations of child-on-child abuse should be passed to the DSL immediately who will oversee investigation and management of the allegation as follows:

- **Gather information** - children and staff will be spoken to immediately to gather relevant information.
- **Decide on action** - if it is believed that any child is at risk of significant harm, a referral will be made to children's social care. The DSL will then work with children's social care to decide on next steps, which may include contacting the police. In other cases, we may follow our behaviour policy alongside this Child Protection and Safeguarding Policy.

- **Inform parents** - we will usually discuss concerns with the parents. However, our focus is the safety and wellbeing of the pupil and so if the academy believes that notifying parents could increase the risk to a child or exacerbate the problem, advice will first be sought from children's social care and/or the police before parents are contacted.
- **Record information** – all concerns, discussions and decisions made, and the reasons for those decisions will be recorded in writing, kept confidential and stored securely on the academy's child protection and safeguarding file. The record will include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved, and a note of the action taken, decisions reached and the outcome.

9.8 Where allegations of a sexual nature are made, the academy will follow the statutory guidance set out in Part 5 of Keeping Children Safe in Education.

9.9 Children can report allegations or concerns of child-on-child abuse to any staff member and that staff member will pass on the allegation to the DSL in accordance with this policy. To ensure children can report their concerns easily, the academy has the following system in place for children to confidently report abuse. See Appendix 4, for routes to disclosure.

9.10 Our staff reassure all victims that they are being taken seriously, regardless of how long it has taken for them to come forward, and that they will be supported and kept safe. Our staff will never give a victim the impression that they are creating a problem by reporting sexual violence or sexual harassment, nor will victims be made to feel ashamed for making a report.

9.11 Abuse that occurs online or outside of school will not be downplayed and will be treated equally seriously. We recognise that sexual violence and sexual harassment occurring online can introduce a number of complex factors. Amongst other things, this can include widespread abuse or harm across several social media platforms that leads to repeat victimisation.

9.12 The support required for the pupil who has been harmed will depend on their particular circumstance and the nature of the abuse. The support we provide could include counselling and mentoring or some restorative justice work.

9.13 Support may also be required for the pupil that caused harm. We will seek to understand why the pupil acted in this way and consider what support may be required to help the pupil and/or change behaviours. The consequences for the harm caused or intended will be addressed.

9.14 Further information, including the requirements for formal check ins with pupils following any incidents of child on child abuse are included in the Anti Child on Child Abuse Policy.

10 | Serious Violence

- 10.1 All staff are made aware of indicators that children are at risk from or are involved with serious violent crime. These include increased absence, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts could also indicate that children have been approached by or are involved with individuals associated with criminal gangs.
- 10.2 All staff are made aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent, having multiple suspensions or being permanently excluded from school, having experienced maltreatment and having been involved in offending, such as theft or robbery. All concerns are reported immediately to the DSL and recorded in writing.

11 | Child Criminal & Sexual Exploitation

11.1 Both Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE) are forms of abuse and both occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. This power imbalance can be due to a range of factors, including:

- Age
- Gender
- Sexual identity
- Cognitive ability
- Physical strength
- Status
- Access to economic or other resources

11.2 The abuse can be perpetrated by individuals or groups, males or females, and children or adults. They can be one-off occurrences or a series of incidents over time and may or may not involve force or violence. Exploitation can be physical and take place online.

Child Criminal Exploitation (CCE)

11.3 CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing, being forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

- 11.4 Children can become trapped by this exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or carry a knife for a sense of protection.
- 11.5 Children involved in criminal exploitation often commit crimes themselves. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.
- 11.6 It is important to note that the experience of girls who are criminally exploited can be very different to that of boys and both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

CCE Indicators

- 11.7 **CCE** indicators can include children who:
- Appear with unexplained gifts or new possessions
 - Associate with other young people involved in exploitation
 - Suffer from changes in emotional well-being
 - Misuse drugs or alcohol
 - Go missing for periods of time or regularly return home late
 - Regularly miss school or education or do not take part in education

Child Sexual Exploitation (CSE)

- 11.8 CSE is a form of child sexual abuse which may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse.
- 11.9 CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media.
- 11.10 CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.
- 11.11 Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking.

CSE Indicators

- 11.12 The above indicators can also be indicators of **CSE**, as can children who:
- Have older boyfriends
 - Suffer sexually transmitted infections or become pregnant

- 11.13 We include the risks of criminal and sexual exploitation in our RSE and health education curriculum. It is often the case that the child does not recognise the coercive nature of the exploitative relationship and does not recognise themselves as a victim.
- 11.14 Victims of criminal and sexual exploitation can be boys or girls and it can have an adverse impact on a child's physical and emotional health.
- 11.15 All staff are aware of the indicators that children are at risk of or are experiencing CCE or CSE. All concerns are reported immediately to the DSL and recorded in writing. Staff must always act on any concerns that a child is suffering from or is at risk of criminal or sexual exploitation.

12 | County Lines

- 12.1 County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs around the country using dedicated mobile phone lines. Children and vulnerable adults are exploited to move, store and sell drugs and money, with offenders often using coercion, intimidation, violence and weapons to ensure compliance of victims.
- 12.2 County lines exploitation can occur where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child. This power imbalance can be due to the same range of factors set out at paragraph 10.1 of this policy.
- 12.3 Children can be targeted and recruited into county lines in a number of locations, including schools and colleges. Indicators of county lines include those indicators set out at 10.1 of this policy, with the main indicator being missing episodes from home and/or school.
- 12.4 Additional specific indicators that may be present where a child is criminally exploited include children who:
- Go missing and are subsequently found in areas away from home
 - Have been the victim or perpetrator of serious violence (e.g. knife crime)
 - Are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs
 - Are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection
 - Are found in accommodation with which they have no connection or in a hotel room where there is drug activity
 - Owe a 'debt bond' to their exploiters
 - Have their bank accounts used to facilitate drug dealing.

- 12.5 All staff are aware of indicators that children are at risk from or experiencing criminal exploitation. The main indicator is increased absence during which time the child may have been trafficked for the purpose of transporting drugs or money. All concerns are reported immediately to the DSL and recorded in writing.

13 | Sharing Nudes and Semi-Nudes

13.1 Sharing photos, videos and live streams online is part of daily life for many children and young people, enabling them to share their experiences, connect with friends and record their lives. Sharing nudes and semi-nudes means the sending or posting online of nude or semi-nude images, videos or live streams by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums, or carried out offline between devices via services like Apple's AirDrop.

13.2 The term 'nudes' is used as it is most commonly recognised by young people and more appropriately covers all types of image sharing incidents. Alternative terms used by children and young people may include 'dick pics' or 'pics'. Other terms used in education include 'sexting', 'youth produced sexual imagery' and 'youth involved sexual imagery'.

13.3 The motivations for taking and sharing nudes and semi-nudes are not always sexually or criminally motivated. Such images may be created and shared consensually by young people who are in relationships, as well as between those who are not in a relationship. It is also possible for a young person in a consensual relationship to be coerced into sharing an image with their partner. Incidents may also occur where:

- Children and young people find nudes and semi-nudes online and share them claiming to be from a peer
- Children and young people digitally manipulate an image of a young person into an existing nude online or use AI generated nudes.
- Images created or shared are used to abuse peers e.g. by selling images online or obtaining images to share more widely without consent to publicly shame
- Images created are used in financially motivated incidents to sextort peers or young people. Sextortion is a type of online blackmail. It's when criminals threaten to share sexual pictures, videos, or information about someone unless they pay money or do something else they don't want to.

13.4 All incidents involving nude, AI generated nudes or semi-nude images will be managed as follows:

- The incident will be referred to the DSL by the staff member immediately and will be recorded in writing. The DSL will discuss it with the appropriate staff. If necessary, the DSL may also interview the children involved.
- Parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put a child at risk of harm.

- Parents and students will be signposted to the NCMED's Take It Down tool to remove nudes or semi-nudes that may have been shared online
- At any point in the process, if there is a concern a young person has been harmed or is at risk of harm, we will refer the matter to the police and/or children's social care.

13.5 The UK Council for Internet Safety updated its advice for managing incidences of sharing nudes and semi-nudes in December 2020 - [UKCIS advice 2020](#) (updated in 2024) . The academy will have regard to this advice when managing these issues.

14 | Online safety

14.1 It is essential that children are safeguarded from potentially harmful and inappropriate online material. As well as educating children about online risks, we have appropriate filtering and monitoring systems in place to limit the risk of children being exposed to inappropriate content, subjected to harmful online interaction with other users and to ensure their own personal online behaviour does not put them at risk. The DSL is responsible for ensuring filtering and monitoring is secure at the academy. These filtering and monitoring systems are reviewed regularly to ensure their effectiveness.

14.2 We will ensure that academies meet the expected standards outlined in [Cyber security standards for schools and colleges](#) and regularly review guidance, ensuring we meet the standards outlined in [Generative AI: Product Expectations](#).

14.3 We tell parents and carers which filtering and monitoring systems we use, so they can understand how we work to keep children safe.

14.4 We will also inform parents and carers of what we are asking children to do online, including the sites they need to access, and with whom they will be interacting online.

14.5 Online safety risks can be categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful content such as pornography, fake news, misogyny, self-harm, suicide, radicalisation and extremism, misinformation, disinformation and conspiracy theories
- **Contact:** being subjected to harmful online interaction with other users such as peer to peer pressure and adults posing as children or young adults to groom or exploit children
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm such as making, sending and receiving explicit images, sharing other explicit images and online bullying
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing or financial scams.

- 14.6 All staff are aware of these risk areas and should report any concerns to the DSL and record them in writing.
- 14.7 Further information about Online Safety including the Acceptable Use Policy can be found in our ICT Policy.

15 | Handheld Devices and Cameras

- 15.1 The Trust has a separate policy regarding the safe use of mobiles and cameras. This includes:
 - 15.1.1 Personal devices are only to be used by staff when on a designated break away from the pupils. At all other times, personal devices are to be switched off.
 - 15.1.2 Academy devices are only to be used by staff for work purposes. Photographs and videos of the pupils are only to be taken on school devices.
 - 15.1.3 Images of the pupils will only be used in accordance with our Data Protection Policy.

16 | Domestic Abuse

- 16.1 The Domestic Abuse Act 2021 introduces a legal definition of domestic abuse and recognises the impact of domestic abuse on children if they see, hear or experience the effects of abuse.
- 16.2 Domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse, between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. It includes people who have been or are married, are or have been civil partners, have agreed to marry one another or each have or have had a parental relationship in relation to the same child. It can include psychological, physical, sexual, financial and emotional abuse.
- 16.3 Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home. This means children can also be victims of domestic abuse.
- 16.4 Children can witness and be adversely affected by domestic violence in their home life. Experiencing domestic abuse and exposure to it can have a serious emotional and psychological impact on children, and in some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.
- 16.5 Where police have been called to a domestic violence incident where children are in the household and experienced that incident, the police will inform the DSL. This ensures that the academy has up to date safeguarding information about the child.
- 16.6 All staff are aware of the impact domestic violence can have on a child and that a child who witnesses domestic abuse is also considered to be a victim. If any of our staff are concerned

that a child has witnessed domestic abuse, they will report their concerns immediately to the DSL and record them in writing.

17 | Honour-Based abuse

17.1 So-called 'honour-based' abuse (HBA) encompasses actions taken to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage and practices such as breast ironing.

17.2 Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. Our staff are aware of this dynamic and additional risk factors and we take them into consideration when deciding what safeguarding action to take.

17.3 If staff are concerned that a child may be at risk of HBA or who has suffered from HBA, they should speak to the Designated Safeguarding Lead and record their concerns in writing.

17.4 Female Genital Mutilation

- FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal and a form of child abuse with long-lasting harmful consequences.
- FGM is carried out on females of any age, from babies to teenagers to women. Our staff are trained to be aware of risk indicators, including concerns expressed by girls about going on a long holiday during the summer break. If staff are concerned that a child may be at risk of FGM or who has suffered FGM, they should speak to the Designated Safeguarding Lead and record their concerns in writing. Teachers are also under legal duty to report to the police where they discover that FGM has been carried out on a child under 18. In such circumstances, teachers will personally report the matter to the police as well as informing the Designated Safeguarding Lead.

17.5 Forced Marriage

- A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Coercion may include physical, psychological, financial, sexual and emotional pressure or abuse. Forced marriage is illegal.
- Since February 2023 it has also been a crime to carry out any conduct whose 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.

- Our staff are trained to be aware of risk indicators, which may include being taken abroad and not being allowed to return to the UK.
- Forced marriage is not the same as arranged marriage, which is common in many cultures.
- If staff are concerned that a child may be at risk of forced marriage, they should speak to the Designated Safeguarding Lead and record their concern in writing.

18 | Radicalisation and Extremism

- 18.1 Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation refers to the process of legitimising support for, or use of terrorist violence.
- 18.2 Children are susceptible to extremist ideology and radicalisation. Whilst Islamic fundamentalism is the most widely publicised, extremism and radicalisation can occur in other cultures, religions and beliefs, including the far right and white supremacy. Our staff are trained to identify those at risk of being radicalised or drawn into extremism.
- 18.3 Prevent Duty training should be updated regularly and at least every two years in all of our Academies. More information about Prevent Duty can be found here: [Prevent duty guidance: England and Wales \(2023\) - GOV.UK](#)
- 18.4 If staff are concerned that a child may be at risk of radicalisation or being drawn into extremism, they should speak to the Designated Safeguarding Lead and record their concern in writing.

19 | Staff/Pupil Relationships

- 19.1 Staff are aware that inappropriate behaviour towards pupils is unacceptable and that it is a criminal offence for them to engage in any sexual activity with a pupil under the age of 18.
- 19.2 Staff are trained to recognise adult behaviour that constitutes both a low-level concern and a harm test passing concern in line with KCSIE as part of their core level 1 training.
- 19.3 We provide our staff with advice regarding their personal online activity and we have clear rules regarding electronic communications and online contact with pupils. It is considered a serious disciplinary issue if staff breach these rules.
- 19.4 Our Staff Code of Conduct sets out our expectations of staff and is signed by all staff members.
- 19.5 Allegations made against staff will be dealt with in line with our Staff Conduct Concerns Policy.

20 | Safeguarding Concerns and Allegations Made About Staff, Supply Staff, Contractors and Volunteers

- 20.1 If a safeguarding concern or allegation is made about a member of staff, supply staff, contractor or a volunteer, our set procedures must be followed. Our Staff Safeguarding Concerns Policy, which outlines the safeguarding concerns and allegations made about staff, supply staff, contractors and volunteers, and the full procedure for managing such allegations or concerns are set out in Part Four of Keeping Children Safe in Education.
- 20.2 Safeguarding concerns or allegations made about staff who no longer work at the academy will be reported to the police.

21 | Whistle Blowing if You Have Concerns About a Colleague

- 21.1 It is important that all staff and volunteers feel able to raise concerns about a colleague's practice. All such concerns should be reported to the Principal unless the complaint is about the Principal, in which case concerns should be reported to the Director of Primary or Secondary Education, as appropriate.
- 21.2 Staff may also report their concerns directly to children's social care or the police if they believe direct reporting is necessary to secure action.
- 21.3 The Whistleblowing Policy allows staff to raise concerns or make allegations and for an appropriate enquiry to take place.

22 | Staff and Governor/Trustee Training

- 22.1 Our staff receive appropriate safeguarding and child protection training which is regularly updated through an annual KCSIE update and regular training sessions as well as bulletins throughout the year. In addition, all staff receive safeguarding and child protection updates on a regular basis to ensure they are up to date and empowered to provide exceptional safeguarding to our pupils.
- 22.2 New staff and volunteers receive a briefing during their induction which covers this Child Protection and Safeguarding Policy and our staff Code of Conduct, how to report and record concerns and information about our Designated Safeguarding Lead and Deputy DSLs.
- 22.3 Our governors/trustees receive appropriate safeguarding and child protection (including online) training at induction which equips them with the knowledge to provide strategic challenge to test and assure themselves that there is an effective whole trust approach to safeguarding. This training is updated at least annually.
- 22.4 Our safeguarding governor/trustee receives additional training to empower them to support and challenge the Designated Safeguarding Lead and support the delivery of high-quality safeguarding across the trust.

23 | Safer Recruitment

- 23.1 The governing body and our senior leadership team are responsible for ensuring we follow recruitment procedures that help to deter, reject or identify people who might harm children. When doing so we check and verify the applicant's identity, qualifications and work history in accordance with Keeping Children Safe in Education and the local safeguarding partner arrangements.
- 23.2 All relevant staff (involved in early years settings and/or before or after school care for children under eight) are made aware of the disqualification from childcare guidance and their obligations to disclose to us relevant information that could lead to disqualification.
- 23.3 We ensure that our volunteers are appropriately checked and supervised when in the academy. We check the identity of all contractors working on site and request Disclosure and Barring Service (DBS) checks where required by Keeping Children Safe in Education. Contractors who have not undergone checks will not be allowed to work unsupervised during the academy day.
- 23.4 When using supply staff, we will obtain written confirmation from supply agencies or third party organisations that staff they provide have been appropriately checked and are suitable to work with children. Trainee teachers will be checked either by the academy or by the training provider, from whom written confirmation will be obtained confirming their suitability to work with children.
- 23.5 The trust maintains the single central record of recruitment checks undertaken in each of our academies. Our Recruitment Policy and procedures detail the processes for these.

24 | Site Security

- 24.1 Visitors are asked to sign in at the academy reception and are given a badge, which confirms they have permission to be on site. If visitors have undergone the appropriate checks, they can be provided with a green lanyard and given unescorted access to the academy site. Visitors who have not undergone the required checks will be provided with a red lanyard and be escorted at all times.
- 24.2 Details of procedures for visitors including protocols for guest speakers can be found in the Visitors Procedure.

25 | Child Protection Procedures

25.1 Recognising abuse

- 25.1.1 Abuse, exploitation and neglect are forms of maltreatment. Somebody may abuse, exploit or neglect a child by inflicting harm or by failing to act to prevent harm. Abuse may be committed by adult men or women and by other children and young people.
- 25.1.2 Keeping Children Safe in Education refers to the categories of abuse. These are set out at Appendix One along with indicators of abuse.

25.2 Taking action

- 25.2.1 Any child could become a victim of abuse. Key points for staff to remember for taking action are:
- In an emergency take the action necessary to help the child, if necessary call 999
 - Report your concern to the DSL as soon as possible and immediately if there is an immediate risk of harm. Record the concern in writing on CPOMs or a paper copy of the concern form if CPOMs is not available to you.
 - Share information on a need-to-know basis only and do not discuss the issue with colleagues, friends or family

25.3 If you are concerned about a pupil's welfare

25.3.1 Staff may suspect that a pupil may be at risk. This may be because the pupil's behaviour has changed, their appearance has changed or physical signs are noticed. In these circumstances, staff will give the pupil the opportunity to talk and ask if they are OK.

25.3.2 If the pupil does reveal that they are being harmed, staff should follow the advice below.

25.3.3 Staff are aware that children may experience barriers to disclosure such as not feeling ready or knowing how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. Children may feel embarrassed, humiliated, or may be being threatened, which could be due to their vulnerability, disability and/or sexual orientation or language barriers. This will not prevent our staff from having professional curiosity, speaking to the DSL and recording their concerns in writing if they are worried about a child.

25.4 If a pupil discloses to you

25.4.1 If a pupil tells a member of staff about a risk to their safety or wellbeing, the staff member will:

- Remain calm and not overreact
- Allow them to speak freely
- Not be afraid of silences
- Not ask investigative questions
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'
- Not automatically offer physical touch as comfort
- Let the pupil know that in order to help them they must pass the information on to the DSL
- Tell the pupil what will happen next
- Alert the DSL immediately if there is an imminent risk of harm
- Record the concern on CPOMS as soon as possible
- Report verbally to the DSL even if the child has promised to do it by themselves

25.5 Notifying parents

The academy will normally seek to discuss any concerns about a pupil with their parents or carers. If the academy believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care and/or the police before parents are notified.

26 | Referral to Children’s Social Care

- 26.1 The DSL will make a referral to children’s social care if it is believed that a pupil is suffering or is at risk of suffering significant harm. The pupil (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

27 | Reporting directly to child protection agencies

- 27.1 Staff should follow the reporting procedures outlined in this policy. However, they may also share information directly with children’s social care or the police if they are convinced that a direct report is required or if the Designated Safeguarding Lead, the deputies, the Principal or the chair of governors are not available and a referral is required immediately. Contact details are listed in section 3 of this policy.

28 | PACE Code C (Police and Criminal Evidence Act (1984) – Code C)

- 28.1 The Principal, DSL and deputy (DDSL) are aware of the requirement for children to have an appropriate adult when in contact with Police officers.

- 28.2 The ‘appropriate adult’ means, in the case of a child:

- The parent, guardian or, if the child is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
- A social worker of a local authority

If these are unavailable, another responsible adult aged 18 or over who is not:

- A police officer
- Employed by the police
- Under the direction or control of the chief officer of a police force
- A person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer’s functions.

- 28.3 The DSL will ensure that this requirement is explained to staff as part of annual training.
- 28.4 The DSL will ensure that, should the police attend the Academy site to interview a student in respect of an allegation that parents/carers are contacted and given the opportunity to attend site as the appropriate adult. Should this not be the case a trained member of the Academy staff should undertake this role until the police can provide an appropriate adult.
- 28.5 The Principal, DSL or Deputy DSL will seek to ensure that interviews take place in police custody, away from the Academy so that the Academy remains a safe space for the young person.

29 | Confidentiality and Sharing Information

29.1 Child protection issues necessitate a high level of confidentiality. Staff should only discuss concerns with the Designated Safeguarding Lead or Deputy DSL, Principal or Chair of Governors.

29.2 **Sharing information**

29.2.1 The DSL will normally obtain consent from the pupil and/or parents to share child protection information. Where there is good reason to do so, the DSL may share information *without* consent, and will record the reason for deciding to do so.

29.2.2 Information sharing will take place in a timely and secure manner and only when it is necessary and proportionate to do so and the information to be shared is relevant, adequate and accurate.

29.2.3 Information sharing decisions will be recorded, whether or not the decision is taken to share.

29.2.4 The UK GDPR and the Data Protection Act 2018 do not prevent academy staff from sharing information with relevant agencies, where that information may help to protect a child. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Trust's Data Protection Officer.

29.3 **Storing information**

29.3.1 Child protection information will be stored separately from the pupil's school file within our CPOMS system where information will be appropriately categorised. It will be stored and handled in line with our Record Management, Retention and Disposal Policy.

29.3.2 Our Data Protection Policy and our Record Management, Retention and Disposal Policy are available to parents and pupils on request and can also be found on our website.

30 | Special Circumstances

30.1 Looked after children

30.1.1 The most common reason for children becoming looked after is as a result of abuse or neglect. The academy ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child. The Designated Teacher for looked after children and the DSL have details of the child's social worker and the name and contact details of the local authority's Virtual Headteacher for children in care. The Virtual School Headteacher is a strategic leader, who promotes the educational outcomes of children with a social worker or in Kinship Care.

30.2 Children who have a social worker

30.2.1 Children may need a social worker due to safeguarding or welfare needs. Local authorities will share this information with us, and the DSL will hold and use this information to inform decisions about safeguarding and promoting the child's welfare.

30.3 Work Experience

30.3.1 The academy has detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervise pupils on work experience which are in accordance with statutory guidance.

30.4 Children staying with host families

30.4.1 The academy may make arrangements for pupils to stay with host families, for example during a foreign exchange trip or sports tour. When we do, we follow the guidance set out in the statutory guidance to ensure hosting arrangements are as safe as possible.

30.4.2 Schools cannot obtain criminal record information from the Disclosure and Barring Service about adults abroad. Where pupils stay with host families abroad we will agree with the partner schools a shared understanding of the safeguarding arrangements. Our Designated Safeguarding Lead will ensure the arrangements are sufficient to safeguard our pupils and will include ensuring pupils understand who to contact should an emergency occur or a situation arise which makes them feel uncomfortable. We will also make parents aware of these arrangements.

30.4.3 Some overseas pupils may reside with host families during school terms and we will work with the local authority to check that such arrangements are safe and suitable.

30.5 Private fostering arrangements

- 30.5.1 A private fostering arrangement occurs when someone other than a parent or a close relative, cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or aged under 18 if the child is disabled. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible.
- 30.5.2 Where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will tell the DSL and the school will notify the local authority of the circumstances

Appendix One - Four Categories of Abuse

It is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the Designated Safeguarding Lead. It is the responsibility of staff to report their concerns.

All staff should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

1 Physical abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning, 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.

Indicators of physical abuse

The following may be indicators of physical abuse:

- have bruises, bleeding, burns, bites, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- An injury that is not consistent with the account given
- Symptoms of drug or alcohol intoxication or poisoning
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

2 Emotional abuse

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

Indicators of emotional abuse

The following may be indicators of emotional abuse:

- The child consistently describes themselves in negative ways
- Over-reaction to mistakes
- Delayed physical, mental or emotional development
- Inappropriate emotional responses, fantasies
- Self-harm
- drug or solvent abuse
- Running away
- Appetite disorders – anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis (urinary incontinence)

3 Sexual abuse

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

3.1 Indicators of sexual abuse

The following may be indicators of sexual abuse:

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Aggressive behaviour including sexual harassment or molestation
- Reluctance to undress for PE or swimming
- Anal or vaginal discharge, soreness or scratching
- Bruises or scratches in the genital area
- Reluctance to go home
- Refusal to communicate
- Depression or withdrawal
- isolation from peer group
- Eating disorders, for example anorexia nervosa and bulimia
- self-harm
- substance abuse
- acquire gifts such as money or a mobile phone from new 'friends'

4 Neglect

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of neglect

The following may be indicators of neglect:

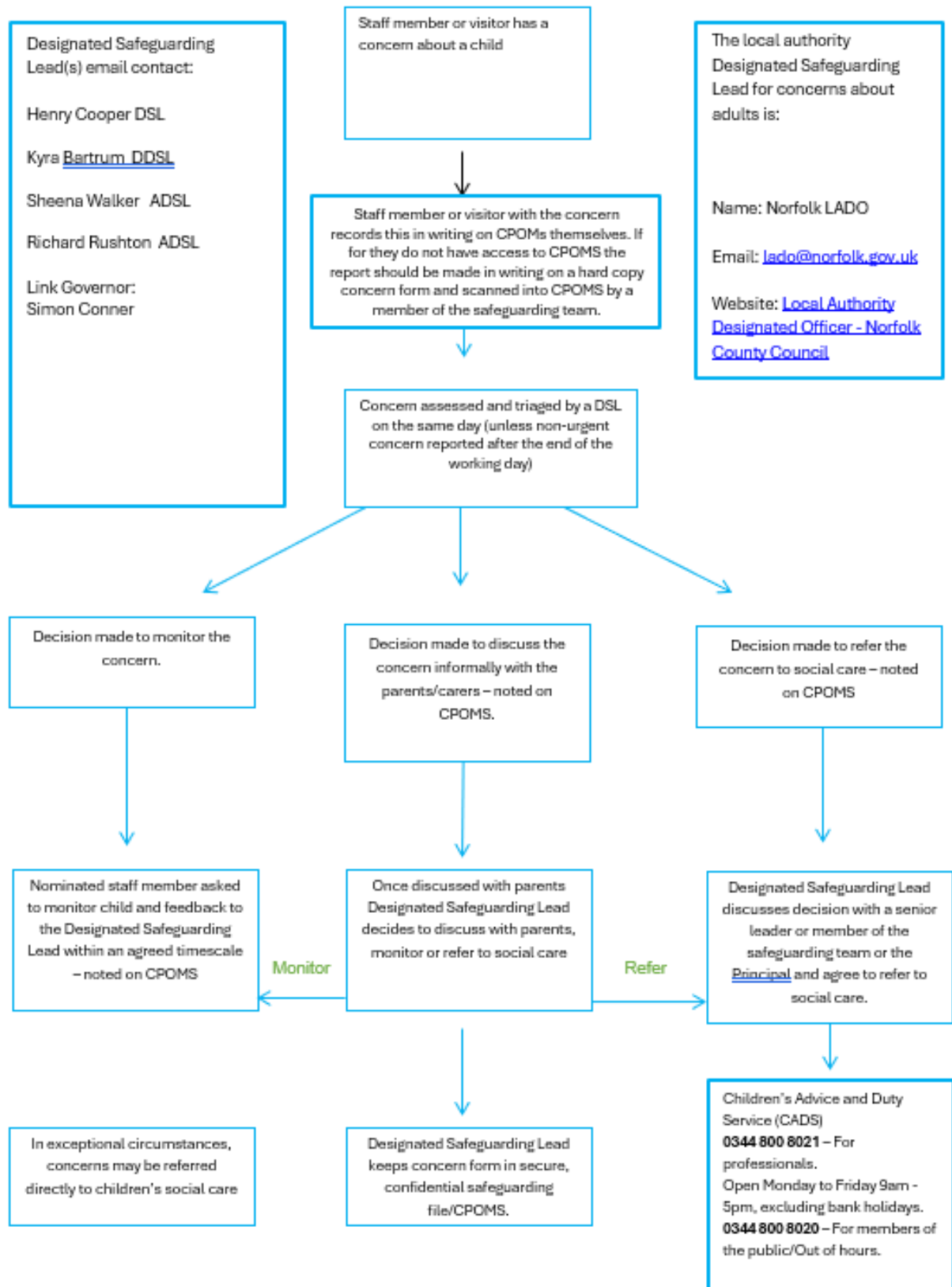
- constant hunger or stealing, scavenging and/or hoarding food
- frequent tiredness
- frequently dirty or unkempt
- poor attendance or often late
- poor concentration
- illnesses or injuries that are left untreated
- failure to achieve developmental milestones or to develop intellectually or socially
- responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- the child is left at home alone or with inappropriate carers

All staff should be aware that child sexual and child criminal exploitation are forms of child abuse

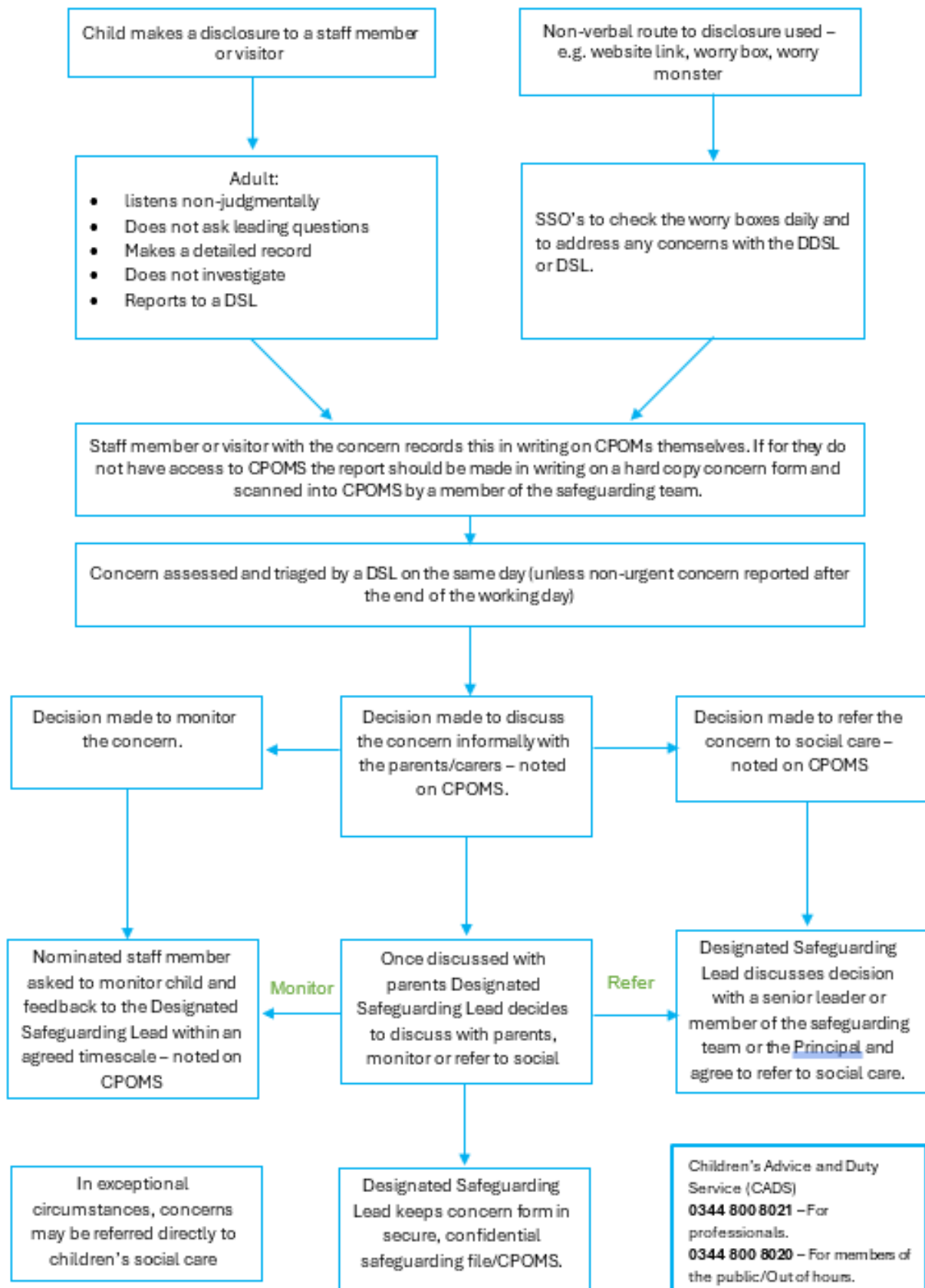
Appendix Two – Localised Safeguarding Top 5

	Localised Safeguarding Concerns	Our strategic academy response – what we do to prevent or reduce harm and respond to harm if it occurs.
1	Attendance – unexplained absence	Attendance team to use the ATT Waves of Provision for Attendance to communicate with families regarding attendance and to support those who are struggling to attend school. Form Tutors and Year Teams to monitor attendance and communicate home as first point of call. Attendance curriculum to be followed in school with the highlighting of good attendance. Links with the Family Hub and Medical needs team through Norfolk County Council for signposting and offer support.
2	Child On Child Abuse -including harmful sexual language (misogynistic comments), bullying and prejudice-related incidents (racist and homophobic language)	Targeted intervention to support and educate students. Regular check ins with an identified trusted adults. Behaviour expectations re-iterated to students. Safeguarding team use Brook Traffic Light Tool to identify and respond to incidents. Risk assessments to be completed where required on a case-by-case basis. These to be updated and reviewed regularly. External agencies support to be sought when appropriate. Regular communication home with actions set and reviewed. Signposting to be completed with parents and students.
3	Mental Health	School to use the follow the ‘Waves of Provision’ for mental health. Referrals to external agencies. Key students to have reasonable adjustment plans, risk assessments and safety plans to support within school. In-school referrals with access to, ELSA, Lego therapy, and draw & talk. Referrals for families to support services. Daily/weekly check ins with identified trusted staff. Signposting to parents. Online support shared with students. Assemblies and form time activities to support mental health.
4	Online safety – including student’s behaviour outside of the Academy.	Education and awareness of online safety in IT & PSHE lessons. Filtering systems to block and report inappropriate content. Regular communication with home to support. This to include clear signposting for parents to ensure they are monitoring and checking student’s devices at home along with advice on how to tackle these conversations at home.
5	Substance misuse	Educating students on substance misuse through PSHE curriculum. Communication with parents to highlight concerns, and effective/positive ways for parents to engage in conversations at home with their young people. Searches and confiscations of vapes and substances when appropriate. Referrals to external agencies. Communication with local. Staff training on signs and indicators of substance misuse.

Appendix Three - Reporting Flowchart



Appendix Four - Routes to Disclosure Flowchart



Appendix Five - Related Safeguarding Policies

- - Staff code of conduct
 - Use of Reasonable Force Policy
 - Behaviour Policy
 - Personal and intimate care
 - Complaints Procedure
 - Anti Child on Child Abuse and Bullying Policy
 - Home Visits Policy
 - Whistleblowing Policy
 - SEND Policy
 - Attendance Policy
 - Recruitment and selection
 - Staff Conduct Concerns
 - Staff Disciplinary Policy
 - ICT Policy (Including Acceptable Use Agreement)
 - Data Protection Policy
 - Exclusions Policy
 - Visitors Policy
 - Medical Conditions Policy
 - Educational Visits Policy

Appendix Six Training Grid

Type of Training	How often	Existing Academy Staff and volunteers	September Starters Academy Staff	New Starters through the year including volunteers	Contractors based in Academies (Vertas/Chartwells)	Contractors attending regularly (eg regular supply teachers)	Local Governors	New Local Governors	Existing Central and Regional Trust Staff	New Starters Central Trust Staff	New Starters Regional Trust Staff	Trustees	New Trustee	DSL	DDSLs	Principals
DSL Led Sep KCSIE Update including Online Safety, Prevent and FGM (60 mins)	annually	Y	Y		Y										Y	Y
ATT KCSIE Quiz	annually	Y	Y	Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Key documents and declaration	annually	Y	Y	Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DSL led regular updates through the year including links to online safety	ongoing	Y	Y	Y		Y									Y	Y
DSL led Localised Safeguarding Training (30 mins)	once		Y	Y		Y					Y					
DSL led KCSIE Update for Governors including Online Safety, Prevent and FGM (60 mins)	annually						Y									
DOS/DDoS led Governors Forum online (90 mins)	termly						Y	Y								
Every Safeguarding Training Level 2 - Core Training (60 mins)	once			Y				Y		Y	Y		Y			
Every FGM (20 mins)	once	Y	Y	Y					Y	Y	Y					
Every Prevent (22 mins)	every two years	Y	Y	Y					Y	Y	Y					
Every Mental Health in Education (40 mins)	once	Y	Y	Y					Y	Y	Y					
Every Cyber Safety (40 mins)	once	Y	Y	Y					Y	Y	Y					
DOS/DDOS led KCSIE Update for Central and Regional Staff including Online Safety, Prevent and FGM (60 mins)	annually								Y							
DOS/DDOS KCSIE Update for Trustees including Online Safety, Prevent and FGM (60 mins)	annually											Y	Y			
Letter of Comfort to provide assurance that training has been provided by employer	annually				Y	Y										
Principal/DSL Safeguarding Induction (60 mins)	once													Y		Y
Safeguarding Community Meetings including thematic training and supervision	ongoing													Y	Y	
Fortnightly Safeguarding Briefing with thematic content which can be dropped down to staff briefings	ongoing													Y	Y	

Appendix Seven Contact Details of Key Staff and Agencies

Title	Name	Contact Details	
Designated Safeguarding Lead (DSL)	Henry Cooper	Email	Henry.cooper@attrust.org.uk
		Telephone	01366 728333
Deputy Designated Safeguarding Lead (DDSL)	Kyra Bartrum	Email	Kyra.bartrum@attrust.org.uk
		Telephone	01366 728333
Principal	Richard Rushton	Email	Richard.rushton@attrust.org.uk
		Telephone	01366 728333
Safeguarding Governor	Simon Conner	Email	Simon.conner@attrust.org.uk
		Telephone	01366 728333
Chair of Governors	Simon Conner	Email	Simon.conner@attrust.org.uk
		Telephone	01366 728333
Academy Attendance Lead	Kyra Bartrum	Email	Kyra.bartrum@attrust.org.uk
		Telephone	01366 728333
Attendance Officer	Kyra Bartrum	Email	Kyra.bartrum@attrust.org.uk
		Telephone	01366 728333
Local Arrangements			
Local Children's Safeguarding Partnership	Norfolk	Contact details	nscb@norfolk.gov.uk 01603 233409
Children's Social Care	Children's Advice and Duty Service (CADS)	Contact details	0344 800 8021 – For professionals Open Monday to Friday 9am - 5pm, excluding bank holidays. 0344 800 8020 – For members of the public Out of hours.
Family Hubs	Norfolk	Contact details	Great Yarmouth - 01493 448318 West Norfolk - 01553 66951 Norwich - 01603 303359 Breckland - 01362 654584 Broadland - 01603 303360 South Norfolk - 01603 307703 North Norfolk - 01263 739060
Local Authority Designated Officer (LADO)		Contact details	lado@norfolk.gov.uk

Appendix Eight Academy Mental Health Procedure

Academy Ethos

At Icen Academy, we understand and recognise Mental Health and Wellbeing as a continuum. Students may be at different points on the continuum at different times in the school life. We also recognise that throughout their lives, our young people will experience a range of challenges that may impact on their mental health and wellbeing. We are here to educate them and to provide them with the strategies and knowledge to build resilience and protect themselves, along with understanding how to seek help when they need it.



Graduated response

Icen Academy follows a graduated response beginning with the Universal approach. Through this provision, we are able to implement key support at whatever the stage the young person is currently at and our aim is to recognise mental health and wellbeing concerns early, to prevent them from escalating and requiring further intervention.

Staff are to utilise key strategies when interacting with students both in and out of the classroom, to help students self-regulate and recognise their emotional responses, along with building key trusted relationships with adults. This allows staff to recognise students needs, and report them promptly and appropriately via CPOMS, whilst also continuing to be a constant support within school. Form tutors, Class teachers, Student Support Officers and Heads of Year play important roles in supporting students during the school day, with signposting available to young people should they feel they need to access further support.

Targeted support is quickly identified and implemented when needed. Through our graduated approach, we are able to recognise when students may need this intervention and further support from the SEND, Pastoral, or Safeguarding Teams as appropriate. We assess students mental health via a range of methods, including the RCADS tool, and regularly review the effectiveness of the support with the young person.

Icen Academy also utilises a range of external support and agencies such as, Breckland Mental Health and Prospects, to further deliver work and intervention for young people. Students are signposted to other external support, via a range of websites and apps that are available to ensure safety plans and support is in place for students outside of school hours.

Staff responsibilities

Staff will have their own areas of specific responsibility, to signpost, support and communicate the mental health needs of the pupils at Icen. All staff, regardless of their interactions with pupils (direct front facing role or otherwise) have a duty to report concerns about a pupil's mental wellbeing.

Information should be shared on CPOMS, by raising a new incident and categorising it as 'Mental Health.' The Pastoral and Safeguarding Team will then assign responsibilities for coordinating a comprehensive supportive approach for the pupil, using the Graduated Response. If staff become aware that a pupil is self-harming or suicidal, an immediate referral must be made to the safeguarding team. Form Tutors, Student Support Officers and Heads of Year input may resume their support alongside the Mental Health Support that the school and other agencies are able to provide. This will be assigned through CPOMS and will be monitored by the safeguarding team.