



## Safeguarding and Child Protection Policy

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Signed by:

Chair of Governors

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# Safeguarding and Child Protection Policy

## Safeguarding staff members of Fullhurst Community College

YOU CAN REPORT ANY SAFEGUARDING CONCERNS YOU HAVE TO A MEMBER OF THE SAFEGUARDING TEAM OR ANY MEMBER OF STAFF THAT YOU FEEL COMFORTABLE TALKING WITH.



**Mr A Rai**  
Deputy Headteacher  
Designated Safeguarding Lead



**Mrs L Folwell**  
Lead Safeguarding Governor



**Mrs C Bailey**  
Executive Headteacher  
Deputy Designated Safeguarding Lead



**Mr J Gough**  
Senior Deputy Headteacher  
Deputy Designated Safeguarding Lead



**Mr S Willcock**  
Senior Deputy Headteacher  
Deputy Designated Safeguarding Lead



**Mrs C Murphy**  
Deputy Headteacher  
Deputy Designated Safeguarding Lead



**Miss H Sizer**  
Deputy Headteacher  
Deputy Designated Safeguarding Lead



**Mr S McGeehan**  
Deputy Headteacher  
Deputy Designated Safeguarding Lead



**Mr R Parker-Monks**  
Deputy Headteacher  
Deputy Designated Safeguarding Lead



**Miss M McKenzie**  
Safeguarding Manager  
Deputy Designated Safeguarding Lead



**Miss E Lunn**  
Safeguarding Officer  
Deputy Designated Safeguarding Lead



**Mrs C Jensen**  
Safeguarding Officer  
Deputy Designated Safeguarding Lead

**Catherine Murphy** – Designated Teacher for Looked After Children

**Catherine Murphy** – Designated Teacher for Mental Health

**Catherine Murphy** – Designated teacher for SEND

**Katherine Lockwood** – Local Authority Designated Officer

**Lisa Tailby** – Attendance Manager

## 1. Introduction

Fullhurst Community College fully recognises the contribution it can make to protect children and support students or students in school. Safeguarding and promoting the welfare of children is **everyone's** responsibility. Everyone who comes into contact with children and their families has a role to play. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. Our establishment has a culture of vigilance, we take a whole school approach to safeguarding and promoting the welfare of children and we consider, always, what is in the best interest of the child and young person. We endeavour to identify concerns early, provide help for children, promote children's welfare, take into consideration the child's lived in experience and prevent concerns from escalating.

The aim of this policy is to safeguard and promote our students or student's welfare, safety, and health by fostering an honest, open, caring, and supportive climate and our staff members working with students or students to maintain an attitude of '**it could happen here**' where safeguarding is concerned. This policy sets out how the school and the governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are students or students at the school.

Safeguarding and promoting the welfare of children is for the purpose of this policy as per Keeping Children Safe in Education 2025 is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing 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 in line with the outcomes set out in the Children's Social Care National Framework

Child protection is part of safeguarding and promoting the welfare of children and is defined in WTTSC 2023<sup>1</sup> as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives.

1.2 No single practitioner 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 encounters them has a role to play in identifying concerns, sharing information, and taking prompt action. Fullhurst Community College is committed to safeguarding and promoting the welfare of all its students. We believe that:

- All children/young people have the right to be protected from harm.
- Children/young people need to be safe and to feel safe in school.
- This means our staff consider, at all times, what is in the best interest of the children/ young people.

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<sup>1</sup> [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101311/working-together-to-safeguard-children-2023-statutory-guidance.pdf)

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

Fullhurst Community College will fulfil local and national responsibilities and accepted best practice as laid out in the following documents: -

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education: Statutory guidance for schools and colleges (DfE Sept 2025)
- What To Do If You Are Worried a Child Is Being Abused March 2015
- Working Together to improve school attendance 2024
- Education and Training (Welfare of Children) Act 2021
- The School Staffing (England) Regulations 2009 & Amended Regulations 2015; Safer Recruitment in Education including;
- Guidance for Safer Working Practice 2019 (Rev April 2022) Safer Recruitment Consortium
- Prevent Duty 2015
- Information sharing: Advice for Practitioners providing safeguarding services to children, young people parents and carers (March 2015)
- Leicester Safeguarding Children's Partnership Board (LSCP/B)
- The Children Act 1989 and 2004
- The Education Act 2002 s175/s157
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2018)
- Framework for the Assessment of Children in Need and their Families 2000
- Sexual Offences Act 2003 (Position of Trust offence)
- Voyeurism (Offences Act) 2019
- Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Counter Terrorism and Security Act 2015
- Female Genital Mutilation Act 2003/Updated regulations July 2020
- Safeguarding & Child Protection education procedures in Leicester, notes, information, and training for Designated Safeguarding Leads (DSL) in schools
- Children and Families Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Sharing Nudes and Semi Nudes December 2020, UK Council for Internet Safety (Revised March 2024)
- Searching, screening and confiscation at school July 2022
- Online Safety Act 2025

1.4 The Governing Body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

1.5 We recognise that all staff and governors have a full and active part to play in protecting our students or students from harm, and that the child's welfare is our paramount concern.

1.6 All staff<sup>2</sup> believe that our school should provide a caring, positive, safe, and stimulating environment that promotes the social, physical, and moral development of the individual child.

## 2 Overall Aims

- Providing help and support to meet the needs of children as soon as problems emerge and protecting children from maltreatment, whether that is within or outside the home, including online.
- This policy will contribute to safeguarding our students and promoting their welfare and mental health by supporting the child's development in ways that will foster security, confidence and resilience at the same time considering the best interest of the child.
- Providing an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- Raising the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- Ensure our staff identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.
- Providing a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children including Child Missing / Persistently Absent from Education.
- Acknowledging the need for effective and appropriate communication between all members of staff in relation to safeguarding students.
- Developing a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- Developing effective working relationships with all other agencies involved in safeguarding children including Early Help and intervention.
- Work within the curriculum raising awareness of and promoting safeguarding, to our children/young people including online safety inside and outside of establishment.
- Ensuring that all adults within our school who have access to children have been checked as to their suitability. This includes other community users of our facilities.

## 3 Key processes

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to local authority children's social care (and if appropriate the police) is made immediately. Our school procedures for safeguarding children are in line with the *Leicester City Safeguarding Children's Partnership Board (LSCP)*, *Multi Agency Child Protection/Safeguarding Procedures*; (<https://llrscb.proceduresonline.com/>), in addition to the statutory requirements as outlined in 1.3.

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<sup>2</sup> 'Staff' Covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

## **4 Expectations**

### **4.1 All staff and visitors will be familiar with this safeguarding policy;**

- Staff will have access to, a copy of, and be well versed in our Child Protection Policy; which will also form part of their induction and revisited annually through Whole School Safeguarding Training.
- Be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc;
- For those regular external visitors/providers such as cleaners and caterers; to have shown the school a copy of their H & S and Child Protection Guidelines as best practice and where applicable; and that the school has a statement in main reception notifying external visitors who the schools Lead DSL and Deputy DSL is and what to do if they have any concerns about a child's welfare.
- Be involved in the implementation of individual education programmes, integrated support plans, child in need plans and interagency child protection plans.
- Be alert to signs and indicators of possible abuse (Appendix A).
- Staff understand that 'harm' can including 'witnessing harm to others' for example cases of domestic abuse.
- Record concerns/disclosures and give the record to the Lead DSL and Deputy DSL (via CPOMS).
- Deal with a disclosure of abuse from a child in line with our school procedures; informing the Safeguarding Team immediately and provide a written account as soon as possible. This includes making the appropriate contact with children's social care (Lead DSL AND DEPUTY DSL's).
- Record safeguarding information using school procedures whether electronic or in paper form (see 4.2).

### **4.2 Reporting concerns**

In our school, if a staff or a visitor need to make a referral to our Safeguarding Team, these are steps to follow:

1. All staff should know who the Lead DSL and Deputy DSL's are.
2. All staff should know the Safeguarding Team and the Safeguarding Team email address.
3. All staff have had training on using CPOMS and logging any safeguarding concerns – these will then be actioned by the Lead DSL and Deputy DSL.
4. If a member of staff wants to refer a low-level concern, they should follow the actions listed in the low-level concern policy.
5. If a visitor wants to make a referral directly to the Lead DSL or Deputy DSL they should follow the instructions that are given when they enter either school site. This includes making a low-level concern about a member of staff. They can also request to speak with a member of the Safeguarding Team and should not leave site until they have raised their concerns with the relevant staff member(s).

### **4.3 All parents will be familiar with this safeguarding policy;**

- Parents/Carers will have access to the Safeguarding and Child Protection Policy as part of initial information given to perspective/existing Parents/Carers and will be available through our school's website. Additional copies will be issued as and when required including notifying parents of changes within the document i.e., revised annual policy.

- Parents and carers have the responsibility to inform the school if a child in their care is a young carer. Our establishment understands the stigma for some parents and carers in raising this, however, we are an inclusive school, and every effort will be made to support the child and family with this. See point 27 of this policy for further information.

#### 4.4 Communicating with parents:

In addition to section 4.3 above, the following statement is provided and highlighted to parents, so they are aware of the school's responsibilities:

*'Our school ensures children learn in a safe, caring, and enriching environment. Children are taught how to keep themselves safe, on and offline, to develop positive and healthy relationships and how to avoid situations where they might be at risk including by being exploited.'*

***Our school has a statutory responsibility to share any concerns it might have about a child in need of protection with other agencies and in particular police, health, and children's services. Schools are not able to investigate concerns but have a legal duty to refer them. In most instances, the school will be able to inform the parents/carer of its need to make a referral. However, sometimes the school is advised by Children's Social Care or police that the parent/carer cannot be informed whilst they investigate the matter. We understand the anxiety parents/carers understandably feel when they are not told about any concerns from the outset. The school follows legislation that aims to act in the best interests of the child.***

## 5 Extended school and before and after school activities

5.1 Where the governing body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply.

5.2 Where services or activities are provided separately by another body, the governing body should seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the school on these matters where appropriate.

## 6 Procedures

Fullhurst Community College will ensure that:

- The governing body understands and fulfils its safeguarding responsibilities.
- We have a Designated Safeguarding Lead and Deputy Designated Safeguarding Lead's for child protection and safeguarding, who have undertaken DSL training delivered by Safeguarding in Education, Leicester City Council or an alternative. Their training will be refreshed every two years.
- All members of staff are provided with opportunities **annually** to receive Safeguarding Training by the Safeguarding in Education Team in order to develop their understanding of safeguarding and child protection in particular the signs and indicators of abuse.

- All members of staff, volunteers, and governors know how to respond to a student who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- All parents/carers are made aware of the school's responsibilities regarding child protection procedures through publication of the school's Safeguarding and Child Protection Policy, and reference to it in our prospectus/brochure and home school agreement.
- Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
- Community users organising activities for children are aware of and understand the need for compliance with the school's child protection guidelines and procedures.
- Fullhurst Community College is committed to safer recruitment as outlined in Keeping Children Safe in Education 2025. The school will ensure all appropriate checks are carried out for all staff and volunteers including online searches as part of due diligence. Appropriate checks will be recorded on the Single Central Record which will be audited termly by Human Resources Officer and Lead DSL. The school will ensure at least one person who is safer recruitment trained will be part of the recruitment process. All volunteers will undergo a risk assessment. See also the Safer Recruitment Policy & guidance.
- All governors / proprietors / trustees will undergo a DBS check and a S128 / Section 128 direction check as outlined in Keeping Children Safe in Education 2025.
- The name of any member of staff considered not suitable to work with children will be notified to either the Disclosure and Barring Service or the relevant Government Department/Agency (where appropriate), depending on the nature of the concern, with the advice and support of the Local Authority Designated Officer (LADO), and that a member of our SLT has attended LADO training (Managing allegations against staff members) and understands the harms threshold/low level concerns thresholds as set out in KCSIE 2025.
- Our procedures will be annually reviewed and updated and ratified by the Governing Body / Proprietors / Trustees.
- The name of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead will be clearly shown in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse, neglect and exploitation. (Reception, Staff room, Website etc.).
- All adults, (including supply teachers, non-teaching staff and volunteers), new to our school will be given or directed to a copy of; our Safeguarding and Child Protection Policy, Staff Code of Conduct, the school's behaviour policy, the school's child absent & missing protocols, the booklet 'What To Do if You're Worried A Child is Being Abused'<sup>3</sup>, Keeping Children Safe in Education 2025 Part 1, 5 and Annex B & C<sup>4</sup>, online safety policy & AI, low level concerns policy and the name, identity and contact details of the Designated Safeguarding Lead and deputies will be explained as part of their induction into the school. In addition to this, all such staff and volunteers will be made aware of the 'Guidance for safer working practice for those working with children and young people in education settings, 2020 (Safer Recruitment Consortium).<sup>5</sup>

## 7 Responsibilities

<sup>3</sup>[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

<sup>4</sup> [Keeping children safe in education 2025](#)

<sup>5</sup> <https://saferrecruitmentconsortium.org/>

7.1 All our staff understand that children may not feel ready or know how to disclose that they are being abused, neglected, exploited, or, and may not even recognise their experiences as harmful. Our staff act as the 'eyes and ears' for our children and young people, meaning it is their responsibility to recognise signs and indicators of abuse and respond accordingly, rather than waiting for the child to disclose. Children might feel embarrassed, humiliated, or threatened, possibly due to their vulnerability, disability, sexual orientation, or language barriers. This does not deter our staff from maintaining professional curiosity and speaking to the Lead DSL or Deputy DSLs if they have concerns about a child. Our staff are also committed to building trusted relationships with children and young people to facilitate open communication and support the child.

We understand that our responsibility to safeguard children requires that we all appropriately share any concerns as soon as a staff member or volunteer suspects/knows of a concern that we may have about children. The first point of contact is the Lead DSL or Deputy DSL's. The Lead DSL and Deputy DSL's will inform the Executive Headteacher of any referrals to be made. If the concerns are regarding the conduct of a staff member the report is made to the Executive Headteacher. If the concerns are regarding the Executive Headteacher then the Chair of Governors should be informed.

7.2 If a staff member feels they cannot disclose information to their Lead DSL, Deputy DSL, Executive Headteacher or Governor(s), they must then follow our school's whistleblowing procedures to report their concerns. (Appendix H)

7.3 All staff will be versed in our Whistleblowing procedure, understand when it is appropriate to use the procedures and will be given details of the NSPCC whistleblowing helpline.

7.4 All staff will be well versed in the school's Child Missing protocols and know and understand that any child that is regularly absent or missing can be a cause for concern and an indicator that the child is at risk of abuse or in need of help and support - (Appendix I)

7.5 Staff are responsible for reporting as soon as possible any allegations made against a member of their household that may result in, or has led to, any police investigation or charge.

## **8 The Designated Safeguarding Lead (DSL) – Roles and Responsibilities<sup>6</sup>**

8.1 Keeping Children Safe in Education September 2025, Annex C, outlines specific responsibilities of a Lead DSL (A member of the School's Leadership Team) and their responsibilities within this role. Our lead DSL will take lead responsibility for safeguarding and child protection (including online safety). This is also explicit in their job description. We also have a number of designated safeguarding leads who are trained to the same standard and provide the same level of support. Their key areas of responsibilities include: -

### **Manage Referrals:**

- Refer cases of suspected abuse, neglect and exploitation and neglect to children's social care/police.
- Support staff who make referrals to local authority.

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<sup>6</sup> [Keeping children safe in education 2025](#) - Annex C, Role of Designated Safeguarding Lead

- The Channel programme where there is a radicalisation concern and support staff with this.
- Cases in relation to allegations against staff members to LADO including disclosure and barring.
- Cases where any crime may have been committed to the Police.

### **Working with Others:**

- Act as a source of support, advice, and expertise for all staff.
- Act as a point of contact with the safeguarding partners.
- Liaise with the Executive Headteacher to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This should include being aware of the requirement for children to have an Appropriate Adult.
- As required, liaise with the “case manager” (as per Part four) and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
- Liaise with staff (especially teachers, pastoral support staff, school nurses, IT Technicians, senior mental health leads and special educational needs co-ordinators (SENCOs), or the named person with oversight for SEND in a college and Senior Mental Health Leads) on matters of safety and safeguarding and welfare (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children’s needs are considered holistically.
- Liaise with the senior mental health lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Work with the Executive Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding, and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school or college. This includes:
  - ensure that the school or college knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort; and,
  - support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcomes.

### **Information sharing and managing child protection files**

Our Lead DSL, and Deputy DSL’s are responsible for ensuring that our child protection files are kept up to date. The information is kept confidential and stored securely. Our records will contain the following information:

- A clear and comprehensive summary of the concern.

- Details of how the concern was followed up and resolved.
- A note of any action taken, decisions reached and the outcome.
- Transfer child protection files (including in year transfers) to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term, ensuring secure transit and confirmation of receipt will be obtained.

Our Lead DSL and Deputy DSL's will ensure the file is only accessed by those who need to see it and where the file or its contents are shared, this happens in line with information sharing advice outlined government guidance Keeping Children Safe in Education September 2025.

### **Raising Awareness**

- Ensure each member of staff (new and part-time) has access to and understands our child protection policy and procedures.
- Ensure our child protection policy is reviewed annually, updated, and reviewed regularly, and work with our governing bodies/ proprietors regarding this.
- Ensure our child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this (section 4.4 above).
- Link with the safeguarding partners ensuring our staff is aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- Help promote educational outcomes by sharing the information about the welfare, safeguarding, and child protection issues that children who have or have had a Social Worker are experiencing, with teachers and school and college leadership staff.

### **Training Knowledge and Skills**

- Understand the assessment process for providing early help and statutory intervention, and social care referral arrangements.
- Have a working knowledge of how local authorities conduct a child protection case conference/review conference and attend to these effectively.
- Understand the importance Lead DSL and Deputy DSL's have in providing information and support to children social care in order to safeguard and promote the welfare of children.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- Are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- Understand the importance of information sharing, both within the school and college, and with the safeguarding partners, other agencies, organisations, and practitioners.
- Understand and support the school or college staff with regards to the requirements of the Prevent duty and protecting children from the risk of radicalisation.
- Are able to understand the unique risks associated with online safety including filtering and monitoring and be confident to keep children safe whilst they are online at school or college.

- Recognise additional risks that children with (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

In addition to the formal training set out above, our Lead DSL and Deputy DSL's knowledge and skills are regularly at regular intervals refreshed to allow them to understand and keep up to date with any developments relevant to their role.

### **Providing support to staff**

- Ensure our staff are supported during the referrals processes.
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

### **Understanding the views of children**

It is important that children feel heard and understood. Therefore, our Lead DSL and Deputy DSL's will be supported in developing knowledge and skills to:

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school or college may put in place to protect them.
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

### **Holding and sharing Information**

Our Lead DSL and Deputy DSL's will be equipped to:

- Understand the importance of information sharing, both within the school and college, and with other schools and colleges on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations, and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UKGDPR) and how to comply.
- Be able to keep detailed, accurate, secure written records of all concerns, discussions and decisions made including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent program etc.

### **Availability**

- During term time, our Lead DSL and Deputy DSL's will always be available on school site. The school will arrange adequate and appropriate cover arrangements for any out of hours/out of term activities and trips and in exceptional circumstances, availability will be made via mobile phone and or Teams.

## 8.2 Roles and responsibilities of the Executive Headteacher

The Executive Headteacher of Fullhurst Community College will ensure that:

- The policies and procedures adopted by the governing body/ proprietors/ trustees are fully implemented, and followed by all staff:
- Specifically, the Safeguarding & Child Protection Policy, Behaviour Policy, Staff Code of Conduct, LADO Procedures, child on child Abuse/Sexualised Behaviour Policy, Safer Recruitment Policy and other relevant policies are updated annually, ratified by the Governing body proprietors/ trustees annually and that policies are available publicly either via the school website, parents evening, open days or by other means.
- That staff undergo and attend annual Whole School Safeguarding Training (INSET).
- That all staff undergo appropriate online safety training.
- That all staff receive regular updates in relation to safeguarding, child protection and online safety.
- Sufficient resources and time are allocated to enable Lead DSL and Deputy DSL's and other staff to discharge their responsibilities, including taking part in inter-agency meetings and contributing to the assessment of children.
- That the Executive Headteacher is aware of Local Authority Designated Officer (LADO) processes regarding allegations about other staff members, specifically the 'harms' and 'low-level concerns' thresholds.
- That the Executive Headteacher has attended LADO Training and refreshed no later than every 2 years
- That the Executive Headteacher has attended Safer Recruitment Training and that training is refreshed no later than every 5 years; and that at least 1 member of the Governing body proprietors/ trustees has attended Safer Recruitment Training.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children and processes, and such concerns are addressed sensitively and effectively in a timely manner. (Whole school approach, child centred practice and culture of vigilance).
- All staff consider the best interest of a child and are made aware that they have an individual responsibility for referring child protection concerns, promptly and using the proper channels.
- All staff have an understanding of Early Help and have the ability to identify children who would benefit from Early Help intervention.
- That regular external visitors/providers such as cleaners, caterers have shown the school a copy of their H & S and Child Protection guidelines as best practice and where applicable; and that the school has a statement in main reception notifying external visitors who the Schools Lead DSL and Deputy DSL's are and what to do if they have any concerns about a child's welfare.
- The Lead DSL and Deputy DSL's undergo safeguarding and child protection training, which is updated regularly, with advice from the LSCP, Safeguarding in Education and in line with Keeping Children Safe in Education, September 2025, Annex C.
- New members of staff, temporary or permanent including volunteers are given a full induction that includes Safeguarding and Child Protection Guidelines and names of Lead DSL and Deputy DSL's.

- All staff are made aware of their right to whistle blow, have a copy of the whistleblowing procedures, are well versed with the procedures and have been made aware of the NSPCC whistleblowing helpline. (Appendix H – Schools Whistleblowing Policy).

### 8.3 Roles and responsibilities of the Governing Body

Fullhurst Community College's Governing body have a strategic leadership responsibility for our school's safeguarding arrangements and comply with their duties under legislation. Our governing body ensures policies, procedures and training in our school are effective and comply with the law at all times. Our Lead Governor for Safeguarding is Lynne Folwell.

The Governing body, as outlined in KCSIE 2025, will ensure online safety is a running and interrelated theme whilst implementing our approach to safeguarding, policies and procedures. This will include considering how online safety is reflected in all relevant policies and considering online safety whilst planning the curriculum, teacher training, responsibilities of the designated safeguarding lead (and deputies) and any parental engagement. This is explained in our school Online Safety Policy.

We also will ensure that all our governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. The training will equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in our school are effective and support the delivery of a robust whole school approach to safeguarding. Our governors and trustees training will be regularly updated. Furthermore, the governors/proprietors/trustees of our school/college will ensure that:

- Our school has a Safeguarding and Child Protection Policy and procedures in place, and the policy is made available to parents on request and available on the school website.  
[www.fullhurst.leicester.sch.uk](http://www.fullhurst.leicester.sch.uk)
- That all school staff members working with children consider the best interests of children and are advised to maintain an attitude of *'it could happen here'* where safeguarding is concerned.
- There is a senior member of the school's leadership team who is designated to take lead responsibility for dealing with safeguarding and child protection including online safety and the filtering and monitoring systems in place for the establishment (Lead DSL).
- There are Deputy DSLs for child protection, in the event of the unavailability of the Lead DSL.
- Where there is a safeguarding concern, Governing Body/Proprietors/Trustees/SLT will ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide for them.
- That systems are in place, well promoted, easily understood and easily accessible for children to confidently report abuse, neglect and exploitation, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- The Lead DSL and Deputy DSLs for child protection undertakes training for designated safeguarding leads, in addition to inter-agency child protection training, which is provided by, or to standards agreed by, LSCP, and attends refresher DSL training at two-yearly intervals.

- That clear systems and processes are in place for identifying and responding to potential mental health problems to a child including routes to escalate, referrals and accountability systems.
- The Executive Headteacher, and all other staff and volunteers who work with children, undertake appropriate training which is kept up to date through Whole School Training (annually); and that new staff, temporary staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities. (Through the induction process).
- The Executive Headteacher, and all other staff and volunteers who work with children, undertake appropriate online safety training.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers (LADO) and that the thresholds for allegations (Harms Thresholds/Low Level Concerns) against staff and volunteers are understood and reported appropriately by all staff members.
- That Code of Conduct is up to date, maintained and adhered to by staff so as not to bring the school into disrepute.
- The Chair of governors (or, in the absence of a chair, the vice chair) deals with any allegations of abuse made against the Executive Executive Headteacher, in liaison with the Local Authority Designated Officer. (Appendix J).
- That at least 1 member of the Governing body has attended LADO Training as a minimum and is refreshed regularly.
- That at least 1 member of the Governing Body has attended Safer Recruitment Training as a minimum and is refreshed regularly.
- The governing body / proprietors/ trustees nor individual governors / trustees will have a role in dealing with individual cases or a right to details of cases except when exercising their disciplinary functions in respect of allegations against a member of staff.
- Any deficiencies or weaknesses brought to the attention of the governing body are rectified.
- Policies and procedures are reviewed annually, and information is provided to the Local Authority on how the governing body / proprietors/ trustees discharges its duties regarding safeguarding and child protection.
- There is an individual member of the governing body / proprietors/ trustees who will champion and lead on issues to do with safeguarding children and child protection within the school, liaise with the Lead DSL or Deputy DSL's and provide information and reports to the governing body / proprietors/ trustees, and that person is appropriately trained to discharge their responsibilities effectively. Our schools Lead Governor for Safeguarding is Lynne Folwell.
- Will ensure that school creates a culture of safe recruitment and, as part of that, adopts recruitment procedures that help deter, reject or identify people who might abuse children (Part three: Safer Recruitment, Keeping Children Safe in Education September 2025).
- That the Chair of the governing body / proprietors/ trustees completes the Annual Safeguarding Return– supporting schools to exercise their duties in relation to Safeguarding & Child Protection and return the document to the local authority in a timely manner.
- That there is a Lead Governor for Antbullying and behaviour in the school. Our lead is Lynne Folwell
- That there is a Lead Governor for Mental Health in the School. Our lead is Marc Fairclough.

Our Governing Body/Proprietors will ensure they facilitate a whole school/college approach to safeguarding. This means ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes and policies will operate with the best interests of the child at their heart.

## **9 Supporting Children**

Some children may need a social worker due to safeguarding or welfare needs. Children may need this help for various reasons and their experiences of trauma and abuse can lead them to becoming more vulnerable or educationally disadvantaged. When receiving information from the Local Authority that a child has a social worker, our Lead DSL and Deputy DSL's will use this information so that decisions can be made in the best interest of a child's safety and welfare, as routine. Our Lead DSL and Deputy DSL's where appropriate, will share information accordingly with relevant partner agencies to safeguard and promote the physical and mental health wellbeing of any child. In addition to this;

- We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.
- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, too aggressive or being withdrawn.

### **9.1 Our school will support all students by:**

- Taking into account a child's wishes when determining what action to take and what services to provide when dealing with a safeguarding concern.
- That systems are in place, well promoted, easily understood and easily accessible for children to confidently report abuse, neglect and exploitation, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
- Identifying children who are in need of extra mental health support which includes working with external agencies.
- Identifying children who are or maybe Young Carers and providing relevant support and signposting.
- Promoting a caring, safe and positive environment within the school.
- Ensuring children are taught to recognise when they are at risk and know how to get help when they need it. Both, physically, mentally, and online.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children including Early Help.
- Notifying Children's Social Care as soon as there is a significant concern.
- Ensuring that a named teacher is designated for Looked After Children/Children In Need (LAC & CIN) and that an up-to-date list of LAC/CIN is regularly reviewed and monitored.
- Providing continuing support to a student (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Executive Headteacher and Lead DSL at the student's new school as a matter of urgency.
- Working with partner agencies to support and safeguard children within; Early Help, Children in Need, Child Protection and Looked After Children.

- Our Governors/Proprietors and school staff will ensure that children are taught about how to keep themselves and others safe, including online. We recognise that effective education will be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, neglect, exploitation, and children with special educational needs and deaf/disabled children and young people. Aspects include:
  - healthy and respectful relationships.
  - boundaries and consent.
  - stereotyping, prejudice, and equality.
  - body confidence and self-esteem.
  - how to recognise an abusive relationship, including coercive and controlling behaviour.
  - the concepts of, and laws relating to- sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so called honour-based violence such as forced marriage and Female Genital Mutilation (FGM), and how to access support, and,
  - what constitutes sexual harassment and sexual violence and why these are always unacceptable.

## 10 Confidentiality

We recognise that all matters relating to child protection are confidential and the best interest of a child should be considered at all times. However, The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Our staff and practitioners (may) share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. *It would be legitimate to share information without consent where: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; and, if to gain consent would place a child at risk.*

10.1 The Executive Headteacher, Lead DSL or Deputy DSL's will disclose personal information about a students or students to other members of staff on a need-to-know basis only. Staff will be informed of relevant details only when the Lead DSL or Deputy DSL's feels their having knowledge of a situation will improve their ability to deal with an individual student/family. A written record will be made of what information has been shared, with whom, and when.

10.2 All staff must be aware that they have a professional responsibility to share information with other agencies to safeguard children.

10.3 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's own safety or well-being, or that of another child as this may not be in the best interest of the child.

10.4 We will always undertake to share our intention to refer a child to Children's Social Care with their parents/carers consent unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with the Children's Social Care.

## **11 Supporting Staff**

11.1 We recognise that staff working in the school who have become involved with a child who has suffered harm or appears to be likely to suffer harm may find the situation stressful and upsetting.

11.2 We will support such staff by providing an opportunity to talk through their anxieties and concerns with the Lead DSL and Deputy DSL's and to seek further support where necessary. This could be provided by, for example, the Executive Headteacher, supervision arrangements, by Occupational Health and/or a teacher/trade union representative as appropriate.

11.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. Guidance for safer working practice for those working with children and young people in education settings, 2019/2020 (Safer Recruitment Consortium).<sup>7</sup> provides advice on this and the circumstances which should be avoided, to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook/code of conduct.

11.4 We recognise that Lead DSL and Deputy DSL's should have access to support (as in 11.2) and appropriate workshops, courses, or meetings as organised or arranged through the Local Authority/LSCP.

## **12 Allegations against staff**

12.1 All school staff including supply staff should take care not to place themselves in a susceptible position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

12.2 All staff including supply staff should be aware of the Whole School Behaviour Policy and Staff Code of Conduct.

12.3 All staff including supply staff should be aware of the Guidance for Safer Working Practices for Adults who work with Children and Young People updated February 2022<sup>8</sup>.

12.4 All staff as part of their annual safeguarding training will receive Online Safety Training and will sign to say they have had this. This sets out responsibilities for all staff, ensuring they have an up-to-date awareness of online safety and that all digital communications with students/parents/carers should be at professional level and only carried out using official school systems. Further information on this can be found in section 41 & 42 of this policy and in the online safety policy.

12.5 We understand that a students or students may make an allegation against a member of staff.

12.6 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Executive Headteacher or the most senior teacher if the Executive Headteacher is not present.

12.7 The Executive Headteacher/senior teacher on all such occasions will immediately discuss the content of the allegation with the Local Authority Designated Officer (LADO) and follow the process for managing the

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<sup>7</sup> <https://saferrecruitmentconsortium.org/>

<sup>8</sup> [https://www.saferrecruitmentconsortium.org/files/ugd/f576a8\\_0d079cbe69ea458e9e99fe462e447084.pdf](https://www.saferrecruitmentconsortium.org/files/ugd/f576a8_0d079cbe69ea458e9e99fe462e447084.pdf)

concern laid down in the LSCP B Procedures ([Allegations Against Persons who Work with Children](#)). In addition to this, the Executive Headteacher is aware of the harm's thresholds and difference between low level concerns and harms as set out in KCSIE 2025 and within the schools 'Managing Allegations Procedures'. (Appendix C)

12.8 If the allegation made to a member of staff concerns the Executive Headteacher, the person receiving the allegation will immediately inform the Chair of Governors / trustees who will consult with Children's Social Care, LADO, without notifying the Executive Headteacher first. (0116 454 2440)

12.9 On all occasions identified in 12.7 & 12.8 above, the school will follow the LSCP B/Local Authority procedures for managing allegations against staff and volunteers, a copy of which can be found in the School's Managing Allegations Policy (Appendix D).

12.10 Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult (as in 12.8 above) in making this decision.

12.11 In line with this policy and other school procedures for incident reporting/recording, staff and students or students may provide accounts of events, which will be stored under our own secure systems and may be produced in the event of any allegation. However, such accounts must not constitute an official statement and the reporting person must not be questioned over their disclosure at this stage.

12.12 If our school receives an allegation relating to an incident that happened when an individual or organisation was using our premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), as with any safeguarding allegation, where this is the case, we will follow our safeguarding policies and procedures, including informing the LADO. Furthermore, our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from school premises.

12.13 Our school staff including supply staff are aware of and understand our 'Guidelines for Avoiding Allegations of Abuse' as outlined in Appendix E.

12.14 Our school staff including supply staff and volunteers understand their responsibilities in raising an allegation against another staff member, following local authority and LSCP B guidance and procedures.

### **13 Whistleblowing**

13.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

13.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary, they should speak to the Chair of Governors or the Local Authority Designated Officer.

13.3 All staff are aware of and understand how to use our school's whistleblowing procedures. (Appendix H).

13.4 All staff have access to the NSPCC Whistleblowing Helpline.

## 14 Our role in the prevention of Abuse, Neglect and Exploitation

14.1 We recognise that the school plays a significant part in the prevention of harm to our students or students by providing students or students with effective lines of communication with trusted adults, supportive friends, and an ethos of protection.

### 14.2 The school community will therefore:

- Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to talk knowing that they will be listened to. This includes considering the best interest of a child and maintaining the ethos of *'it could happen here.'*
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.
- We will provide opportunities for students to develop skills, concepts, attitudes, and knowledge that promote their safety and well-being.
- Relevant issues will be addressed through the PSHE curriculum, for example self-esteem, emotional literacy, assertiveness, power, sex and relationship education, mental/physical health, online safety, and bullying.
- Relevant safeguarding issues will be addressed through other areas of the curriculum, for example in English, History, Drama, Art, ICT and E Safety (includes online and offline safety).
- Other areas of work.
- All our policies which address issues of power and potential harm, for example bullying, equal opportunities, handling, positive behaviour, will be linked to ensure a whole school approach.
- Our safeguarding policy cannot be separated from the general ethos of the school, which should ensure that students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

## 15 Safeguarding students who are susceptible to extremism

15.1 Since 2010, when the Government published the Prevent Strategy<sup>9</sup> and (Revised Prevent Duty Guidance 2015<sup>10</sup>), there has been an awareness of the specific need to safeguard children, young people, and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise susceptible children and young people to hold extreme views including views justifying political, religious, sexist, or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them susceptible to future radicalisation.

15.2 Fullhurst Community College values freedom of speech and the expression of beliefs/ ideology as fundamental rights underpinning our society's values. Both students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the susceptible or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

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<sup>9</sup> Prevent Strategy 2011 - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97976/prevent-strategy-review.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf) & CONTEST Strategy 2011 - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97994/contest-summary.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97994/contest-summary.pdf)

<sup>10</sup> Revised Prevent Duty Guidance 2015 <https://www.gov.uk/government/publications/prevent-duty-guidance>

15.3 The current threat from terrorism in the United Kingdom may include the exploitation of susceptible and/or vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people susceptible to future manipulation and exploitation. Fullhurst Community College is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix F.

15.4 Fullhurst Community College seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to religious ideologies, or to Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist extremist and Animal Rights movements.

15.5 Local Context:

- The Online space - radicalisation and harmful influences and platforms hosting hate speech/groups/individuals.
- DAESH and Al Qaeda influenced extremism- this is both locally and nationally.
- Extremist travel - risk around young people travelling out to areas such as Syria and Iraq to engage in conflict.
- Asylum seekers from Afghanistan- trauma can cause vulnerabilities and vulnerabilities can leave children open to extremist ideologies.
- Self-Initiated Terrorism (previously referred to as lone actor attacks on home soil).
- Mixed/Unclear and unstable ideologies.
- The extreme right wing.

## **15.6 Risk reduction**

The school governors/proprietors/trustees, the Executive Headteacher and the Lead DSL and Deputy DSL's for Safeguarding will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of students by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy.

15.7 When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the Lead DSL or Deputy DSL's in the first instance.

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

15.9 Our staff have undergone Prevent Awareness Training and understand the steps to follow, via discussions with the Lead DSL or Deputy DSL's, if a referral to the Channel Programme is required.

## **16 Contextual Safeguarding, Assessment of Risk Outside the Home, Extra Familial Harms (Child Criminal Exploitation)**

16.1 CCE is a form of abuse and occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into criminal activity. Safeguarding incidents and CCE can be associated with factors outside the school and/or can occur between children outside of these environments.

Fullhurst Community College staff, especially our designated safeguarding lead (and deputies) will take into consideration whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be susceptible to multiple harms including (but not limited to) sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines, and radicalisation.

This is known as contextual safeguarding and assessment of risk outside the home, which simply means Fullhurst Community College staff will take into consideration wider environmental factors that may be present in a child's life that are a threat to their safety and or welfare. This way, schools and colleges can provide as much information as possible as part of the referral process to Children's Social Care, as necessary. Environmental factors within Contextual Safeguarding include but not exclusive to;

## **17 County Lines & Child Financial Abuse**

17.1 Criminal exploitation of children is a widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market, and seaside towns. County Lines is a term used when drug gangs from big cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and susceptible people to sell drugs.

17.2 Common features in county lines drug supply is the exploitation of young and susceptible people. The dealers will frequently target children and adults - often with mental health or addiction problems - to act as drug runners or move cash so they can stay under the radar of law enforcement.

17.3 People exploited in this way will quite often be exposed to physical, mental, and sexual abuse, and in some instances will be trafficked to areas a long way from home as part of the network's drug dealing business.

17.4 We might not immediately think of children when we hear the words 'financial fraud.' But the reality is that more and more young people are finding themselves the victims of financial exploitation. Being groomed online to open bank accounts and launder criminal money. This is known as Child Financial Abuse. Criminals befriend young people through social media and online games. They offer them gifts, promise easy money, gaming credits, skins, or cryptocurrency. Once they have gained a young person's trust, they force them to carry out fraudulent activities, like opening a bank account for them. This is financial exploitation.

## 18 Serious Violence, Gang Violence & Youth Crime

Section 18 & 19 of this policy outlines the schools responsibility in supporting children who are involved with Gangs and Knife crime. The same safeguarding procedures will apply if a child is experiencing this including contextual safeguarding. The Home Office have produced additional supporting guidance on Preventing and reducing serious violence<sup>11</sup> to support schools/colleges further.

18.1 A gang is group of individuals that spends time in public and engages in criminal activity and violence. The group may also be territorial or in conflict with other gangs. Young people involved in gangs have an increased risk of experiencing violence and other types of abuse including sexual exploitation. Gang crime and serious youth violence is also often synonymous with knife crime and other serious violence.

18.2 The vast majority of young people and education establishments will not be affected by serious violence or gangs. However, where these problems do occur there will almost certainly be a significant impact.

18.3 Gangs specifically target children who have been excluded from school to groom them as drug dealers in towns across the UK. Exclusion from school appears to be a highly significant trigger point for the escalation of County Lines involvement for children who might be on the fringes of such activity or who are easily manipulated.

## 19 Knife Crime

19.1 Knife crime has been receiving countrywide attention after being recognised as a contemporary national threat in the UK. There have been a number of high-profile incidents where teenagers have been killed or injured by someone using a knife as a weapon. Knife crime simply put is any crime that involves a knife. This includes:

- carrying a knife or trying to buy one if you're under 18.
- threatening someone with a knife.
- carrying a knife that is banned.
- a murder where the victim was stabbed with a knife.
- a robbery or burglary where the thieves carried a knife as a weapon.

19.2 Within Leicester City, the Home Office <sup>12</sup>recorded 606 incidents of knife possession in the city in the three years to the end of March 2024. In the most recent year, 230 such crimes were committed, up from 182 in the year ending March 2023 and 194 in the year ending March 2022. Over the three years, this equates to 162.3 knife offences per 100,000 residents in the city.

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<sup>11</sup> [Serious Violence Duty - Statutory Guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

<sup>12</sup> [Police recorded crime and outcomes open data tables - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

19.3 Fullhurst Community College takes such incidents very seriously and we will follow our school and governments procedures in dealing with such incidents. Furthermore, where a crime is being committed, our duty of care will also include contacting the Police.

## **20 Child Criminal Exploitation and Cybercrime Involvement**

20.1 Organised criminal groups or individuals exploit children and young people due to their computer skills and ability, in order to access networks/data for criminal and financial gain. There are a number of signs that may indicate a student is a victim or is vulnerable to being exploited which include:

- Child Missing / Persistently Absent from Education.
- Show signs of other types of abuse/aggression towards others.
- Have low self-esteem, and feelings of isolation, stress or fear.
- Lack trust in adults and appear fearful of authorities.
- Have poor concentration or excessively tired.
- Become anti-social.
- Display symptoms of substance dependence.
- Excessive time online computer/gaming forums.
- Social Isolation in school with peers.
- High functioning with an interest in computing.

## **21 Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)**

21.1 County Lines criminal exploitation is also synonymous with Child Sexual Exploitation. Criminal activity and Gang Association can lead into CSE through situations such as initiation, peer pressure in addition to sexual favours. Although county lines are criminal, all our staff are aware of the definitions of CSE, signs and impact on vulnerable children. This is further outlined in section 17.1 of this policy.

## **22 Modern Slavery & Trafficking**

22.1 Slavery is an umbrella term for activities involved when one person obtains or holds another person in compelled service. The number of British children identified as potential victims of modern slavery has more than doubled in a year, prompting fresh concerns about child exploitation by county lines drugs gangs.

### **Someone is in slavery if they are:**

- forced to work through mental or physical threat.
- owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse.
- dehumanised, treated as a commodity or bought and sold as 'property.'
- physically constrained or have restrictions placed on his/her freedom.
- 'slavery' is where ownership is exercised over a person.
- 'servitude' involves the obligation to provide services imposed by coercion.

- 'Forced or compulsory labour' involves work or service extracted from any person under the menace of a penalty and for which the person has not offered himself voluntarily.
- 'Human trafficking' concerns arranging or facilitating the travel of another with a view to exploiting them.

## **22.2 Human trafficking;**

22.3 Recruitment, transportation, transfer, harbouring or receipt of persons by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person; (where a child is involved, the above means are irrelevant). For the purposes of exploitation, which includes (but is not exhaustive):

- Prostitution.
- Other sexual exploitation.
- Forced labour.
- Slavery (or similar).
- Servitude etc.
- Removal of organs.

## **23 Child on Child Sexual Violence and Sexual Harassment**

Keeping Children Safe In Education 2025, Part 5 is explicit in their definition of Child on Child Sexual Violence and Sexual Harassment and its forms. However, within the context of contextual safeguarding, child on child abuse and peer influence has a massive impact on the child and young person (CYP). If CYP are exposed to other CYP who are known for being exploited, they are more likely to experience child on child abuse and be 'influenced' or 'swayed' to participate in illegal activity, criminal activity and sexual activity. Further information on Child-on-Child abuse and Sexual Violence and Sexual Harassment is outlined in our school's guidance Appendix G of this Policy and within section 28 of this policy.

## **24 Children and the court system**

24.1 Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age-appropriate guides to support children 5-11 year olds and 12-17 year olds. [Young witness booklet for 5 to 11 year olds - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and [Young witness booklet for 12 to 17 year olds - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

24.2 Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool <https://helpwithchildarrangements.service.justice.gov.uk/> with clear and concise information on the dispute resolution service. This may be useful for some parents and carers. If a child or young person from our school is in a situation where they are required to give evidence, school staff members will support the child and family members where appropriate.

## **25 Children with family members in prison**

25.1 The imprisonment of a household member is one of ten adverse childhood experiences known to have a significant negative impact on children's long-term health and wellbeing, their school attainment, and later life experiences. Children may have to take on extra responsibilities at home, including becoming young carers in some situations.

25.2 These children are at risk of poor outcomes including stigma, isolation, and poor mental health. Parental imprisonment is also associated specifically with negative school experiences, such as truanting, bullying and failure to achieve in education and children of prisoners are at a higher risk of mental ill health and have an increased likelihood of experiencing poverty compared to their peers.

25.3 Approximately 200,000 children have a parent sent to prison each year and as such, Fullhurst Community College staff members will support children and their family members if children from our school have family members in prison. In such cases staff will remain non-judgemental and supportive towards the child and family so that they can achieve the best whilst in our environment. Furthermore, if a parent or carer finds themselves in this situation, we encourage you to speak with our Lead DSL or Deputy DSL's so that support can be given, as necessary.

## **26 Homelessness**

26.1 Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Our Lead DSL and Deputy DSL's are aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity if our children and family are experiencing homelessness. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property.

26.2 Whilst referrals and or discussion with the Local Housing Authority will be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

26.3 The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live.

26.4 Furthermore, Fullhurst Community College staff also promote Early Help and Support so that children and families can be identified and supported at an early stage. If a parent or carer and/or their children find themselves in this situation, we strongly urge you to speak to our Lead DSL and Deputy DSL's or member of school staff so that support can be provided.

26.5 Safeguarding CYP is a local and national priority and within Fullhurst Community College, protecting children from abuse, neglect and exploitation is a priority. Our Safeguarding and Child Protection Policy along with the school's values, ethos and behaviour policies, provides the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other. Our staff are well versed with local and national guidance and are aware of emerging safeguarding concerns that could potentially harm our children and young people:

- Our school keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities, mental health and forms of exploitation.
- Our staff are supported to recognise warning signs and symptoms in relation to specific issues and include such issues in an age-appropriate way in their curriculum.
- Our staff are aware of emerging issues and contextual safeguarding and take this into consideration when assessing children and young people's needs.
- Our school works with and engages our families and communities to talk about such issues.
- Our school staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.
- Our Lead DSL and Deputy DSL's knows where to seek and get advice as necessary.
- Our school brings in experts and uses specialist material to support the work we do.
- Our school staff fully understand how to raise a concern using the appropriate channels.

26.6 As Fullhurst Community College staff are aware that safeguarding issues can manifest themselves in many different ways, our staff have received annual safeguarding training and additional information to better equip themselves in the knowledge of other forms of abuse, neglect and exploitation as per Keeping Children Safe in Education 2025. These are outlined in Appendix A.

## 27. Young Carers

**27.1 A young carer is defined as:** "You're a young carer if you're under 18 and help to look after a relative with a disability, illness, mental health condition, or drug or alcohol problem. If you're a young carer, you probably look after one of your parents or care for a brother or sister. You may do extra jobs in and around the home, such as cooking, cleaning, or helping someone get dressed and move around. You may also give a lot of physical help to a brother or sister who's disabled or ill. Along with doing things to help your brother or sister, you may be giving them and your parents emotional support too."

27.2 Here at Fullhurst Community College we understand the difficulties that young carers face when supporting family members which can range from not completing homework, arriving to school late or not having enough sleep as examples. We are not here to judge, but rather to support the needs and wellbeing of the young person where necessary; our Lead DSL and Deputy DSL's will support the young person in ensuring relevant support and guidance is given. Where possible, parents and carers should make the schools/college aware if a child they live with is a young carer to ensure relevant support is received as soon as possible.

27.3 Furthermore, additional information can be sought by contacting the schools directly or going direct to Leicester City Council, Children Assessment Support and Prevention (CASP) on: 0116 454 1004 and choose option 1 'City', then option 1 'Child or visiting their webpage<sup>13</sup>

## 28. Other Forms of Abuse, Neglect and Exploitation

**28.1 Child Sexual Exploitation (CSE) & Trafficking.** CSE is a form of abuse and occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity.

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<sup>13</sup> [Help for young carers](#)

Sexual exploitation can take many forms ranging from seemingly consensual relationships to serious gang and group exploitation.

28.2 Fullhurst Community College staff are aware that sexual exploitation can take many forms and that students may not exhibit external signs of abuse. Our staff are also aware that it is an offence carrying a maximum sentence of two years imprisonment where an adult (any adult) intentionally communicates (for example, by e-mail, text message, written note or orally) with a child under 16 (whom the adult does not reasonably believe to be aged 16 or over) for the purpose of obtaining sexual gratification. This act forms part of Section 67 of the Serious Crime Act 2015<sup>14</sup> (offence of Sexual Communication with a Child) and came into force on 3 April 2017.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/604931/circular-commencement-s67-serious-crime-act-2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/604931/circular-commencement-s67-serious-crime-act-2015.pdf)

28.3 Therefore, our staff are vigilant for the less obvious signs, such as lots of new electronic equipment, when before there was none, seeming to have extra money to spend, moving away from established friendship groups, and the use of language appropriate/inappropriate for the child's age.

28.4 Our school staff are also aware of some of the signs and symptoms of CSE through LSCP B Leaflets<sup>15</sup>, staff induction and as part of annual Whole School Safeguarding Training.

28.5 Our school staff follow guidance and procedures as outlined in 'Safeguarding Children and Young People from Sexual Exploitation in Leicester, Leicestershire and Rutland'<sup>16</sup> available on the LSCP B website.

28.6 Our school staff are aware that if a disclosure is raised in reaction to CSE, that it will be reported straight to the Lead DSL or Deputy DSL's SLT or CASP in their absence.

### **28.7 Grooming, Sharing Nudes & Semi Nudes (formally Sexting) can also form part of CSE both online and offline**

28.8 Child sexual exploitation can occur in different ways and in different situations. Many young people are 'groomed' by their abuser, online or face-to-face. Grooming is an action deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions with the intention to sexually abuse them.

28.9 Groomers will hide their true intentions and may spend a long time gaining a child's trust through a range of mediums including social media platforms. Section 67 of the Serious Crime Act 2015 (offence of Sexual Communication with a Child) which came into force on 3 April 2017 also applies to Sexting, Sharing Nudes and Semi Nudes (including videos and live streams) and Grooming and our staff are fully aware of the legislation<sup>17</sup>

### **Grooming Models include;**

- The relationship / peer model.

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<sup>14</sup> <https://www.gov.uk/government/publications/circular-201701-sexual-communication-with-a-child-implementation-of-s67-of-the-serious-crime-act-2015>

<sup>15</sup> <https://www.lcitylscb.org/safeguarding-leaflets/>

<sup>16</sup> <https://www.lcitylscb.org/media/1291/lscb-cse-multi-agency-practice-guidance-amended-march-2016.pdf>

<sup>17</sup> [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/604931/circular-commencement-s67-serious-crime-act-2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/604931/circular-commencement-s67-serious-crime-act-2015.pdf)

- Organised / network model & trafficking model.
- Inappropriate relationship model.
- Gangs model.
- Online Gaming / Social Networks.

28.10 Our staff are aware of the types of grooming which take place, including grooming models through their annual safeguarding training and information from our Lead DSL and Deputy DSL's.

28.11 Sharing Nudes or Semi Nudes/Sexting is when someone sends or receives a sexually explicit text, image or video or use of live stream. This includes sending 'nude pics', 'rude pics' or 'nude selfies'. This can be via child on child or other adults. As recently as June 2017, figures show there have been more than 4,000 cases since 2013 where children have taken explicit pictures of themselves and sent them to others, the youngest being 5 years old and research from Child Line suggest six out of ten teenagers say they have been asked for sexual images or videos. It is illegal to possess, take or distribute sexual images of someone who is under 18, even if the young person under the age of 18 has taken the image themselves and passed it on themselves.

Fullhurst Community College takes a zero-tolerance approach if children are found to be sending sexual images of themselves or others whether intentionally or maliciously in our school. Fullhurst Community College has a duty of care to inform the Police and Children's Social Care if such a case occurs. We will also notify parents directly if their children are involved. In addition to supporting our children with being safe in a digital world and highlighting the dangers, our staff have also been issued with the guidance on 'Sharing Nudes and Semi Nudes' from the UK Council for Internet Safety (Dec 2020: updated March 2024) and have an understanding of how to handle such incidents if they arise in our school/college.

[Sharing nudes and semi-nudes: how to respond to an incident \(overview\) \(updated March 2024\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/sharing-nudes-and-semi-nudes-how-to-respond-to-an-incident-overview)

28.12 Fullhurst Community College staff follow school procedures in reporting such concerns and promote E Safety and dangers of Sharing Nudes, Sexting, Grooming and CSE through lessons, PSHE and assemblies. Our students are taught how to keep safe on and offline and E Safety is promoted throughout the school and home environment. Our school have also discussed local and national cases where grooming of young children has taken place such as the Kayleigh Haywood Story/Brecks Game to highlight the dangers.

28.14 Our E safety policy is highlighted to staff, students and parents and is available on our school's website including our acceptable usage policy and our staff have undergone relevant online safety at induction and regularly throughout the year.

## **29 Sexual Violence, Sexual Harassment and Harmful Sexual Behaviour<sup>18</sup> (HSB)**

All staff should be aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying).
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.

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<sup>18</sup> [Harmful Sexual Behaviour](#)

- sexual violence and sexual harassment.
- sexual activity without consent.
- consensual and non-consensual of sharing nudes and semi nudes sexting.
- Upskirting.
- initiation/hazing type violence and rituals.

29.1 Sexual violence and sexual harassment (KCSIE 2025, Part 5) can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment.

29.2 Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBTQ children are at greater risk. Some risks can be especially compounded where children who are LGBTQ lack a trusted adult with whom they can be open with. Our staff therefore understand and endeavour to reduce any additional barriers faced and provide a safe space for our children to speak out or share their concerns.

29.3 Fullhurst Community College takes child on child abuse/Child on Child Sexual Violence & Harassment seriously and we understand that some children are more vulnerable to physical, sexual and emotional bullying and abuse by their peers. In our school, this kind of abuse will always be taken as seriously as abuse perpetrated by an adult and as seriously as a child who is suffering or likely to suffer significant harm.

29.4 Our staff understand that a significant proportion of sexual related offences are committed by teenagers, and, on occasion, such offences are committed by younger children. Our staff therefore understand not to dismiss some abusive sexual behaviour as 'normal' between young people and not to create high thresholds in such cases before appropriate action is taken.

29.5 Our staff will respect confidentiality and anonymity of a child or young person reporting incidents of sexual violence and sexual harassment including situations where the child or young person asks staff not to tell anyone about the incident, making referrals against the wishes of the young person and considering the potential impact of social media breaching confidentiality. There are no easy or definitive answers when a victim makes this request. If the victim does not give consent to share information, staff may still lawfully share it, if there is another legal basis under the UK GDPR that applies.

29.6 Our lead DSL (or Deputy DSL) will endeavour to balance the victim's wishes against their duty to protect the victim and other children. If the lead DSL (or Deputy DSL) decide to make a referral to local authority children's social care and/or a report to the police against the victim's wishes, our Lead DSL or Deputy DSL and staff will handle all incidents extremely carefully, and the reasons will be explained to the victim, appropriate specialist support will be offered taking into consideration the best interest of the child at all times.

29.7 Where incidents of sexual violence and harassment have been raised, our staff, where applicable, will take into consideration the impact on siblings and understand the importance of intra familial harms.

29.8 Staff and carers of children living away from home need clear guidance and training to identify the difference between consenting and abusive, and between appropriate and exploitative peer relationships. Our school will provide information, guidance and training to relevant staff members to support them with this.

29.9 Children and young people who abuse others should be held responsible for their abusive behaviour, while being identified and responded to in a way that meets their needs as well as protecting others and our school has clear guidelines around this. See also point 28.10.

29.10 Our school staff understand that with regard to the alleged perpetrator(s), advice on behaviour in schools<sup>19</sup> is clear that teachers can sanction students whose conduct falls below the standard which could be reasonably expected of them. Disciplinary action can be taken whilst other investigations by the police and/or local authority children's social care are ongoing (if any). The fact that another body is investigating or has investigated an incident does not in itself prevent our school from coming to its own conclusion, on the balance of probabilities, about what happened, and imposing a penalty accordingly. Our Lead DSL or Deputy DSL's will take a leading role with this.

29.11 Our school also refers to the LSCPB procedures<sup>20</sup> which are written with reference to sexually abusive and inappropriate behaviours. Keeping Children Safe in Education 2025 (Part 5) also makes reference to Child on Child Sexual Violence & Sexual Harassment and where there are serious child protection concerns, as a result of non-sexual violence by a child or young person, leading to actual or possible significant harm, our safeguarding and child protection measures will be implemented.

29.12 In supporting children and families, our staff understand Early Help can be particularly useful to address non-violent HSB and may prevent escalation of sexual violence. Therefore, it is particularly important that our designated safeguarding lead (and their deputies) know what our local early help process is and how and where to access support.

## **30 Upskirting**

30.1 Upskirting is the act of taking a photograph of underneath a person's skirt without their consent. It is often performed in a public place; public transport or on an escalator, with crowds of people making it harder to spot people taking these photos. It could also happen on the way to and from school and within a school. Being victim to such an incident can cause emotional distress for the young child or young person involved. Fullhurst Community College take these types of incidents seriously and our staff are aware of the law against 'Up skirting' which came into force on April 12, 2019, in England and Wales. If our staff are made aware of such incidents, the schools will follow its safeguarding procedures in addition to seeking advice from the Police.

30.2 At Fullhurst Community College all our staff are aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as "banter," "part of growing up," "just having a laugh" or "boys being boys;" and
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts, and genitalia, flicking bras, up skirting and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them and serious action will be taken.

30.3 If our staff have a concern that a child might have been abused by another child and/or is displaying inappropriate sexualised behaviour, staff will in the first instance refer their concerns to the Lead DSL or Deputy DSL's. The Lead DSL Deputy DSL will then directly contact Children's Social Care in accordance with the

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<sup>19</sup> [Behaviour in schools guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424123/behaviour-in-schools-guidance.pdf)

<sup>20</sup> [Harmful Sexual Behaviour](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424123/behaviour-in-schools-guidance.pdf)

LSCPB Referrals Procedure to decide how the incident will be managed. Furthermore, our Lead DSL or Deputy DSL will also seek advice from the Police where necessary. Our staff are aware of what child abuse and Sexual Violence/Harassment is at national and local levels through our annual Whole School Training and our Lead DSL and Deputy DSL's have attended CUAB Training delivered by Safeguarding in Education to enhance their knowledge in this area further.

### **31 Domestic Violence and Abuse & Violence between young people (Teen relationships)**

31.1 The cross-government definition of domestic violence and abuse is<sup>21</sup>:

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. The abuse can encompass, but is not limited to:

- psychological.
- Physical.
- Sexual.
- Financial.
- Emotional.

31.2 There have been a number of high-profile cases both locally and nationally where domestic violence and abuse has had a significant and direct impact on the child and their mental health and wellbeing. If the school is made aware of incidents of domestic violence which is impacting on a child within the school, (suspicions and allegations of abuse, harm and significant risk to a child), the school will follow Local Authority and Leicester Safeguarding Board guidelines in reporting such concerns to Childrens Social Care or the Police and will also seek further guidance where necessary.

31.3 Domestic abuse is not limited to adults; there is an increasing awareness of violence from one teenager to another.

- 1 in 5 teenage girls have been assaulted by a boyfriend.
- Young women are more likely to experience sexual violence than other age groups.
- Young women with older partners are at increased risk of victimisation.
- Recent surveys (including NSPCC<sup>22</sup>, Zero Tolerance and End Violence Against Women campaign) reveal that approximately 40% of our young people are already being subjected to relationship abuse in their teenage years.

31.4 If Fullhurst Community College is made aware of children behaving this way with other children within our school, and violence is apparent between the young people's intimate relationship; this includes issues around the use of social media and Sexting, we will view this as a significant child welfare concern and where necessary, the appropriate agencies will be informed. This includes Children Social Care and the Police.

31.5 If such cases are prevalent within our school, whether the incident involves Adult Relationships or Teen Relationships, the school will also work closely with the child and the Executive Headteacher/Lead DSL

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<sup>21</sup> <https://www.gov.uk/guidance/domestic-violence-and-abuse>

<sup>22</sup> [New report shows scale of abuse against teenagers | NSPCC](#)

or Deputy DSL will endeavour to support the child who has been exposed to this type of violence and abuse with the involvement of (where appropriate) their parents/carers and their boyfriend/girlfriend.

31.6 Furthermore, involvement through Operation Encompass and Early Help can also support the child and parents/carers. The school will ensure communications and multiagency working with Social Care and Early Help is maintained to fully support the child and their family. (Victims). Staff will also work with all the children in our school to ensure information and the importance of healthy relationships is highlighted through assemblies, circle time and PSHE/RSHE lessons.

## **32 Children Missing from Education (CME) & Unexplainable and/ or persistent absences**

**32.1** Children missing in education (CME) are children of compulsory school age who are not registered students at a school and are not receiving suitable education otherwise than at a school. (DFE) <sup>23</sup>

This includes children not being home educated and children who are not on school roll. In addition to CME, some children are persistently absent from education or have unexplainable absences (KCSIE 2025)<sup>24</sup>

32.2 Fullhurst Community College staff understand the differences set out in 32.1 and procedures to follow. Our staff are aware that children being absent from school for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. Our response to children's absences from school supports identifying such abuse, neglect and exploitation, and in the case of absent students, helps prevent the risk of them becoming a missing child in the future. This includes when problems are first emerging but also where children are already known to the local authority.

32.3 Children missing from education who are persistently absent from school, are referred to in the wider LCC Educational Welfare Service Policy and LSCPB Procedures<sup>25</sup> for children who go missing from School, Home or Care Education and includes Families who go missing. In addition to this, Fullhurst Community College has its own Attendance Policy available on Schools Website which also outlines procedures for student absence from our school/college.

32.4 Should a student go missing from Fullhurst Community College our Attendance Manager will inform the Lead DSL, Deputy DSL/SLT and contact the Educational Welfare Service. The Lead DSL or Deputy DSL will consider further actions and/or support should it be required and ensure they help identify any risk of abuse and neglect, including sexual exploitation and to help prevent the risks of them going missing in future.

32.5 At Fullhurst Community College if a child is no longer coming to our school where the parent/carer has removed them for the reason of elective home education, we will ensure that we notify the LA in line with the established procedure. We will also follow procedures where a child is taken out of school to go on holiday or where a child is removed from school as the family are moving away.

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<sup>23</sup> [Children missing education: statutory guidance for local authorities and schools - GOV.UK](#)

<sup>24</sup> [Keeping children safe in education 2025](#) (additional resources for schools/colleges)

<sup>25</sup> [Procedures](#) and [School's Extranet \(leicester.gov.uk\)](#)

32.6 We will notify all relevant partner agencies/services including Education Welfare, correct forms will be completed, information will be recorded, and child folders/information will be passed on to the appropriate person (where applicable).

### **33 Honor based Abuse (HBA)**

33.1. Honour-based Abuse is a term that embraces a variety of crimes of violence (mainly but not exclusively against women) including domestic abuse, which is perpetrated in the name of so called 'honour'. The honour code which it refers to is set at the discretion of male relatives and women who do not abide by the 'rules' are then punished for bringing shame on the family. Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce, FGM, forced marriage, abuse linked to faith and culture, breast ironing, inappropriate dress or make-up and even kissing in a public place.

33.2 HBA can exist in any culture or community where males are in position to establish and enforce women's conduct. However, males can also be victims, sometimes because of a relationship which is deemed to be inappropriate, if they are gay, have a disability or if they have assisted a victim.

### **34 Female Genital Mutilation**

34.1 Female Genital Mutilation is an illegal operation under the Female Mutilation Act 2003, it is a form of child abuse and as such, is dealt with under the school's Child Protection & Safeguarding Policy.

34.2 Definition of Female Genital Mutilation (FGM) is:

FGM comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Therefore, our staff have been briefed on the importance of FGM through our Whole School Safeguarding training on 22<sup>nd</sup> August 2025 are aware of some of the signs and symptoms.

Responding to FGM - The school will ensure:

- We raise awareness of staff regarding the issues of FGM through Whole School Training.
- Staff have a clear understanding of what is FGM.
- FGM is within the schools Safeguarding Policy.
- Sex and Health curriculum supports students understanding of their bodies and keeping themselves safe.
- Monitoring absences.

34.3 As of October 2015, it became a mandatory responsibility of all staff members to report any suspicion of FGM to the police if the child is under 18 years of age. If any of our staff at Fullhurst Community College are aware of such concerns, staff will, in the first instance, report their concerns to the Lead DSL or Deputy

DSL and/or Executive Headteacher and then take appropriate steps to either, directly contact the Police or seek advice from Children's Social Care.

34.4 Any concerns raised including any referrals made will be monitored closely and recorded following our school's procedures by the staff members raising the concern, the Lead DSL or Deputy DSL or both.

34.5 Furthermore, our school staff are aware that guidance on FGM has been updated in July 2020 and the guidance is available to all staff.<sup>26</sup>

## **35 Forced Marriage**

35.1 A forced marriage is a marriage that is performed under duress and without the full and informed consent or free will of both parties. Duress cannot be justified on religious or cultural grounds. Victims of forced marriage may be the subject of physical violence, rape, abduction, false imprisonment, enslavement, emotional abuse, and murder. It is important not to confuse 'forced' marriage with 'arranged' marriage. In the instance of an 'arranged' marriage both parties freely consent.

35.2 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.

### **35.3 The Governments definition of a Forced Marriage is:**

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

35.4 Fullhurst Community College staff, through induction and Whole School Training are aware of the importance and impact on a child/student who is involved in such situations.

35.5 In addition, the Forced Marriage Unit have issued guidance on Forced Marriage and vulnerable adults<sup>27</sup> due to an emerging trend of cases where such marriages involving people with learning difficulties. This is not a crime' which is perpetrated by men only, sometimes female relatives will support, incite or assist. It is also not unusual for younger relatives to be selected to undertake the abuse to protect senior members of the family. Sometimes contract killers and bounty hunters will also be employed.

35.6 In such cases, disclosures and concerns relating to Forced Marriage/Honour Based Abuse will be reported directly to the Lead DSL and Deputy DSL's, and the Police due to the impact it could have on the child/student in the wider community. Information will be sought from Children's Social Care and where appropriate and the Forced Marriage Unit.

## **36 Abuse linked to faith, beliefs, and culture**

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<sup>26</sup> <https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

<sup>27</sup> <https://www.gov.uk/guidance/forced-marriage>

36.1 Child abuse is never acceptable in any community, in any culture, in any religion, under any circumstances. However, some children are subject to certain kinds of child abuse linked to their faith, belief or culture and this includes abuse that might arise through a belief in spirit possession or other spiritual or religious beliefs.

This kind of abuse can also include:

- Belief in the concept of witchcraft, magic or voodoo.
- Demons or the devil acting through children or leading them astray.
- The evil eye or djinns and dakini.
- Ritual or muti murders.
- Breast Ironing.
- Female Genital Mutilation.
- Honour based violence and Forced Marriage.
- Chastisement of a child in a Place of Worship.

36.2 Whilst this is not an exhaustive list, Fullhurst Community College recognises that sadly, such cases are on the increase within the community and as a school, we take such incidents as seriously as any other kind of abuse perpetrated by an adult on a child.

36.3 If the school has been made aware of such a case, the school will follow LSCPB procedures and where appropriate, report the incident to Children Social Care and/or the Police.

36.4 As a school, our staff are aware of some of the signs of this kind of abuse and have attended training to support them further. We also work closely with all our children to promote healthy relationships and British Values. Our code of conduct (Children/Teachers/Parents & Carers), also teaches our children mutual respect of other faith, beliefs and cultures in a positive manner rather than negative. We believe and respect each other in our school and maintain this ethos throughout the teaching and learning environment.

## **37 Early Help and Supporting Children and their Families**

37.1 Early Help and prevention is about how different agencies work together to help children, young people, and their families at any point in their lives to prevent or reduce difficulties. This means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

37.2 At Fullhurst Community College key staff members, Lead DSL and Deputy DSL's have attended our LSCPB's Early Help and Early Help Assessment Training and our staff are prepared to identify any children who may benefit from Early Help. (signpost/refer accordingly).

## **38 Bullying and Safeguarding**

38.1 **The Law** ([Bullying at school: The law - GOV.UK \(www.gov.uk\)](http://www.gov.uk)) - Some forms of bullying are illegal and should be reported to the police. These include:

- violence or assault
- Theft

- repeated harassment or intimidation, for example name calling, threats and abusive phone calls, emails or text messages
- hate crimes

It is against the law to discriminate ([Discrimination: your rights: Types of discrimination \('protected characteristics'\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/discrimination-your-rights-types-of-discrimination-protected-characteristics)) against anyone because of:

- sexual orientation.
- gender reassignment.
- sex.
- disability.
- race including colour, nationality, ethnic or national origin.
- religion or belief.
- age.
- being married or in a civil partnership.
- being pregnant or on maternity leave.

38.2 Bullying is defined as ‘behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual or group either physically or emotionally’. Repeated bullying usually has a significant emotional component, where the anticipation and fear of being bullied seriously affects the behaviour of the victim. This includes targeting a child or young person for being lesbian, gay, or bisexual. This is not in itself an inherent risk factor for harm, however, they can sometimes be targeted by other children. In some cases, a child who is perceived by other children to be lesbian, gay, or bisexual (whether they are or not) can be just as vulnerable as children who are.

38.3 It can be inflicted on a child by another child or an adult. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

38.4 Fullhurst Community College has a legal duty to ensure we have an Anti-Bullying and Harassment Policy in place and that all staff, children, and parents/carers are made aware of it. This document can be accessed on our school’s website <https://www.fullhurst.leicester.sch.uk> and sets out clear procedures in managing such incidents within the school. We also deliver work in school about anti-bullying through assemblies and lessons and our staff are trained in appropriately dealing with such incidents.

38.5 However, at times, bullying such as child on child abuse; sexualised behaviour, serious incidents of harm, homophobic behaviours, cyber bullying and Sexting/Use of mobile phones may occur and will be taken seriously and as a serious safeguarding concern especially if the child is at risk of significant harm. In such cases, our Designated Safeguarding Lead and the Executive Headteacher will assess the situation and seek advice and guidance from Children’s Social care or the Police especially in relation to illegal activity and outlined in section 38.1 above.

### 39 Local Priorities

39.1 Within Leicester City, the Local Authority and LSCP has have their own priorities which reflect the area in which Fullhurst Community College is based. Some of these include being aware of Knife Crime, Gang Related Issues, Radicalisation, County Lines, Criminal Activity, Antisocial Behaviour, FGM and Contextual Safeguarding. (This is not an exhaustive list).

39.2 Within our local community area, our priorities are (figures from July 25):

- Priority/Awareness of violence and sexual offences.
- Priority/Awareness of Anti-Social Awareness.
- Priority/Awareness of criminal damage and arson.
- Priority/Awareness of Public Order.

39.3 Our SLT, Lead DSL and Deputy DSLs and staff are aware of these priorities and we aim to raise awareness through a whole school approach and staff training to ensure our children and young people are aware of such issues and that we implement the correct policies and procedures to ensure that our children and young people are safe within school and within the community we serve. We work closely with other agencies including the Police, Community Groups and Social care and where appropriate, Parents and Carers will also be a part of this whole school and whole community approach process.

### 40 Private Fostering

40.1 A private fostering arrangement is one that is made without the involvement of the local authority to look after a child under the age of 16 (or under 18 if disabled) by someone other than a parent or close relative, for 28 days or more and can include those living with extended family members. So, this could be a child living with people as stated below:

Private Fostering <b>includes</b> a child living with:	Private Fostering <b>does not include</b> a child living with:
Godparents	Mother/Father
Great Grandparents	Brothers/Sister
Great Aunts or Uncles	Grandparents
Family Friends	Aunts/Uncles
Stepparents where a couple is not married or in a civil partnership	Stepparents where a couple is married or in a civil partnership
Cousins	Children and young people who are being looked after by the Authority.
A host family which is caring for a child from overseas while they are in education here	

40.2 It's a legal duty (Children Act 1989) for parents or the private foster carer to notify the local authority of whenever a child is not living with a close relative. This should be done six weeks before the arrangement

takes place or immediately if it is unplanned or already happening. This is so the local authority can work with private foster carers to keep children safe and support anyone who is privately fostering.

40.3 Fullhurst Community College staff are aware of what Private Fostering is and staff in our school understand their legal duty under the Children Act 1989 to notify the Local Authority/Children's Social Care, they are made aware of such cases. Fullhurst Community College understands the apprehension some carers may feel in raising such concerns and the difficulty that some carers may have if faced with this situation. As such, the school and staff will endeavour to support the carers and the child to ensure the wellbeing of the child is maintained and help and advice is made available.

## 41 Online safety

41.1 Technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse and exploitation 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. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate. See Online Safety Policy for additional information.

41.2 Artificial Intelligence (AI) is increasingly being integrated into educational settings, offering both opportunities and challenges. To harness AI's benefits while mitigating its risks, schools must implement robust monitoring, filtering, and acceptable use policies. Under the Online Safety Act 2025 and the statutory guidance KCSIE 2025, Fullhurst Community College schools has a legal duty to protect children from harmful online content and activity. This includes content generated by or accessed through AI systems. Therefore, Fullhurst Community College staff will ensure we:

- **Educate** staff on the safe and responsible use of AI tools
- **Educate** students on the safe and responsible use of AI tools
- **Supervise** usage of AI in the classroom and online learning platforms where possible
- **Monitor** AI interactions where possible, especially those involving personal information or open-ended chat
- **Restrict** access to unverified or non-educational AI applications
- **Update** Our Acceptable Use Policy (AUP), our Online Safety Policy and implement an AI in Schools policy.

Fullhurst Community College takes online safety and well-being of staff and children seriously and all our staff are given safeguarding training including online safety at induction. In addition to this, all staff receive, child protection, safeguarding and online safety updates via email, e-bulletins and staff meetings at least annually to provide them with relevant skills and knowledge to safeguard children effectively. Our approach to online safety is reflected as required in all relevant policies and whilst planning the curriculum, teacher training, the role and responsibilities of the designated safeguarding lead and any parental engagement.

The school will consider a whole school approach to online safety. This will include a clear policy on the use of mobile technology in the school. Many children have unlimited and unrestricted access to the internet via

4G and 5G and the school will carefully consider how this is managed on our premises. The policy will take into consideration the use of all handheld devices and smart watches.

41.4 Staff training - The school will ensure that online safety training for staff will include monitoring and filtering, overview of the Online Safety Act 2025, information and guidance on AI and that it is aligned with and considered as part of the overarching safeguarding approach in school/college.

## **42. Monitoring and Filtering**

42.1 Monitoring and filtering play crucial roles in the responsible use of the internet. With the vast amount of information available online, these tools help ensure a safe and productive online environment. Monitoring involves tracking internet activities to prevent illegal or harmful content, protecting users from cyber threats, and enforcing compliance with policy and guidance. Filtering, on the other hand, enables the customisation of internet access, allowing schools and colleges to block inappropriate content and prioritise educational resources. Both monitoring and filtering are essential in schools, colleges, and homes to safely foster positive internet experience for all users.

42.2 It is the responsibility of our Lead DSL A. Rai and S. Willcock to ensure online safety and understanding the filtering and monitoring systems and processes in place for Fullhurst Community College. Our Lead DSL will also ensure ALL our staff receive appropriate training and understand the expectations, roles, and responsibilities in relation to filtering and monitoring which also ties in with Teachers Standards<sup>28</sup> and staff Code of Conduct Policy and our Governing Body will regularly review its effectiveness. (KCSIE 2025, Annex C).

42.3 Our establishment further understands the importance of regular contact with parents and carers. Where appropriate, these communications will be used to reinforce the importance of children being safe online as it is likely that supporting parents and carers will find it helpful to understand what systems we use to filter and monitor online use. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online. For additional information on monitoring filtering within our establishment, please see Filtering and Monitoring Standards Policy.

[Meeting digital and technology standards in schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges) (Updated Guidance Gov May 2024)

[Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges-filtering-and-monitoring-standards-for-schools-and-colleges)

## **43 Use of school or college premises for non-school/college activities**

43.1 Where governing bodies hire or rent out school or college facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they should ensure that appropriate arrangements are in place to keep children safe.

43.2 When services or activities are provided by the governing body or proprietor, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However,

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<sup>28</sup> [Teachers' Standards guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/101421/teachers-standards-guidance.pdf)

where services or activities are provided separately by another body this is not necessarily the case. The governing body or proprietor should therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school or college on these matters where appropriate. This applies regardless of whether the children who attend any of these services or activities are children on the school roll or attend the college.

43.3 The governing body or proprietor should also ensure safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

## **44. Alternative Provisions**

44.1 Alternative Provision refers to educational settings outside mainstream and special schools for children who, for various reasons, cannot attend mainstream schooling. These reasons can include behavioural issues, exclusion, health problems, or specific educational needs that mainstream schools cannot meet.

44.2 If Fullhurst Community College places a student with an alternative provision provider, we will continue to be responsible for the safeguarding and welfare of that student and will be satisfied that the placement meets the student's needs in addition to knowing where a child is based during school hours. We will obtain written information from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at their establishment (i.e. those checks that our school perform on our own staff, this is completed via LEBC checks and annual audits).

44.3 As outlined in 44.1, the students in Alternative Provision often have complex needs, it is therefore also important that governing bodies and proprietors of these settings are aware of the additional risk of harm that their students may be vulnerable to. Where safeguarding concerns arise, the placement will be immediately reviewed, and terminated, if necessary, unless or until those concerns have been satisfactorily addressed. Alternative Provision aims to ensure that every child receives an education that meets their individual needs, supporting their personal and academic development and as such, staff in our school and the staff within the Alternative Provisions are aware of the government's statutory guidance in relation to Alternative Provision:

- Alternative Provision DFE statutory guidance: [Additional health needs guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/additional-health-needs-guidance.pdf)
- Education for children with health needs who cannot attend school - [Arranging education for children who cannot attend school because of health needs \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/arranging-education-for-children-who-cannot-attend-school-because-of-health-needs.pdf)

## **45. What we do when we are concerned about a child?**

45.1 Where risk factors are present but there is no evidence of a particular risk, then our Lead DSL, Deputy DSL/SLT advises us on preventative work that can be done within school to engage the student into mainstream activities and social groups. The Lead DSL, Deputy DSL/SLT may well be the person who talks to and has conversations with the student's family, sharing the school's concern about the young person's vulnerability and how the family and school can work together to reduce the risk.

45.2 In this situation, depending on how worried we are and what we agree with the parent and the young person (as far as possible).

45.3 The Lead DSL or Deputy DSL can decide to notify Social Care, Early Help or Family Support Services so that a strategic overview can be maintained, and any themes or common factors can be recognised; and The school will review the situation after taking appropriate action to address the concerns.

45.4 The Lead DSL or Deputy DSL will also offer and seek advice about undertaking an Early Help assessment and/or making a referral to Early Help services.

45.5 In addition to the above, our school staff will refer to Appendix B 'Procedure to follow in cases of possible, alleged or suspected abuse, neglect and exploitation, or serious cause for concern about a child' when dealing with a child Disclosure or an allegation of abuse.

#### **45 Policy review**

The Governing Body of our school will review the Safeguarding and Child Protection Policy annually.

#### **46 Other Relevant Policies**

Fullhurst Community College's Governing Body's legal responsibility for safeguarding the welfare of the children goes beyond child protection. Their duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- Drugs Misuse
- Staff Code of Conduct
- Behaviour and Belonging
- Anti-bullying
- Sexual Violence and Sexual Harassment between children in schools and colleges (child on child) (Appendix K).
- Physical interventions
- Special Educational Needs
- Mental Health Issues and emotional Wellbeing
- Educational Visits and School Trips
- First aid
- Health and Safety Onsite
- Relationship and Sex Education
- Equality, Diversity and Inclusion
- Looked After children
- Visitors to School
- Safer Recruitment
- Managing Allegations Procedure / Local Authority Designated Officer (LADO) (Appendix C).
- GDPR
- Whistleblowing Procedures (Appendix H).
- Online Safety
- AI

The above list is not exhaustive and when undertaking development or planning of any kind, Fullhurst Community College and our Governors will consider the best interest of our children and any implications for safeguarding children and promoting their welfare.

#### 48. Useful contact numbers and links

Leicestershire Police	999 / 0116 2222222
<p><b>Childrens Assessment, Support and Prevention – CASP</b>  <b>Email: <a href="mailto:casp-team@leicester.gov.uk">casp-team@leicester.gov.uk</a></b>  <b>Duty &amp; Advice (Includes out of hours) <a href="mailto:das.team@leicester.gov.uk">das.team@leicester.gov.uk</a></b>  <b>Early Help &amp; Support/<a href="mailto:early-help@leicester.gov.uk">early-help@leicester.gov.uk</a></b></p> <p>If you are experiencing any issues completing the MARF form, or require it in an alternative format please email <a href="mailto:early-help-coordinators@leicester.gov.uk">early-help-coordinators@leicester.gov.uk</a>.  Please note: alternative formats of the MARF will need to be sent securely to <a href="mailto:das-team@leicester.gov.uk">das-team@leicester.gov.uk</a>.</p>	0116 454 1004
<b>Children's Safeguarding Unit</b>	0116 454 2440
<p><b>Safeguarding in Education</b>  <b>Julie Chapaneri &amp; Melissa Thomas</b>  <a href="mailto:Safeguardingineducation@leicester.gov.uk">Safeguardingineducation@leicester.gov.uk</a></p>	0116 454 2440
<p><b>Local Authority Designated Officer (LADO)</b>  <b>Katherine Lockwood/ Laura Kew</b>  <a href="mailto:Lado-allegations-referrals@leicester.gov.uk">Lado-allegations-referrals@leicester.gov.uk</a></p>	0116 454 2440
<p><b>Leicester Safeguarding Childrens Partnership Board (LSCPb)</b>  <a href="http://LSCPb   Home (lcitylscb.org)">LSCPb   Home (lcitylscb.org)</a></p>	0116 454 6520
<p><b>Prevent (Advice / Referral)</b>  <b>City: Ailsa Coull – <a href="mailto:Ailsa.coull@leicester.gov.uk">Ailsa.coull@leicester.gov.uk</a></b></p>	0116 454 6923 07519 069833
<p><b>UAVA – United against violence and abuse</b>  <b>(Domestic Violence, Abuse between Teenagers and Domestic Violence in BME community) <a href="mailto:info@uava.org.uk">info@uava.org.uk</a></b></p>	0808 80 200 28
<p><b>Forced Marriage Unit</b>  <a href="mailto:fmufco.gov.uk">fmufco.gov.uk</a></p>	020 7008 0151
<p><b>Female Genital Mutilation Helpline</b>  <a href="mailto:fgmhelp@nspcc.org">fgmhelp@nspcc.org</a></p>	0800 028 3550
<p><b>NSPCC Whistleblowing Advice Line</b>  <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p>	0800 0280285

Useful websites and links

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.internetmatters.org](http://www.internetmatters.org)

[www.pshe-association.org.uk](http://www.pshe-association.org.uk)

[www.educateagainsthate.com](http://www.educateagainsthate.com)

[www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)

[Children Forced Into Opening Criminal Bank Accounts | The Children's Society \(childrensociety.org.uk\)](#)

## APPENDIX A- DEFINITION AND INDICATORS OF ABUSE

### Overview

Abuse, as outlined in KCSIE 2025, is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse including where they see, hear or experience its effects. 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.

### 1. NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because 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 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.

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

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

Neglect is a priority for Leicester, Leicestershire & Rutland LSCPB. Neglect has been identified as a feature in national & local Serious Case Reviews (SCR's), local learning reviews and multi-agency audits. Our local LSCPB have developed a *Neglect Toolkit* to support practitioners identify neglect earlier in families. Key staff members and Lead DSL or Deputy DSLs in our school are versed with this document and understand when to use it. <http://www.lcitylscb.org/information-for-practitioners/safeguarding-topics/neglect/>

## **2. PHYSICAL ABUSE**

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

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

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

## **3. SEXUAL ABUSE**

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

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

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

### **3a. SEXUAL EXPLOITATION**

Child sexual exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) because of the child/young person performing sexual activities, or another person performing sexual activities on the child/young person. Sexual Exploitation can also include Grooming and Sexting.

The presence of any significant indicator for sexual exploitation should trigger a referral to children’s social care. The significant indicators are: (not an exhaustive list)

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

### **5. EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun'

of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment. The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

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

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

## 6. Sexual Harassment and Sexual Violence

### Sexual violence

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003/105 as described below:

**Rape:** A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus, or mouth of another person (B) with his penis, B does not consent to the penetration and A does not believe that B consents.

**Assault by Penetration:** A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not believe that B consents.

**Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not believe that B consents.

**What is consent?** Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal, or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

## **Sexual harassment**

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded, or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, and calling someone sexualised names.
- Sexual "jokes" or taunting.
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos, or drawings of a sexual nature; and
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.<sup>108</sup> It may include:
  - Non-consensual sharing of sexual images and videos.
  - Sexualised online bullying.
  - Unwanted sexual comments and messages, including, on social media; and
  - Sexual exploitation; coercion and threats.

## **The response to a report of sexual violence or sexual harassment**

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

## **6. RESPONSES FROM PARENTS**

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

- Delay in seeking treatment that is obviously needed.
- Unawareness or denial of any injury, pain, or loss of function (for example, a fractured limb).
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development.
- Reluctance to give information or failure to mention other known relevant injuries.

- Frequent presentation of minor injuries.
- A persistently negative attitude towards the child.
- Unrealistic expectations or constant complaints about the child.
- Alcohol misuse or other drug/substance misuse.
- Severe chastisement of a child including withholding food and using food as a form of punishment.
- Parents request removal of the child from home; or
- Violence between adults in the household.

## **7. SEND CHILDREN (Special Educational Needs and Disabilities)**

Fullhurst Community College is an inclusive school that welcomes all students, including those with special educational needs and disabilities (SEND), as well as deaf and disabled children and young people, whenever possible and appropriate. We are committed to providing every opportunity for our students to reach their full potential while promoting their self-esteem and valuing their individuality.

[Children with special educational needs and disabilities \(SEND\) | NSPCC Learning](#)

[Safeguarding d/Deaf and disabled children and young people | NSPCC Learning](#)

Some children have barriers to learning that mean they have special needs and require particular action by the school. Our dedicated SENCO and teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities.

### **Key issues for safeguarding children with disabilities include:**

- Social isolation.
- Reliance on others for personal care.
- Impaired capacity to resist or report abusive behaviour.
- Reduced access to someone to tell.
- Especially susceptible to bullying and intimidation.
- More frequently away from home, e.g., in hospital, respite care or residential living.

Our SENCO and teachers have attended appropriate training as part of their CPD; whole school safeguarding training, understand the vulnerability of SEND children and understand that SEND children may be at higher risk of abuse or neglect.

### **Some indicators concerns could include:**

- A bruise in a site that might not be of concern on an ambulant child, such as the shin, might be of concern on a non-mobile child.
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation

- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification e.g., deprivation of liquid, medication, food or clothing
- Unwillingness to try to learn a child's means of communication.
- Ill-fitting equipment e.g., callipers, sleep boards, inappropriate splinting; misappropriation of a child's finances
- Invasive procedures which are unnecessary or are carried out against the child's will.
- A lack of knowledge about the impact of disability on the child
- A lack of knowledge about the child, e.g., not knowing the child's usual behaviour
- Not being able to understand the child's method of communication.
- Confusing behaviours that may indicate the child is being abused with those associated with the child's disability.
- Denial of the child's sexuality
- Behaviour, including sexually harmful behaviour or self-injury may be indicative of abuse.
- Being aware that certain health/medical complications may influence the way symptoms present or are interpreted.

Fullhurst Community College has a specific SEND Policy. All our staff have access to this policy and key staff members are also aware of the LSCPB Procedures online.

[SEND Code of Practice January 2015.pdf](#)

<http://www.lcitylscb.org/information-for-practitioners/safeguarding-topics/neglect/>

[Children with special educational needs and disabilities \(SEND\) | NSPCC Learning](#)

[Safeguarding d/Deaf and disabled children and young people | NSPCC Learning](#)

As best practice our school will ensure we:

- Provide starting points for the development of an appropriate curriculum.
- Identify and focus attention on action to support the child within the class.
- Use the assessment processes to identify any learning difficulties.
- Ensure ongoing observation and assessments provide regular feedback about the child's achievements and experiences to form the basis for planning the next steps of the child's learning.
- Help disabled children make their wishes and feelings known in respect of their care and treatment.
- Ensure that disabled children receive appropriate personal, health, and social education (including sex education);
- Make sure that all disabled children know how to raise concerns and giving them access to a range of adults with whom they can communicate.
- Those disabled children with communication impairments should always have available to them a means of being heard.
- Close contact with families, and a culture of openness on the part of services.
- Guidelines and training for staff on good practice in intimate care; handling difficult behaviour; consent to treatment; anti-bullying strategies; and sexuality and sexual behaviour among young people.

- Guidelines and training for staff working with disabled children aged 16 and over to ensure that decisions about disabled children who lack capacity will be governed by the Mental Health Capacity Act once they reach the age of 16.
- Use specialist service needs/multi-agency approach if as a school we feel additional, support resources and interventions are required.

## **APPENDIX B - PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD: FOR ALL STAFF MEMBERS**

Teachers are in a unique position to identify and help children who may be being abused. Although all schools are required to have a named designated teacher with responsibility for co-ordinating child protection, this should not diminish the role all teachers have in protecting children. Child abuse usually comes to the attention of teachers in one of four ways:

- a direct allegation from the child being abused.
- a third party (e.g., friend, classmate) report.
- through the child's behaviour.
- or through observation of an injury to the child.

When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. You may ask questions of a clarifying nature – such as 'who, what, where, when how?' or use the acronym TED – 'Tell me, 'Explain it to me,' Describe it to me.'

Remember, the way in which you talk to the child may influence any subsequent legal proceedings. You need to be open and non-judgemental. Children making disclosures should be reassured and, if possible, at this stage, should be informed what action will be taken next.

As soon as possible write a dated and timed note of what has been disclosed or noticed, said, or done and report to the Designated Safeguarding Lead (DSL) and/ or add the concerns to CPOMS, this will be picked up by the relevant Pastoral Team and/ or the Safeguarding Tea, it is important to act swiftly to avoid delays. Never leave site without reporting a concern.

As a general guide, it is important to remember the following:

**SECRETS** - A child's trust can place a heavy responsibility on teachers, particularly if they want the abuse to remain a secret. You should tell the child that if he or she is being hurt you will need to tell other people. The child may need to be reassured that you will only speak to those who need to know and that they will treat the matter confidentially.

**LISTEN** - Listen carefully to the child. Take what he or she says seriously as it is rare for a child to make entirely false allegations.

**REASSURE** - Reassure the child that he or she was right to tell and is not to blame for what happened, but do not promise confidentiality.

**RECORD** - As soon as possible after talking with the child, make a written record of what was said at the time, when and where the conversation took place and who was present. This must be accurate and not

interpretation or assumption. Note any colloquial/slang words used by students and any language/behaviour inappropriate for the child's age – do not convert them into proper terms. Remember this may be used in any subsequent legal proceedings so note down too, how the child was behaving and the way in which they told you what was happening. This may indicate how the child was feeling.

For injuries in specific areas, record the location accurately – DO NOT take photographs or examine the child yourself.

**SUPPORT** - Get support for yourself. Listening to abused children can be very upsetting, and giving the child help may be difficult, if you are not given support yourself. Experience of working with children is not preparation for the distress abuse can raise.

**REMEMBER** - It takes courage and determination for a child to tell an adult that they are being, or have been, abused. When they do tell someone, it is usually a person who they feel they can trust and whom they feel is reliable. For reasons of confidentiality, only those people who need to know about the abuse should be told, and conversations about the child should always be held in private.

If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Lead DSL, Deputy DSL/Executive Headteacher must be informed asap; if the concern is in reaction to your Executive Headteacher, you must speak to your Governor. If you feel you cannot speak with your Governors, you must use your whistleblowing procedure and contact CASP/LADO for advice and support. (Appendix H)

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

## **APPENDIX C - ALLEGATIONS ABOUT A MEMBER OF STAFF/VOLUNTEERS**

### **Guidance on managing Allegations procedures for Fullhurst Community College**

As per Keeping Children Safe in Education 2025, it is the responsibility of Fullhurst Community College to ensure procedures are in place for dealing with concerns and/or allegations against those working in or on behalf of schools and colleges in a paid or unpaid capacity, including, members of staff, supply teachers, volunteers, and contractors. Our procedures are consistent with local safeguarding procedures and practice guidance and KCSIE 2025.

1. Inappropriate behaviour by staff/volunteers could take the following forms:

- **Physical**  
For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- **Emotional**  
For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children’s rights, and attitudes that discriminate on the grounds of race, gender, disability, or sexuality.
- **Sexual**  
For example, sexualised behaviour towards students, sexual harassment, sexual assault, and rape.
- **Neglect**  
For example, failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.

Keeping Children Safe in Education 2025 states that LADO procedures are categorised in to 2 main areas:

1. Allegations that may meet the harms threshold – this would indicate a person would pose a risk of harm if they continued to work in their present position, or in any capacity with children in a school or college.
2. Allegation/concerns that do not meet the harms threshold – referred to as ‘low level concerns’ – this does not mean that the concern is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt.’

#### **Section one: Allegations that may meet the harms threshold.**

An adult working in or on behalf of the school or college may have;

- 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.

#### **Section Two: Concerns that do not meet the harm threshold (Low Level).**

This could include that an adult working in or on behalf of the school or college may have acted in a way that;

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and

- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children.
- having favourites.
- taking photographs of children on their mobile phone, contrary to school policy.
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door, or
- humiliating students or students or students.

If a staff member is unable to raise a concern about the inappropriate behaviour of another staff member, or any other safeguarding concern, all staff are aware of Whistleblowing Procedures (Appendix H).

## APPENDIX D – MANAGING ALLEGATIONS POLICY

### **Dealing with the initial allegation if allegations come under section 1 (please refer to Appendix C):**

Staff member refers to adults working in or on behalf of schools and colleges in a paid or unpaid capacity, this includes, members of staff, supply teachers, volunteers, and contractors.

Allegations that may meet the harms threshold, the Executive Headteacher will contact the LADO immediately. Should it be identified that a child has been harmed, or that there may be an immediate risk of harm to a child or if the situation is an emergency, Social Care and the Police would also be informed.

The relevant team will look after the welfare of the child and will be responsible for ensuring that the child is not at risk.

The Executive Headteacher or Lead DSL or Deputy DSL will investigate and support the person subject to the allegation – the allegation should be discussed with the LADO; the nature, content and context of the allegation should be discussed, and a course of action should be agreed.

When dealing with allegations, schools and colleges should:

- apply common sense and judgement.
- deal with allegations quickly, fairly, and consistently, and
- provide effective protection for the child and support the person subject to the allegation.

The outcomes from a discussion with the LADO will be as followed:

**No Further Action** – if this is the outcome, the LADO and Executive Headteacher should record the decision and justification for it and agree on what information should be put in writing to the individual concerned and by whom.

**Further Enquiries** are required to enable a decision about how to proceed. In this case:

- the LADO and Executive Headteacher, Lead DSL or Deputy DSL should discuss how and by whom the investigation will be undertaken. The LADO will provide advice and guidance to schools and colleges when considering allegations against adults working with children to ensure that an appropriate investigation is carried out.
- In some case where there is a lack of appropriate resource within the school or college, or the nature or complexity of the allegation requires it, the allegation will require an independent investigator.
- The Executive Headteacher should monitor the progress of cases to ensure that they are dealt with as quickly as possible in a thorough and fair process. Wherever possible, the first review should take place no later than four weeks after the initial assessment. Dates for subsequent reviews, ideally at

fortnightly (and no longer than monthly) intervals, will be set at the review meeting if the investigation continues. Until the investigation is complete.

**Support staff:**

In some circumstances schools and colleges will have to consider an allegation against an individual not directly employed by them. Whilst schools and colleges are not the employer of supply teachers, they should ensure allegations are dealt with properly. In no circumstances should a school or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome.

**Suspension:**

In some cases, a suspension may be necessary until a thorough investigation has taken place however; suspensions should not be an automatic response when an allegation is reported. All options to avoid suspension should be considered prior to taking that step. The Executive Headteacher, Lead DSL or Deputy DSL can seek advice from the LADO if there is any uncertainty. In the situation that immediate suspension is considered necessary, the Executive Headteacher, Lead DSL or Deputy DSL should record the rationale and justification for this decision to include what alternatives to suspension have been considered and why they were rejected.

If a decision has been made to suspend the person, written confirmation should be given within one working day, giving as much detail as appropriate for the reasons for the suspension. It is not acceptable for an employer to leave a person who has been suspended without any support. The person should be informed at the point of their suspension who their named contact is within the organisation and provided with their contact details.

The prime concern in terms of investigating an allegation against a person in a position of trust is the welfare of a however, when an allegation or safeguarding concern is being investigated it is likely to be a very stressful experience for the adult subject to the investigation, and potentially for their family members. Executive Headteacher, Lead DSL or Deputy DSL will offer appropriate welfare support at such a time to the employee and recognise the sensitivity of the situation. Information is confidential and should not ordinarily be shared with other staff or with children or parents who are not directly involved in the investigation.

The school and college will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

**Outcomes:**

The definitions that will be used when Fullhurst Community College determine the outcome of an allegation are:

- **Substantiated:** there is sufficient evidence to prove the allegation.
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation.
- **False:** there is sufficient evidence to disprove the allegation.
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence, or
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

**Managing the situation:**

Staff members may be able to return to work following an investigation. The Executive Headteacher, Lead DSL or Deputy DSL should consider how best to facilitate this.

Settlement agreements' (sometimes referred to as compromise agreements may also be an option and will be discussed with the employee and Executive Headteacher, Lead DSL or Deputy DSL.

**Record Keeping:**

Details of allegations following an investigation that are found to have been malicious or false will be removed from personnel records unless the individual gives their consent for retention of the information.

All other allegations, i.e., substantiated, unfounded and unsubstantiated the following information is kept on the file of the person accused:

- a clear and comprehensive summary of the allegation.
- details of how the allegation was followed up and resolved.
- a note of any action taken, decisions reached and the outcome i.e., substantiated, unfounded or unsubstantiated.
- a copy provided to the person concerned, where agreed by local authority children's social care or the police, and a declaration on whether the information will be referred to in any future reference.

All records will be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

**Dealing with the initial allegation if allegations come under section 2 (please refer to Appendix C):**

In cases in which allegations do not meet the harms thresholds (low level concerns) we will create a culture in which all concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately.

All low-level concerns in relation to staff members will be shared with the Executive Headteacher, the Lead DSL or Deputy DSL. All low-level concerns will be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

## **APPENDIX E - GUIDELINES FOR AVOIDING ALLEGATIONS OF ABUSE: FOR ALL STAFF MEMBERS**

Whilst they may in common law be regarded as acting in loco parentis, teachers and carers in school should remember that they are not able to take the place of parents in providing physical comfort. This is not to say that all physical contact is inappropriate, rather that the professional context demands circumspection and a sense of fitness for purpose.

Teachers of very young children of nursery and Key stage 1 age will naturally need to engage in more physical contact than teachers of older children. Comforting a distressed child who may just have started school will not be an unusual occurrence. Similarly, in the special school setting, some children may tend towards demanding physical attention. In such circumstances, the contact by the adult will be for re-assurance and may involve physical closeness (e.g., holding the child's hand or placing hands on the child's shoulders). Hugging and kissing would be inappropriate for other than the parent, even though the child may want to initiate it.

Administration of medicines and first aid requires careful codes of conduct and procedures. These should be laid down by local authority or health authority or in individual school guidelines and followed meticulously. As a rule of thumb, teachers should not administer medicines. If the child had an adverse reaction to a medicine given by a teacher, the teacher could be held liable and charged with negligence.

Administration of first aid should be undertaken by a qualified first aider. Where none is available, the minimum steps should be taken to ensure the child's safety and the emergency services should be called.

Teachers may sometimes be called upon to intervene physically if a child or children are in danger of injuring themselves or others - as in a fight in the school yard. It is important that in such circumstances the minimum possible reasonable force is used. Where possible another colleague should be called upon to assist, both to minimise the risk of injury to the teacher intervening and to act as witness that reasonable force and no more was used. After such an event a clear record of what took place should be made, including where statements from witnesses. The Executive Headteacher should be informed.

One-to-one situations with students or students or students need to be carefully and consciously managed. Some teaching, as with peripatetic music staff, may often suggest one-to-one organisation. Where students or students or students can be paired for such lessons, it is preferable. Where this is not possible and in other situations of individual interviews with students or students or students, it is advisable to use a room with a window where others can see in or to leave the door open. If confidentiality makes this difficult, then another member of staff should be informed that the interview is taking place.

If a child becomes distressed, support and re-assurance should be offered through calming words rather than through physical contact. Teachers should not become involved with children's personal problems beyond listening and being sensitive to them to refer the child to the most appropriate source of help or counselling.

## APPENDIX F - INDICATORS OF VULNERABILITY TO RADICALISATION

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

Vocal or active opposition to fundamental values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

3. Extremism is defined by the Crown Prosecution Service as:

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

- Encourage, justify, or glorify terrorist violence in furtherance of beliefs.
  - Seek to provoke others to terrorist acts.
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
  5. Students may become susceptible to radicalisation through a range of social, personal, and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff can recognise those vulnerabilities.
  6. Indicators of vulnerability include:
    - Identity Crisis – the student is distanced from their cultural / religious heritage and experiences discomfort about their place in society.
    - Personal Crisis – the student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.
    - Personal Circumstances – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
    - Unmet Aspirations – the student may have perceptions of injustice; a feeling of failure; rejection of civic life.
    - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration; and
    - Special Educational Need – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:
  - Being in contact with extremist recruiters.
  - Accessing violent extremist websites, especially those with a social networking element.
  - Possessing or accessing violent extremist literature.
  - Using extremist narratives and a global ideology to explain personal disadvantage.
  - Justifying the use of violence to solve societal issues; and
  - Joining or seeking to join extremist organisations; and
  - Significant changes to appearance and/or behaviour.
  - Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

## **APPENDIX G - Guidance on child-on-child sexual violence and sexual harassment**

Keeping Children Safe in Education 2025 states that child on child sexual violence and sexual harassment forms part of the statutory guidance about how schools and colleges should respond to all reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of the school or college premises, and or online.

Sexual violence and sexual harassment can occur between two children of any age and sex, from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. Fullhurst Community College takes such incidents seriously and have strict measures in place to address this kind of behaviour and our staff are advised to maintain an attitude of 'it could happen here.'

Whilst our school/college strictly follows statutory guidance and information from the government **Sexual Violence and Sexual Harassment Between Children in Schools and Colleges**, the following measures are in place to support children and staff if such incidents are reported and received in our school/college;

If a student reports that they have been the victim of or; if you witness any child-on-child sexual violence or sexual harassment, staff must immediately report the concerns on CPOMS so this can be followed up by the relevant staff team. Staff are not at any point to dismiss these concerns nor should they state that this behaviour is banter.

Sexual Violence is defined as:

Forcing or persuading a child or young person to take part in sexual activities, whether the child is aware of what is happening. This includes acts that involve physical contact such as assault by penetration such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence) and non-penetrative acts (e.g., masturbation, kissing, rubbing, and touching).

Sexual harassment is defined as:

Sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse.

Further details of Child-on-Child Sexual violence and Sexual Harassment are found in Keeping Children Safe in Education Part One, September 2025 (page 10 and 11).

If a report of sexual violence or sexual harassment has been made; Pastoral Teams will meet with the alleged victim and the alleged perpetrator separately to get a statement of events. Once this information has been collated contact will be made with the police and/ or social care if deemed necessary. Parents will be made aware of concerns once advice has been sought from the police and/ or social care.

Efforts will be made to protect both the alleged victim and the alleged perpetrator. Safety Plans will be implemented where necessary and reviews will be conducted every 8 weeks; unless another incident should occur in which, the safety plan will be reviewed immediately. The Safeguarding Team will check in with the students involved one week after the initial incident was recorded and 4 weeks after the initial incident was

recorded. If no further incidents have been reported, the case will close however; the safety plan will remain in place to allow staff to monitor the situation.

All information will remain confidential and only relevant staff will be made aware of concerns to keep the students safe. All actions will be added to CPOMS in a timely manner to create a chronology of events for future reference.

Support will also be offered to staff who have been witness to or; a child has reported sexual harassment and or sexual violence to them.

All staff should be aware that children can abuse other children and that it can happen both inside and outside of school or college and online., just because it is not reported, it does not mean it is not happening.

Staff understand the importance of challenging inappropriate behaviours between children, many of which are listed below, that are abusive in nature and will not downplaying certain behaviours, for example dismissing sexual harassment as “just banter,” “just having a laugh,” “part of growing up” or “boys being boys.”

## APPENDIX H - WHISTLEBLOWING POLICY

Reporting illegal or improper conduct (disclosures under the Public Interest Disclosures Act 1998) or concerns about safeguarding children & young people.

### Statement of Intent

This policy covers and protects employees, agency workers, trainees and contractors' staff. Please take a few minutes to read it: if you have any questions please speak to your Manager/Executive Headteacher or HR Advisor.

It is important to Fullhurst Community College that any fraud, misconduct or wrongdoing by employees or governors of the school is reported and properly dealt with. The Governing Body will, therefore, respond to all individuals who raise any genuine concerns that they may have about the conduct of others in the school, which are in the public interest. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

- Fullhurst Community College expects the highest standards of conduct from all employees and governors and will treat seriously any concern raised about illegal or improper conduct.
- Any individual covered by this policy will be expected, through agreed procedures and without fear of recrimination, to bring to the attention of the Executive Headteacher (or the Chair of Governors if the concerns relate to the Executive Headteacher) any serious impropriety or breach of procedure.
- Employees who do not follow the steps identified in this procedure or other agreed internal procedures, and take their concerns to other outside sources (e.g. the press), may be subject to a formal disciplinary investigation.
- Employees who feel no action has been taken after following their school's whistleblowing procedure or, feel that following the school's whistleblowing procedure could increase the risk of harm to a child/adult, can contact the following organisations for information and support:

Leicester City Safeguarding Children's unit or LADO	0116 4542440
Children's Social Care, Duty & Advice, CASP	0116 454 1004
NSPCC Whistleblowing Help Line	0800 028 0285
Public Concern at Work	020 3117 2520

- Employers are recommended to develop a clear and accessible Whistleblowing Policy under the Public Interest Disclosure Act 1998.
- Such a Policy is valuable as, although Colleges pride themselves on acting with high standards of conduct and providing quality services to the community, sometimes there may be a lapse, or the suspicion of a lapse, in these standards. The simple fact is that an employee may suspect something is going wrong long before anyone else finds out about it: in the worst case, this may not be until an accident has happened or serious damage has been caused.
- If something at work is troubling you enough for you to mention it to your family or friends, please report it straight away. It is natural that you may feel unable to express your concerns out of a feeling of disloyalty, however, such feelings must never result in a

potentially illegal or dangerous situation going unreported. This particularly applies where the welfare of children may be at risk: all staff have a duty to report any child protection concerns to their college's designated person for child protection - make sure you know their name. Remember, it is often the most vulnerable children or young people who are targeted: they need someone like you to safeguard their welfare.

- Don't think "what if I'm wrong?" - think "what if I'm right?"
- 'Whistleblowing' has been described as "providing a safe alternative to silence" (Public Concern at Work). It is the mechanism for you to voice your concerns without fear of repercussion, even if the concern later proves to be unfounded. When you raise a concern via this route, this is known as making a 'disclosure'.
- The Whistleblowing Policy explains how to raise a concern and outlines the protection and support available to you. The existence of this Policy does not in any way lessen your College's commitment to promoting a general climate of openness and co-operation where there is opportunity for discussion about difficulties, concerns and problems with management. Rather it is there for occasions when you feel unable to raise a concern through this route, or when this would not be appropriate.
- The existence of this policy will be highlighted on SharePoint (policies section) and on the internal screens.
- The Whistleblowing Policy is one of a range of HR Policies and Procedures available to Leicester City Schools. Allegations raised under this Policy may be referred at the appropriate stage for consideration under the appropriate separate procedures.
- Whistleblowing generally involves a concern about a danger or illegality that affects others, such as members of the public or your employer. Although on occasion there may be some overlap between a whistleblowing concern and a grievance, for example, a health and safety matter where the risk affects you and others, concerns about a situation affecting you personally should generally be raised via the Grievance Procedure.

## **1. Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996
- DfE (2023) 'Keeping children safe in education 2024'
- GOV.UK (2012) 'Whistleblowing for employees'
- DfE (2014) 'Whistleblowing procedure for maintained schools'
- Sir Robert Francis (2015) 'Freedom to speak up report'

This policy operates in conjunction with the following school policies:

- Disciplinary Policy for All Staff
- Records retention and disposal Policy
- Complaints Policy
- GDPR - Data Protection Policy
- Grievance Procedure

## 2. The Public Interest Disclosure Act

The Public Interest Disclosure Act 1998 (PIDA) protects employees who “blow the whistle” where the employee reasonably believes that the disclosure falls within the remit of the prescribed person or body, and that the information and any allegations are substantially true. Disclosures made under this procedure will be monitored for statistical purposes as required under the PIDA. The details of any disclosure will remain confidential.

The Executive Headteacher is the first point of contact for whistleblowing queries. If the allegation is related to the headteacher, the concern will be raised with the Chair of Governors.

Any member of the school community or the general public is able to “blow the whistle”; however, the PIDA only protects employees. The [‘Non-employees’](#) section of this policy includes further details on how whistleblowing affects non-employees.

## 3. Scope

The law provides protection for employees who raise legitimate concerns about specified matters. These are called ‘qualifying disclosures’.

A qualifying disclosure is one made in the public interest by the employee who has a reasonable belief that (this is not an exhaustive list):

- A deficiency in the care, or abuse, of children or young people.
- A criminal offence.
- A miscarriage of justice.
- An act creating risk to health and safety.
- Inappropriate or improper conduct.
- Serious failure to comply with appropriate professional standards.
- Breach of local procedures or statutory codes of practice.
- An act causing damage to the environment.
- Other unethical conduct.
- Is being, has been, or is likely to be, committed.

It is not necessary for the employee to have proof that such an act is being, has been, or is likely to be committed, - a reasonable belief is sufficient. The employee has no responsibility for investigating the matter; it is the school’s responsibility to ensure that an investigation takes place.

- Where the concerns are about safeguarding children or young people, the school’s Designated Safeguarding Lead for Child Protection should be notified.
- It is a procedure in which the Executive Headteacher or Chair of Governors will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the school’s disciplinary procedure.
- Concerns about a colleague’s professional capability should not be dealt with using this procedure.

## Reasons for whistleblowing

Everyone has an individual responsibility for raising concerns about unacceptable practice or behaviour.

- We could prevent the problem worsening or widening.
- We may be able to protect or reduce risks to others.
- To prevent becoming implicated yourself.

## What stops people from Whistleblowing?

- Starting a chain of events which spirals.
- Fear of getting it wrong.
- Fear of repercussions or damaging careers.
- Fear of not being believed.

## 4. When should it be used?

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If an employee is concerned that his/her own contract has been, or is likely to be, broken he/she should use the school's Grievance procedures.

Where a disclosure is merely an expression of opinion that fails to show that a legal obligation has been or is likely to be breached, it cannot amount to a protected or qualifying disclosure for the purposes of the whistle blowing legislation.

- So, this procedure is not designed to replace or be used as an alternative to the grievance procedure, which should be used where an employee is only aggrieved about his/her own situation. Nor should this policy apply where the employee simply disagrees with the way the school is run.
- Employees must have reasonable grounds for believing the information they have is accurate and not just idle gossip or rumour.
- An employee who makes such a protected disclosure has the right not to be dismissed, subject to any other detriment, or victimised, because he/she has made a disclosure, provided it has not been made maliciously. Any employee who uses this procedure will not be penalised for doing so. The employer will not tolerate harassment and/or victimisation of any employee raising concerns.
- An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed may contact the Executive Headteacher, Christina Bailey, Chair of Governors, Lynne Folwell or their Professional Association/Trade Union.
- Financial regulations require that any suspicion of fraud, corruption or other financial irregularity is reported to Internal Audit for possible investigation. Normally an employee must first report any suspicion of such an irregularity to the Executive Headteacher or Chair of Governors, who will in turn report it to Internal Audit.

## 5. Principles

Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported to the employee who raised the issue.

No employee will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the employee will not be prejudiced because he/she has raised a legitimate concern.

Victimisation of a worker for raising a qualified disclosure will be a disciplinary offence.

If misconduct is discovered as a result of any investigation under this procedure, the matter will be considered under the disciplinary procedure, in addition to any appropriate external measures.

Maliciously making a false allegation is a disciplinary offence.

An instruction to cover up wrongdoing is in itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority, employees should not agree to remain silent.

## **6. How to raise a concern/procedure:**

Approach your immediate manager, Executive Headteacher, or a DSL (if the concern is child protection related). If you would feel more comfortable, you can ask to meet with them away from the College premises. They will consider whether the issue can be resolved informally.

Should have a reasonable belief that any disclosure is made in the public interest.

Voice your concerns, suspicions or uneasiness as soon as you can: the earlier a concern is expressed the easier and sooner action can be taken. Try to pinpoint exactly what practice is concerning you and why.

Ideally put your concerns in writing (using the form provided at Appendix 2), outlining the background and history, giving names, dates and places where you can. (See Appendix 1 for procedure).

If you feel you need to take your concern to a Regulatory body (for example, Ofsted), or to a relevant external organisation/individual (including an elected member/Member of Parliament), please see the contact details at Appendix 4.

The conditions for making a disclosure to a Regulatory Body/External Organisation are:

- You reasonably believe you would suffer detriment if you made the disclosure to your Executive Headteacher, the Local Authority, or to a regulator.
- You reasonably believe the evidence is likely to be concealed or destroyed.
- You have already made the disclosure to your Executive Headteacher or the Local Authority and you are dissatisfied with the response.

You are not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

You may invite your Trade Union/Professional Association representative or a work colleague to be present during any meetings/interviews in connection with the concerns you have raised. Should your Trade Union/Professional Association representative raise the concern on your behalf, they will be automatically afforded the same protection from detriment.

As far, as is within your control, make sure you get a satisfactory response - do not let matters rest.

Any investigation into allegations of potential malpractice will not influence or be influenced by any disciplinary or redundancy procedures that already affect you.

Be aware that malicious or vexatious allegations may be considered as a disciplinary offence. The Concise Oxford Dictionary (Tenth Edition) defines 'malicious' as "characterised by malice; intending to do harm" and 'vexatious' as "Law (of an action) brought without sufficient grounds for winning, purely to cause annoyance to the defendant". Such allegations can cause serious difficulties for innocent individuals. The Public Interest Disclosure Act 1998 does not exclude the possibility of workers being sued by individuals for defamation in connection with any disclosures they make.

## **7. What happens next?**

Preliminary inquiries may be made to help decide how best to respond in the public interest. Depending on the nature of the issue raised, the response may be one or more of the following:

- Management investigation.
- Internal audit investigation.
- Disciplinary investigation.
- Referral for consideration under another College procedure.
- Referral to the police/LADO.
- Referral to the District Auditor.
- An independent investigation.
- Amend procedures.
- No action due to lack of sufficient evidence.

You should be given information on how the matter is likely to be dealt with within 10 working days of making the disclosure (so far as legally possible and subject to rights of confidentiality).

You will be informed of the outcome of the investigation and any action that has been taken to resolve the matter (so far as legally possible and subject to rights of confidentiality).

If you are dissatisfied with the response, you may take the matter further with a member of the Board of Governors or the persons/organisations identified at Appendix 4.

## **8. What should be done if an issue is raised with a member of staff?**

If a member of staff, other than the Executive Headteacher, is approached by a colleague on a matter of concern as defined in this document, he/she is advised to take the matter to the Executive Headteacher.

## **9. Safeguarding Children and Young People**

All employees have a duty to report concerns about the safety and welfare of pupils/students.

Concerns about any of the following should be reported to the Designated Safeguarding Lead for Child Protection (DSL):

- Physical abuse of a pupil/student.
- Sexual abuse of a pupil/student.
- Emotional abuse of a pupil/student.
- Neglect of a pupil/student.
- Issues relating to Female Genital Mutilation, Child Missing from Education, Child Sexual Exploitation & Radicalisation.
- An intimate or improper relationship between an adult and a pupil/student.
- Improper behaviour or conduct of staff towards children.

The reason for the concern may be the actions of a colleague (including a more senior colleague), a Governor, another pupil/student or someone outside the school.

Whatever the reason, concerns must be reported. Failure to report a Child Protection related allegation will be in itself, a disciplinary matter.

## **10. How are you protected?**

Your employer has a responsibility to protect you from any detriment as a result of making a protected disclosure in the public interest, particularly from disciplinary action, dismissal, harassment or victimisation. Fulfilling that responsibility includes treating the disclosure confidentially, one aspect of which may involve protecting your identity. Any victimisation or harassment either in an attempt to deter an individual from making a disclosure, or following a disclosure, will be considered gross misconduct and may lead to dismissal.

No disciplinary action will be taken against you if the concern proves to be unfounded and was raised in good faith.

If you want your identity to remain confidential, this will be observed as far as possible. Should it not be possible to resolve a concern without revealing your identity (for example, because your evidence is needed in court or in a subsequent internal disciplinary hearing), a discussion will be held with you about whether the matter should be taken forward and, if so, how this will be done and how to best protect your interests.

Anonymous disclosures will be considered to the extent that it is reasonable and practicable to do so, although the need to confirm or follow up evidence may make this difficult.

The decision to Whistleblow can be difficult and stressful: advice and support is available from your line manager/member of SLT/or your Trade Union/Professional Association.

It is your right to remain in your current post. Your employer will work with college management to make every possible effort to ensure that this takes place. If you feel unable to remain in your role during the investigation, every effort will be made to transfer you to an appropriate alternative.

## **11. What is the Monitoring Officer Responsible for?**

The Monitoring Officer will be responsible for:

- Confirming representatives who will be responsible for actions as outlined in this Policy.

- Ensuring records of all disclosures are made and their outcomes recorded and reporting as appropriate and necessary to relevant Directors, the Directors Board and Members.

## **12. How will this policy be reviewed?**

This Policy will be reviewed for fitness for purpose after each Whistleblowing case. This review will take place with the involvement of the appropriate Trade Unions and Professional Associations.

## **13. Where can I go for further advice?**

Your Trade Union/Professional Association. In addition, the independent charity Public Concern at Work (PCaW) provides advice to individuals on whistleblowing in the public interest on a strictly confidential basis ([www.pcaw.co.uk](http://www.pcaw.co.uk) / 020 7404 6609).

Email: [services@pcaw.co.uk](mailto:services@pcaw.co.uk)

UK advice line: [whistle@pcaw.org.uk](mailto:whistle@pcaw.org.uk)

"Absolutely without fail challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong" -"Sounding the Alarm" – Barnardos

## **14. Law Relating to this document**

- Employment Rights Act 1996.
- Public Interest Disclosures Act 1998 (Whistleblowing).
- Human Rights Act 1998 (Duty of care).

The legislation protecting individuals who makes a protected disclosure applies not only to employees, but also to any person who undertakes to do or perform personally (or otherwise) any work or service for the employer, regardless of the nature of the contractual relationship between them.

A Whistleblowing Policy should establish the procedure for an employee to follow if he/she has a genuine concern about a colleague's conduct or the organisation's practices. The Whistleblowing Policy should make clear what sort of allegations will count as a protected disclosure and should allow for the employee to raise these concerns with a nominated person and set out the steps that the employer will take in response.

A qualifying disclosure means any disclosure of information that in the reasonable belief of the worker is made in the public interest. The requirement that a whistle-blower make a qualifying disclosure 'in good faith' has been removed. Therefore, while the employer can seek a declaration

from the whistle-blower that he or she is not knowingly making a false allegation, disciplinary action is likely to be appropriate only where there is clear evidence that the employee has misused the whistle blowing procedure. A consequence of the requirement that a disclosure be made in the public interest is that an employee will generally be precluded from being able to 'blow the whistle' about breaches of his or her employment contract.

Section 43J of the Employment Rights Act 1996 provides that a Settlement Agreement made between an employee and employer cannot prevent future protected disclosures.

Any confidentiality obligations in contracts of employment that would prevent an employee making a protected disclosure will be void.

Leicester City Safeguarding Childrens' Unit	0116 454 2440
Duty and Advice	0116 454 1004
Local Authority Designated Officer (LADO)	0116 454 2440
Executive Headteacher (Christina Bailey)	0116 282 4326
Governor of School (Lynne Folwell)	0116 282 4326
Designated Safeguarding Lead (Apollo Rai)	0116 282 4326

## Stage 1- Making a disclosure

## APPENDIX 1

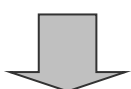
Approach your Manager, Executive Headteacher, designated person for Child Protection or the Local Authority Investigations Team and share your concerns. Fill in form (see Appendix 2).

Please see the Whistleblowing Policy for details of further contacts should you feel unable to discuss your concerns with the above parties (or feel that the response from these parties is insufficient)



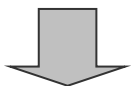
## *Stage 2 – Initial Response to the Disclosure*

Consideration will be given as to what action will be taken as a result of the disclosure. You will be notified of the intended response and the reasons for it.



## Stage 3 – Launch a Management Investigation

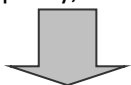
Where a Management Investigation is deemed necessary, a senior manager will be appointed as an investigating officer.



## Stage 4 – Deciding whether further action is necessary

On the strength of the information provided by the investigation, further action may be necessary:

- If there is a case to be answered by any individual, the recognised procedure will be followed;
- Where there is no case to answer, but the concern was raised in good faith and in accordance with the Whistleblowing policy, the college will ensure as far as is reasonably practicable that you suffer no reprisals or victimisation;
- Where it is established that the allegations were malicious/vexatious or you have not acted in accordance with the Whistleblowing policy, disciplinary action may be taken.



## *Stage 5 - Confirmation of the Outcome*

You will be informed of the outcome of the investigation and any appropriate action taken to resolve the matter, subject to any confidentiality clause and/or legal constraints. If you are dissatisfied with this response you may take the matter further with the prescribed persons or organisations identified in the Whistleblowing Policy.

**APPENDIX 2**

Referral Form to be completed by Individual identifying a concern under the Public Interest Disclosure Act 1998

**DETAILS OF PERSON RAISING CONCERNS AND ISSUE RAISED**

Nature of Concern:
--------------------

Background (please provide dates where possible):
---

Who is involved?
------------------

Reasons for the concern:
--------------------------

Name:	Date (dd/mm/yy):     /     /
Contact No.	Time (mm:hh) :         :

Meeting Date (dd/mm/yy):     /     /	Time (mm:hh):         :
--------------------------------------	-------------------------

**INVESTIGATION OF CONCERN**

Concern Received By:	Investigations Audit Team:  HR:
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Action:	
Signature:.....	Time: (mm:hh):

**ADDITIONAL INFORMATION**

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### APPENDIX 3

Silence isn't always golden...

Although we all pride ourselves on having high standards of conduct and providing quality services to the community, sometimes you may become aware of a lapse, or suspected lapse, in these standards.

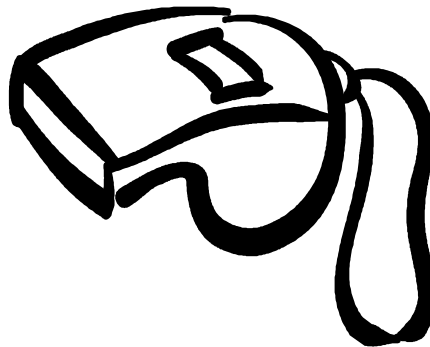
The simple fact is that you may suspect something is going wrong long before anyone else finds out about it.

So, if something at work is troubling you enough for you to mention it to your family or friends, please report it straight away.

The Whistleblowing Policy is available from the Business Manager or on the O drive/Admin/Policies

Your Trade Union/Professional Association is available to provide you with advice and support.

***Don't think "what if I'm wrong?" - think "what if I'm right?"***



**APPENDIX 4**

Organisation	Referrals for	Address	Contact details
<b>Ofsted</b>	Concerns of any service for children and young people.	Royal Exchange Buildings  St Ann's Square Manchester  M2 7LA	08456 014772
<b>Audit Commission for England/Wales</b>	Concerns of the proper conduct of public business, value for money, fraud and corruption in local government and the health service.	1 Vincent Square  London  SW1P 2PN	020 74046609
<b>Charity Commissioners for England and Wales</b>	Concerns of the proper administration of charities, or funds given or held for charitable purposes.)	Head of Operations  2nd Floor 20 Kings Parade  Queens Dock  Liverpool  L3 4DQ	0870 3330123
<b>Her Majesty's Commissioner</b>	Concerns of Value Added Tax, insurance premium tax, excise duties and landfill tax. The import and export of prohibited or restricted goods.	HM Customs and Excise  Customs Confidential  Freepost  SEA 9391 PO Box 100	0800595000

		Gravesend  Kent DA12 2BR	
<b>The Certification Officer</b>	Concerns of fraud, and other irregularities relating to the financial affairs of trade unions and employers' associations.	Brandon House 180 Borough High Street  London  SE1 1LW	020 7210 3734/3735
<b>Her Majesty's Commissioners of the Inland Revenue</b>	Concerns of Income Tax, Corporation Tax, Capital Gains Tax, Petroleum Revenue Tax, Inheritance Tax, Stamp Duties, National Insurance Contributions, Statutory Maternity Pay, Statutory Sick Pay, Tax Credits, Child Benefits, Collection of Student Loans and the enforcement of the National Minimum Wage.	Inland Revenue  West Wing  Somerset House  London WC2 1LB	
<b>Comptroller and Auditor General of the National Audit Office</b>	Concerns of proper conduct of public business, value for money, fraud and corruption in relation to the provision of centrally funded public services	General National Audit Office  157-197 Buckingham Palace Road  Victoria  London  SW1W 9SP	020 7798 7999

<b>Director General of Electricity Supply</b>	Concerns of the generation, transmission, distribution and supply of electricity and activities ancillary to these matters	Office of Electricity Regulation Hagley House Hagley Road Birmingham B16 8QG	0121 456 2100
<b>Director General of Gas Supply</b>	Concerns of transportation, shipping and supply of gas through pipes and activities ancillary to these matters.	Office of Gas Supply Stockley House 130 Wilton Road London SW1V 1LQ	020 7828 0898
<b>Director General of Telecommunications</b>	Concerns of provision/use of telecommunication systems/services & apparatus.	Office of Telecommunications 50 Ludgate Hill London EC4M 7JJ	020 7634 8700
<b>Director General of Water Services</b>	Concerns of supply of water and the provision of sewerage services.	Office of Water Services Centre	0121 625 1300

		City Tower 7 Hill Street Birmingham B5 4UA	
<b>Serious Fraud Office</b>	Concerns of serious or complex fraud.	The Director of the Serious Fraud Office Elm House 10-16 Elm Street London WC1X 0BJ	020 7239 7272
<b>The Environment Agency</b>	Concerns of acts/omissions which have an actual or potential effect on the environment or the management or regulation of the environment, including pollution, abstraction of water, flooding, the flow of rivers, inland fisheries and migratory salmon or trout.	Rio House Waterside Drive Aztec West Almondsbury Bristol BS12 4UD	0800 807060 (24-hour line) Fax: 01454 624409
<b>Food Standards Agency</b>	Concerns of matters which may affect the health of any member of the public in relation to the consumption of food and other matters concerning the protection of the interests of consumers in relation to food	Personnel and Establishments Division Food Standards Agency Room 111C Aviation House 125 Kingsway London	020 7276 8120

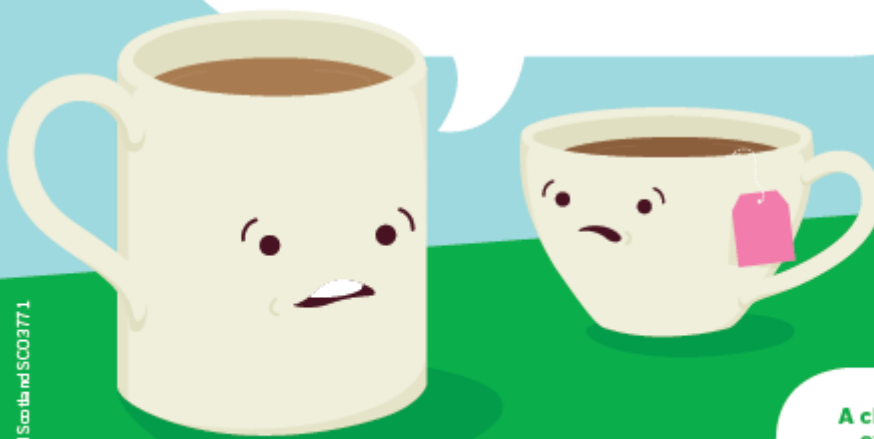
		WC2B 6NH	
<b>Financial Services Authority (FSA)</b>	Concerns of carrying on of investment or insurance business, the operation of: banks and building societies, deposit-taking businesses, wholesale money market regimes, friendly societies, benevolent societies, working men's clubs, specially authorised societies and industrial and provident societies, the functioning of financial markets, investment exchanges and clearing houses. Money laundering, financial crime, and other serious financial misconduct in connection with activities regulated by the FSA	25 The North Colonnade Canary Wharf London E14 5HS	020 7676 4646
<b>General Social Care Council (GSCC)</b>	Concerns of: matters relating to the registration of social care workers under the Care Standards Act 2000.	Goldings House 2 Hays Lane London SE1 2HB	020 7397 5100
<b>Health and Safety Executive (HSE)</b>	Concerns of: matters which may affect the health or safety of any individual at work; matters which may affect the health and safety of any member of the public arising out of, or in connection with, the activities of persons at work	Health and Safety Executive Information Centre Broad Lane Sheffield S3 7HQ	0541 545500
<b>Housing Corporation</b>	Concerns of: registration and operation of registered social landlords, including their administration of public	Assistant Director Supervision	020 7393 2000

	and private funds and management of their housing stock.	Housing Corporation 149 Tottenham Court Road London W1T 7BN	
<b>Information Commissioner</b>	Concerns of compliance with the requirements of legislation relating to data protection and freedom of information*  (*Data protection legislation regulates the processing of information relating to individuals, including the obtaining, holding, use or disclosure of such information)  (*Freedom of information legislation provides for the disclosure by public authorities of the information that they hold)	The Office of the Information Commissioner  Wycliffe House  Water Lane  Wilmslow  Cheshire  SK9 5AF	01625 545700
<b>Leicestershire Constabulary</b>	Concerns of information about any crime	Force Headquarters St Johns Enderby Leicester LE19 2BX	0116 222 2222
<b>Commission for Social Care Inspection (CSCI)</b>	Concerns of matters relating to the provision of regulated care services, as defined in the Care Standards Act 2000	The Customer Service Manager  Commission for Social Care Inspection	0191 233 3556

		St Nicholas Building St Nicholas Street Newcastle NE1 1NB	
<b>Office of Fair Trading</b>	Concerns of matters concerning the sale of goods or the supply of services, which adversely affect the interests of consumers or competition affecting markets in the UK.	Fleetbank House 2-6 Salisbury Square London EC4Y 8JX	020 7211 8000
<b>The Occupational Pensions Regulatory Authority</b>	Concerns of matters relating to occupational pension schemes and other private pension arrangements	Invicta House Trafalgar Place Brighton BN1 4DW	01273 627600
<b>Standards Board for England</b>	Concerns of breaches by a member/co-opted member of relevant authority (as defined in section 49(6) of the Local Government Act 2000) of that authority's code of conduct	1st Floor Cottons Centre Cottons Lane London SE1 2QL	0845 078 8181.

# NSPCC

**I teach this one quiet kid and I caught him stealing food. Poor thing broke down. I raised it with the head, but months later nothing has changed. Should I take it further?**



A chat with your partner over a cup of tea won't change anything. A chat with us can change a child's life.

**Call the NSPCC Whistleblowing Advice Line today**

**0800 028 0285**

Free & Anonymous

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**EVERY CHILDHOOD IS WORTH FIGHTING FOR**

## **APPENDIX I – CHILD MISSING PROCEDURES**

This guidance refers to children who register at school in the morning and then go missing during the school day without a satisfactory explanation and, those children who do not arrive at school, but parents advise should be at school.

### **Children who go missing during the school day after being registered.**

- Lesson marks are to be input and saved on SIMS within 10 minutes of the lesson start time.
- If a student has been registered in the morning but does not have a mark, class teacher will notify the Attendance Team.
- The Attendance Team will attempt to locate the student.
- If the student cannot be located, call to be made to parent to make them aware. This will be done by the Attendance Team or Safeguarding Team depending on RAB rating.
- Relevant Team to continue to liaise with parents throughout the day and, if the student does not return home/ is not located in school, a call will be made to the police to report the student missing.
- Following such an incident, a safety plan will be implemented for the student (having been discussed with parent and student) which will be reviewed every 8 weeks. If a further incident occurred before the 8-week review, the safety plan would be reviewed immediately.

### **Children who do not arrive at school.**

Normal absence procedure would take place however; if a student had not arrived at school and parents advise they should be at school:

- Parents will try to contact the child to see where they are.
- Attendance Team or Behaviour Lead will speak with the child's friends to see if they know where they are.
- If no success, parents, and school will liaise with one another and agree who will ring the police to report the child as missing.
- Parents and Attendance Team to communicate with one another to share updates i.e., if the child has arrived at home or at school.
- Child will be placed on the priority call list meaning; if the child does not arrive in school, a call home is made before 9am to query the child's absence and inform parents of absences.

## APPENDIX J - MANAGING ALLEGATIONS AGAINST THE EXECUTIVE HEADTEACHER

### Dealing with allegations against any school personnel

Designated Safeguarding Lead	Safeguarding Manager	Nominated Governor
Apollo Rai	Mary McKenzie	Lynne Folwell

<b>Important Telephone Numbers</b>	Local Authority Designated Officer (LADO)	0116 454 2440
	CASP (Children's Social Care)	0116 454 1004
	Police	999 – emergency 101 – non-emergency

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Police Act 1997
- Data Protection Act 2018
- Police Act 1997 (Criminal Records) Regulations 2002
- Education Act 2002
- Children Act 2004
- Safeguarding Susceptible Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Executive Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE).
- Equality Act 2010: Advice for Schools (DfE.)
- Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges (DfE).
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children.
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office).
- Data Protection: a toolkit for schools (DfE).

We believe an allegation is best defined as a claim or assertion that someone has done something illegal or wrong, typically one made without proof. It could be information that becomes known suggesting an employee, a supply teacher, a volunteer, or a contractor has:

- behaved in a way that 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.

We have a duty to resolve all cases as quickly as possible and in a fair, thorough, and consistent manner.

We recognise that anyone who meets children such as the Executive Headteacher, teaching staff, support staff, volunteers and contractors are susceptible to accusations of abuse.

We acknowledge that dealing with allegations is a stressful, demanding, complex and delicate process for all involved. But we will ensure that all allegations will be taken seriously and investigated immediately and impartially to provide instant and effective protection for the child concerned and to provide support for the person who is the subject of the allegation. 'The procedures for dealing with allegations need to be applied with common sense and judgement. The following definitions will be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- **Unfounded:** where there is no evidence or proper basis which supports the allegation being made.

(Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges (DfE))

We will 'make every effort to maintain confidentiality and guard against publicity while an allegation is being investigated.'

We are aware that the 'Education Act 2002 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher in a school who has been accused by, or on behalf of, a students or students or students from the same school (where that identification would identify the teacher as the subject of the allegation).'

We will ensure that any contractor, or any employee of a contractor, who is to work at school, will be subjected to the appropriate level of DBS check. We will not allow any contractor who has not been checked to work unsupervised. The identity of all contractors will be checked on arrival at school.

We will ensure that an allegation made against a contractor, or any employee of a contractor will be investigated by the Executive Headteacher and Designated Safeguarding Lead in the same way as investigating an allegation against a teacher, a member of support staff or a school volunteer.

In the case of an allegation being made against the Executive Headteacher we will ensure the investigation will be conducted by the Chair of Governors who will discuss the allegation with the designated officer.

We will ensure that allegations against a teacher who is no longer teaching will be referred to the police and any historical allegations of abuse will also be referred to the police.

We believe we have a duty of care to all school personnel, support staff, supply teachers, volunteers, and contractors. We will provide effective support for anyone facing an allegation and will provide them with a named contact if they are suspended.

We have responsibility to ensure allegations made against any individual not employed by the school, such as supply teachers or volunteers, are 'dealt with very quickly, in a fair and consistent way that provides effective protection for the child and, at the same time supports the person who is the subject of the allegation.'

We wish to create a culture of openness that will allow children and school personnel to make truthful reports of any inappropriate behaviour and in the knowledge that all allegations will be taken seriously.

We encourage all school personnel to protect themselves against false accusations by treating all children with dignity and respect, and to ensure that they never work alone with a child, always maintaining a safe and appropriate distance, avoiding physical contact and being cautious when dealing with sensitive moments.

We must ensure that school personnel do not suffer unnecessarily when false allegations have been made against them and that their careers are not wrecked.

We believe it is our duty to establish the reason students or students or students make false allegations against school personnel and to put into place support procedures to help students or students or students overcome any problems they may have.

We understand that we have a legal duty once an allegation has been to undertake a full investigation, to record the decisions reached and action taken.

We believe allegations against staff can be minimised by having in place safer recruitment strategies, appropriate induction and training, an open and transparent safeguarding ethos, a professional code of conduct, regular staff briefing and discussion of safeguarding issues, and by ensuring that students or students or students are aware of safeguarding issues through PSHE.

We will do everything possible to maintain confidentiality at all times.

We are aware that the Brexit transition period ended on 31 December 2020 and, therefore, UK organisations that process personal data must now comply with the:

- DPA (Data Protection Act) 2018 and UK GDPR (General Data Protection Regulation) if they process only domestic personal data;
- DPA 2018 and UK GDPR, and the EU GDPR if they process domestic personal data and offer goods and services to, or monitor the behaviour of, EU residents.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that relates to this policy.

### **Aims**

- To take all allegations against school personnel, support staff, supply teachers, volunteers, or contractors seriously and impartially by providing protection for the child and support for the named person in the allegation.
- To ensure compliance with all relevant legislation connected to this policy.
- To share good practice within the school, with other schools and with the local authority to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- the responsibility to investigate any allegation against the Executive Headteacher;
- delegated powers and responsibilities to the Executive Headteacher to investigate allegations against any member of the school personnel;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equality's legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies is maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies is made available to parents;
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Executive Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring, and evaluation of this policy.

#### **Role of the Chair of Governors**

When investigating an allegation against the Executive Headteacher the Chair of Governors will:

- inform the Executive Headteacher about the allegation;
- immediately discuss the allegation with the local authority Designated Officer/s 'to consider the nature, content and context of the allegation and agree a course of action';
- record the decision.

### **Role of the Executive Headteacher**

The Executive Headteacher will:

- investigate all allegations against any member of the teaching staff, support staff, supply teachers, volunteers, contractors, or any employee of a contractor;
- undertake the following when an allegation is received:
  - Will take the allegation seriously, will keep an open mind and will not promise confidentiality to the informant.
  - Will not undertake an investigation.
  - Will make a written record of the allegation by:
    - using the informant's words;
    - including the date, time, place of the incident, and those present;
    - signing and dating the record.
  - Will immediately contact the local authority's Designated Officer.
  - Will not undertake any discussions without the Designated Officer.
  - Will make a written record with the Designated Officer and others.
  - Will ensure the Designated Officer has full details of the person against who a concern has been raised and the person who is the subject of the concern.
- refer any allegation against a teacher no longer working in the school to the police;
- refer any allegation against a teacher no longer teaching to the police;
- consult with the Local Authority Designated Officer (LADO) when an allegation has been made;
- appoint an independent investigator if the allegation is deemed to be serious;
- share information about the named person in the allegation and the alleged victim with all agencies involved in the investigation;
- keep the person who is the subject of the allegation informed of the progress of the investigation;
- provide support for the person who is the subject of the allegation by:
  - informing them of the concerns or allegations and giving 'an explanation of the likely course of action unless there is an objection by the children's social care services or the police;'
  - advising them to contact their trade union representative or a colleague for support;
  - giving access to welfare counselling or medical advice;
  - appointing a named representative who will provide information on the progress of the case and will consider what other support that is appropriate for the individual.

- keep parents informed of the investigation and outcome;
- provide appropriate support and counselling for the child and parents during the whole process;
- consider suspending the person who is the subject of the allegation;
- consider suspending the child if it is felt there is a risk of significant harm to the child from the person accused;
- make every effort to maintain confidentiality and to prevent unnecessary publicity;
- provide return to work support such as Occupational Health support for a member of the school personnel returning to work after suspension following a positive conclusion to the investigation;
- consult with the LADO what action should be taken such as referral to children's social care or disciplinary action if the allegation was found to be false;
- organise a series of safeguarding and child protection workshops to ensure parents are aware of:
  - Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges.
  - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children.
  - the Safeguarding and Child Protection policy.
  - safeguarding procedures in place;
  - all safeguarding policies;
  - their role in safeguarding and child protection.
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support, and training to all staff;
- monitor the effectiveness of this policy by speaking with school personnel, parents, and governors.
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Designated Safeguarding Lead**

The Designated Safeguarding Lead will:

- ensure the implementation of this policy;
- ensure everyone connected with the school is aware of this policy;
- work closely with the Executive Headteacher and the nominated governor;
- be trained in child protection policy procedures;
- renew training every two years to:
  - understand the assessment process.
  - understand the procedures of a child protection case conference and child protection review conference.
  - understand the specific needs of children in need.
  - understand the specific needs of children with special educational needs and those of young carers.
  - have in place a secure and accurate record system of all concerns and referrals.
- have overall responsibility for:
  - oversight of the procedures for dealing with allegations;
  - resolving any inter-agency issues;

- liaising with the three safeguarding partners.
- provide advice and guidance to the case manager;
- liaise with the police and other agencies;
- monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process;
- take the lead in dealing with child protection issues;
- keep a confidential Child Protection Register of all those students or students or students known to be at risk and only if it is confirmed by social care that the child is at risk;
- be trained in working with all agencies;
- familiarise school personnel with the policy and procedures;
- investigate and deal with all cases of suspected or actual problems associated with child protection;
- ensure parents are aware that referrals about suspected abuse or neglect may be made;
- make child protection referrals;
- record all child protection referrals;
- co-ordinate action within the school;
- liaise and seek advice from the Local Authority Designated Officer (LADO) when the need arises;
- liaise with social care and other agencies;
- transfer the child protection file of any students or students or students leaving to join another school;
- provide support for any child at risk;
- not promise confidentiality to any child but always act in the interests of a child;
- act as a source of advice within the school;
- help create a culture within the school of listening to children;
- keep up to date with all new guidance on safeguarding children;
- keep all school personnel up to date with any changes to procedures;
- organise appropriate training for school personnel and governors;
- ensure all incidents are recorded, reported, and kept confidential;
- keep all paperwork up to date;
- report back to the appropriate school personnel when necessary
- annually review the policy with the Head.
- take lead responsibility for safeguarding and child protection including online safety.
- Ensure we have effective monitoring strategies in place that meet safeguarding needs in relation to filtering and monitoring systems for IT and understand how this works.

### **Role of the Data Protection Officer**

The Data Protection Officer will:

- have expert knowledge of data protection law and practices;
- inform the school and school personnel about their obligations to comply with the Data Protection Act 2018;
- ensure data management is strengthened and unified;
- monitor compliance with the Data Protection Act 2018;
- manage internal data protection activities;
- ensure risk and impact assessments are conducted in accordance with ICO guidance;
- report data breaches within 72 hours;
- ensure individuals have greater control over their personal data;
- ensure that prior to the processing of an individual's data that:
  - the process is in line with ICO guidance;

- the process is transparent;
  - the individual will be notified;
  - the notification is written in a form that is understandable to children;
  - when sharing an individual's data to a third party outside of school that details for the sharing are clearly defined within the notifications.
- share an individual's data where it is a legal requirement to provide such information;
  - process all written subject access requests from individuals within 40 days of receiving them;
  - have in place a formal contract or service level agreement with a chosen data processor who is Data Protection Act 2018 compliant;
  - ensure the secure disposal of redundant data and IT hardware holding data in compliance with ICO guidance;
  - train school personnel;
  - conduct audits.
  - be the first point of contact for supervisory authorities and for individuals whose data is processed;
  - keep up to date documentation of all data protection activities.
  - work closely with the Executive Headteacher and nominated governor;
  - periodically report to the Executive Headteacher and to the Governing Body;
  - annually report to the Governing Body on the success and development of this policy.

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

### **Procedure to Report Allegations**

School personnel must:

- make a dated and timed written record of the disclosure or incident causing concern about a member of the school personnel or a school volunteer;
- inform the Designated Safeguarding Lead;
- make a dated and timed written record of the disclosure or incident causing concern about the Executive Headteacher;
- inform the Chair of Governors who will deal with the allegation;
- make a dated and timed written record of the disclosure or incident causing concern about a students or students or students;
- inform the Designated Safeguarding Lead.

The Designated Safeguarding Lead will:

- follow up the referral;
- make records of any discussions and any investigation that takes place;
- decide whether to take the referral further or to monitor the situation;
- keep the person informed who initially reported the allegation of the decision made.

The Chair of Governors will:

- make a dated and timed written record of the disclosure or incident causing concern if no written record has been presented to the Chair of Governors;
- inform the LADO.

The Local Authority Designated Officer (LADO) will:

- work with and alongside the school when dealing with allegations against school personnel;
- call for the intervention of the police and children's care services if they feel the allegation is very serious;
- advise the school of the course of action if they consider the intervention by police and children's care services is not necessary;
- consult with the school what action should be taken such as referral to children's social care or disciplinary action if the allegation was found to be false.

### **The Named Person in the Allegation**

The named person in the allegation will:

- be kept informed of the course of action after the initial consultation with the LADO;
- be kept informed of all stages of the investigation;
- be advised to contact their union or professional association as soon as an allegation has been made;
- be advised by their union or professional association at all stages of the investigation.

### **Suspension of the Named Person in the Allegation**

Suspension will only take place if:

- a child or children are at risk;
- the allegation is of a very serious nature;
- it will help in the smooth running of the investigation.

### **Records of Allegations**

A detailed record of each allegation must be kept which clearly shows the:

- nature of the allegation.
- follow-up action.
- decision reached.
- action taken.

Written records must be:

- kept on the person's confidential personnel file with a copy given to the person concerned.
- kept for a period of 10 years.

Details of allegations that are found to be malicious (that is allegations made to deliberately to deceive) will be removed from personnel records and will not be included in any future references.

In cases of an allegation being deliberately invented or malicious we will consider acting against those who have made false accusations.

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be aware that under section 141F of the Education Act 2002 that there is a prohibition on reporting or publishing allegations about teachers;
- be invited to attend a series of safeguarding and child protection workshops to ensure parents are aware of:
  - Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges.
  - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children.
  - the Safeguarding and Child Protection policy.
  - safeguarding procedures in place;
  - all safeguarding policies;
  - their role in safeguarding and child protection.

### **Confidentiality**

When an allegation has been made and during the investigation, we will do everything possible to maintain confidentiality.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- School website;
- Staff Handbook;
- Meetings with school personnel;
- Executive Headteacher reports to the Governing Body;
- Information displays in the main school entrance;

### **Safeguarding**

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to always create a culture of vigilance and we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning, pastoral support, and care for both students or students or students and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for dangers or difficulties. We want all children to always feel safe. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.

## **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any students or students and it helps to promote equality at this school.

## **Race Disparity Audit**

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment, and the criminal justice system.

The educational section of the audit that covers differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

## **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Executive Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

## **Linked Policies**

- Safeguarding and Child Protection
- Disciplinary Procedure
- Staff Code of Conduct
- Data Protection (GDPR)

## **See Appendices Documents Section on Policies for Schools Website**

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

## APPENDIX K – SEXUAL VIOLENCE AND SEXUAL HARASSMENT BETWEEN CHILDREN IN SCHOOLS AND COLLEGES (CHILD ON CHILD) POLICY

The following are very important telephone numbers that must be always kept up to date:

<b>Designated Safeguarding Lead</b>	<b>Safeguarding Manager</b>	<b>Nominated Governor</b>
Apollo Rai	Mary McKenzie	Lynne Folwell
<b>Safeguarding Contacts</b>		<b>Telephone Number</b>
<b>Designated Safeguarding Lead</b>		0116 282 4326
<b>Safeguarding Officer</b>		0116 282 4326
<b>Nominated Governor for Safeguarding</b>		0116 282 4326
<b>Local Authority Designated Officer (LADO)</b>		0116 454 2440
<b>Children’s Social Care (CASP)</b>		0116 454 1004
<b>Police</b>		999 – emergency 101 – non-emergency
<b>NSPCC Whistle-blowing Helpline</b>		0800 028 0285

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989.
- Education Act 2002.
- Female Genital Mutilation Act 2003.
- Sexual Offences Act 2003.
- Children Act 2004.
- Safeguarding Susceptible Groups Act 2006.
- Education and Inspections Act 2006.
- Children and Young Persons Act 2008.
- Childcare (Disqualification) Regulations 2009.
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009.
- School Staffing (England) Regulations 2009.
- Equality Act 2010.
- Education Act 2011.
- Protection of Freedoms Act 2012.
- Counter Terrorism and Security Act 2015.
- Serious Crime Act 2015.
- Children and Social Work Act 2017.

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Executive Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE).
- Equality Act 2010: Advice for Schools (DfE).
- Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges (DfE).

- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2014).
- Information Sharing 2015 (HM Government).
- What to do if you are worried a child is being abused 2015 (HM Government).
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children.
- Child Sexual Exploitation - definition and guide for practitioners (DfE 2017).
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office).
- Exclusions From Maintained Schools, Academies and PRUs (statutory guidance).
- Sex and Relationship Education (statutory guidance).
- Behaviour and Discipline in Schools (advice for schools).
- Children Missing Education (advice for schools).
- Cyberbullying (advice for schools).
- Public Sector Equality Duty (advice for schools).
- Preventing and Tackling Bullying (advice for schools).
- The Equality and Human Rights Commission.
- Sexual violence and sexual harassment between children in schools and colleges (DfE).

We believe this policy should be viewed in **conjunction** with the following policies:

- Safeguarding Part 1 of 4
- Safeguarding Part 2 of 4:
- Safeguarding Part 3 of 4:
- Safeguarding Part 4 of 4:

We are aware that 'Governing bodies and proprietors should ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.' (Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges).

We are committed to safeguarding and promoting the welfare of all children and we give due regard to the guidance as found in the DfE documents 'Keeping Children Safe in Education 2025' and 'Working Together to Safeguard Children 2023' as the safety and protection of children is of paramount importance to everyone in this school.

We believe it is very important in taking a whole school approach to safeguarding that prepares students or students or students for life in modern Britain by involving all stakeholders and by creating and maintain a culture of vigilance throughout the school.

We have in place a broad and balanced curriculum that ensures children are taught about safeguarding by way of a planned programme (that is age and stage of development appropriate) of evidence-based content delivered through the whole curriculum. The programme covers such topics as:

- Healthy and respectful relationships.
- What respectful behaviour looks like.
- Consent.
- Gender roles, stereotyping, equality.
- Body confidence and self-esteem.
- Prejudiced behaviour.
- That sexual violence and sexual harassment is always wrong.
- Addressing cultures of sexual harassment.

(Sexual violence and sexual harassment between children in schools and colleges (DfE)).

We understand that when 'referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline.'

We are aware that 'sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.'

Sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance, and calling someone sexualised names; sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes, and displaying pictures, photos, or drawings of a sexual nature; and
- online sexual harassment which may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence and may include:
  - non-consensual sharing of sexual images and videos;
  - sexualised online bullying;
  - unwanted sexual comments and messages, including, on social media;
  - sexual exploitation; coercion and threats; and
  - up skirting (which is now a criminal offence) involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm.

(Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges (DfE)).

We ensure that all school personnel have received training in responding to a report of sexual violence or sexual harassment by reassuring all victims that they are being taken seriously and that they will be supported and kept safe. School personnel are trained to:

- never give a victim the impression that they are creating a problem by reporting sexual violence or sexual harassment; or
- never give a victim the feeling of being ashamed for making a report;
- follow the referral process if they have a concern about a child or a child makes a report to them;
- speak with the designated safeguarding leads if they have any doubt.

We are aware that 'sexual violence and sexual harassment can occur between two children of any sex and they can occur 'through a group of children sexually assaulting or sexually harassing a single child or group of children'.

We are aware that girls, students or students or students who identify as LGBT, or are perceived by their peers to be LGBT and students or students or students with SEND are most likely to be at risk from sexual violence or sexual harassment.

We have the responsibility to ensure that sexual violence and sexual harassment is not acceptable and will not be tolerated. All incidents of sexual violence and sexual harassment will be dealt with, and all victims will be taken seriously with the appropriate support provided.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

The educational section of the audit that covers differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

## **Aims**

- To have in place a safeguarding and child protection policy and related policies that outline clear procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of all children.
- To ensure that sexual violence and sexual harassment is not acceptable and will not be tolerated.
- To ensure that all school personnel are aware of what action to take when dealing with a child protection issue.. [000]
- To create and provide a learning environment that is safe, secure, warm, and welcoming for children combined with sound security systems and procedures.
- To ensure compliance with all relevant legislation connected to this policy.
- To share good practice within the school, with other schools and with the local authority to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed members of the senior leadership team to act as the Designated Safeguarding Lead (DSL) and other safeguarding leaders;
- delegated powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equality's legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies is maintained and updated regularly;
- responsibility for the effective implementation, monitoring, and evaluation of this policy.
- responsibility for ensuring all policies is made available to parents;
- nominated a link governor to:
  - visit the school regularly to work closely with the Executive Headteacher, the Designated Safeguarding Lead and other safeguarding leaders;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;

- annually report to the Governing Body on the success and development of this policy.

## **Role of the Executive Headteacher and Designated Safeguarding Lead**

The Executive Headteacher, Lead DSL, Deputy DSL's and other safeguarding leaders will:

- ensure a whole school approach to safeguarding and child protection that will prepare students or students or students for life in modern Britain;
- ensure children are taught about safeguarding through Relations Education, Sex Education and Health Education and Personal, Social, Health and Economic Education, as part of providing a broad and balanced curriculum that will cover the following issues:
  - healthy and respectful relationships;
  - what respectful behaviour looks like;
  - gender roles, stereotyping, equality;
  - body confidence and self-esteem;
  - prejudiced behaviour;
  - that sexual violence and sexual harassment is always wrong; and
  - addressing cultures of sexual harassment.
- undertake effective safeguarding training undertaken by a specialist trainer to:
  - have a good understanding of harmful sexual behaviour;
  - undertake a risk and needs assessment by considering the victim, the alleged perpetrator, and the other children, once a report of sexual violence has been made;
  - be able to safeguard and support victims of sexual violence and sexual harassment;
  - be able to safeguard and support alleged perpetrators;
  - be able to safeguard and support children who have witnessed sexual violence;
  - deal with victims and alleged perpetrators sharing classes;
  - work with parents and carers.
- be aware that:
  - a child under the age of 13 can never consent to any sexual activity;
  - the age of consent is 16;
  - sexual intercourse without consent is rape;
  - rape, assault by penetration and sexual assault are defined in law;
  - creating and sharing sexual photos and videos of under-18s is illegal.
- work in conjunction with the Senior Leadership Team to ensure all school personnel, students or students or students and parents are aware of and comply with this policy;
- ensure risk assessments are:
  - in place and cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel.
- organise a series of safeguarding and child protection workshops to ensure parents are aware of:

- Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges
  - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children.
  - the Safeguarding and Child Protection policy.
  - safeguarding procedures in place;
  - all safeguarding policies;
  - their role in safeguarding and child protection.
- monitor the effectiveness of this policy by speaking with students or students or students, school personnel, parents, and governors;
  - annually report to the Governing Body on the success and development of this policy.

### **Role of the Designated Safeguarding Leads**

The Lead DSL, Deputy DSL's and other safeguarding leaders will:

- have close links with external support agencies to support children, to train school personnel or support school personnel;
- take the lead role and using their professional judgement make all decisions on a one-to-one basis;
- be aware of the local process for making referrals and will use this if a child has been harmed, is in immediate danger, or is at risk of harm;
- inform the police (and to children's social care) a report of rape, assault by penetration or sexual assault;
- reassure all victims that they are being taken seriously and that they will be supported and kept safe;
- inform parents or carers if a referral has been made.

### **Role of School Personnel and Volunteers**

School Personnel will:

- undertake training to:
  - be aware of the different types of abuse and neglect;
  - know what to do if they have a concern about a child;
  - to know how to handle a disclosure;
  - to know how to offer support to children; and
  - know where to go to if they need support.
  
- if a students or students or students makes a disclosure:
  - listen to the students or students or students;
  - remain calm;
  - offer reassurance;
  - not ask the students or students or students to remove or adjust clothing if bruises are observed;
  - not ask leading questions;
  - let the students or students or students speak freely;
  - accept what has been told them without challenge;
  - not offer opinion or criticize or lay blame;

- reassure the students or students or students at the end of the disclosure telling them that they have done the right thing;
  - not promise confidentiality but inform them that other people need to be told;
  - record accurately and factually what the child has said in note form;
  - record observed injuries or bruises on a map of the body;
  - submit a completed critical incident sheet to the designated person who will seek advice from the Local Authority Designated Officer (LADO);
- if they suspect that a child may be a victim of abuse then they must:
    - record accurately and factually what they have seen in note form;
    - submit a completed critical incident sheet to the designated person;
- be aware that the Designated Safeguarding Lead will then:
    - further investigate and keep records of this investigation;
    - decide whether to take this referral further or to monitor the situation;
    - inform the person making the initial referral of his/her decision;
    - prepare in readiness for a case conference/core group meeting the following information on the child:
      - attendance and punctuality data.
      - academic achievement.
      - child's behaviour and attitude.
      - relationships and social skills.
      - appearance and presentation.
      - any known incidents in or outside school.
      - school contact with parents/carers.
- if a parent makes a disclosure to school, then the Designated Safeguarding Lead:
    - should meet with the parent taking down all details;
    - will assure the parent that the school will take the matter seriously;
    - that he/she will have to take advice from the Local Authority Designated Officer (LADO) about the disclosure;
    - will get back to the parent when a decision has been taken and how to proceed.
- record any concern or incident in the following way:
 

<ul style="list-style-type: none"> <li>○ Date</li> <li>○ Time</li> <li>○ Place</li> <li>○ Nature of the concern</li> </ul>	<ul style="list-style-type: none"> <li>○ All facts</li> <li>○ Observed injuries and bruises</li> <li>○ Note the actual words of the child</li> <li>○ Sign the notes and hand to the Lead DSL or Deputy DSL.</li> </ul>
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### **Role of Students or students or students**

Students or students or students must:

- feel safe and protected;

- know how to assess risk to themselves;
- know how to keep themselves safe;
- know how to raise a complaint or concern;
- know and recognise a trusted adult that they can go to and raise their concerns;
- feel supported and protected when they raise a concern;
- be kept informed of any actions that have been taken when they have raised a complaint;
- feel safe from discrimination and bullying;
- be made aware of the basic safeguarding procedures in school such as visitors signing in and wearing visitor badges.

### **Role of Parents/Carers**

Parents will be:

- asked to work hard with the school to establish excellent home-school relationships;
- made aware that we have a responsibility for the welfare of all our students or students or students;
- aware that we have a duty to involve children's social care or any other agency if we have any concerns about a child;
- made aware that under certain circumstances we will involve an agency without informing them if we think that by so doing, we will place the child at even greater risk;
- made aware that they will be kept up to date with all our actions;
- invited to attend a series of safeguarding and child protection workshops to ensure parents are aware of:
  - Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges.
  - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children.
  - the Safeguarding and Child Protection policy.
  - safeguarding procedures in place;
  - all safeguarding policies;
  - their role safeguarding and child protection.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents
- Meetings with school personnel;
- Executive Headteacher reports to the Governing Body;

### **Training**

We ensure:

- all school personnel:
  - have received the appropriate training on all safeguarding policies and procedures undertaken by a registered training provider;
  - are familiar with the following documentation:

- Keeping Children Safe in Education 2025: Statutory Guidance for Schools and Colleges.
  - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children.
- all school personnel understand and undertake their role in safeguarding and child protection effectively.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people based on their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any students or students and it helps to promote equality at this school.

### **Race Disparity Audit**

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment, and the criminal justice system.

The educational section of the audit that covers differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Executive Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

### **Linked Policies**

- Safeguarding and Child Protection.
- RSE Policy Curriculum.

### **See Appendices Documents Section on Policies for Schools Website**

- Frequency of Policy Monitoring.
- Monitoring Implementation and Policy Effectiveness Action Plan.
- Initial Equality Impact Assessment.
- Policy Evaluation.
- Policy Approval Form.

## Annex L Monitoring and Filtering, Online Safety & Cyber Crime – Additional information

It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school and college approach to online safety empowers a school or college to protect and educate students, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate. The breadth of issues classified within online safety is considerable and ever evolving, 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 them for sexual, criminal, financial or other purposes.

**Conduct:** 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. If you feel your students, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Our school already has an Online Safety Policy in place and our approach to online safety and monitoring and filtering is reflected within our Child Protection and Safeguarding Policy.

To meet the duties set out in KCSIE 2025, Paragraph 141, Fullhurst Community College follows the Department for Education's filtering and monitoring standards where we will;

- Identify and assign roles and responsibilities to manage filtering and monitoring systems.
- Review filtering and monitoring provision at least annually.
- Block harmful and inappropriate content without unreasonably impacting teaching and learning.
- Have effective monitoring strategies in place that meet our high safeguarding needs.

Our Governing Body will review the standards and discuss with IT staff, SLT, Lead DSL and service providers what more needs to be done (if anything) to support us to meet the standard set out by the DfE including in part, the risk assessment required by the Prevent Duty.

<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

### **Additional resources:**

Safer Internet Centre: “appropriate” filtering and monitoring. [Appropriate Filtering and Monitoring - UK Safer Internet Centre](#) South West Grid for Learning ([Safety and Security Online | SWGfL](#)) tool to check relevant filtering lists (CSA content, Sexual Content, Terrorist content, Your Internet Connection Blocks Child Abuse & Terrorist Content).

### **Cybercrime**

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either ‘cyber-enabled’ (crimes that can happen off-line but are enabled at scale and at speed on-line) or ‘cyber dependent’ (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- Unauthorised access to computers (illegal ‘hacking’), for example accessing a school’s computer network to look for test paper answers or change grades awarded.
- ‘Denial of Service’ (Dos or DDoS) attacks or ‘booting.’ These are attempts to make a computer, network, or website unavailable by overwhelming it with internet traffic from multiple sources, and,
- Making, supplying, or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets, and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area at our school. Our Lead DSL will consider referring into the Cyber Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low-level cyber-dependent offences and divert them to a more positive use of their skills and interests.

**Note** Cyber Choices does not currently cover ‘cyber-enabled’ crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety. Where such cases arise in our school/college and a crime is being committed, our school will follow our safeguarding procedures and contact the Police and relevant agencies where appropriate. Additional information can be found at: national Crime agency: [Cyber Choices - National Crime Agency](#) and [National Cyber Security Centre - NCSC.GOV.UK](#)

### **Remote Education**

Government Guidance - Safeguarding children and teachers online: Keeping children and teachers safe during remote education is essential. Our teachers when delivering remote education online are aware that the same principles set out in our school/college staff behaviour policy/code of conduct will apply. There are times where remote learning, virtual lessons, live streaming, and recorded videos may be applied within our school and where

children to be asked to complete tasks and assignments independently. Where this is the case, our establishment, in line with our Online Safety Policy and CP Safeguarding Policy will ensure our online education is safe for both teachers and children.

As a school when organising live lessons or recording lessons we will, as a minimum endeavour to:

- use neutral or plain backgrounds.
- ensure appropriate privacy settings are in place.
- ensure staff understand and know how to set up and apply controls relating to student and student interactions, including microphones and cameras.
- set up lessons with password protection and ensure passwords are kept securely and not shared.
- ensure all staff, children, students, parents, and carers have a clear understanding of expectations around behaviour and participation.

### **Important conversations with parents, carers, and children**

Our school/college pride ourselves in communicating regularly and supporting parents and carers with their child's education. In our communications with parents/carers, we will highlight the importance of their child's online safety in today's digital age. We will support parents/carers to teach their children about the potential risks of the internet and the importance of privacy; to set clear boundaries and guidelines for internet usage, regularly monitor their online activities and keeping any passwords and credentials safe. We will support parents/carers to encourage open communication, so they feel comfortable sharing any concerns. We will highlight to parents the importance of utilising parental controls and safety tools to protect their child from harmful content online. By being involved and informed, we will create a safer online environment for our children both in and out of school/college.

We understand it is especially important for parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use.
- school staff their child will interact with.

[Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#)

[Safeguarding and remote education - GOV.UK \(www.gov.uk\)](#)

### **We believe this policy:**

- has been reviewed thoroughly by the safeguarding governor and the Designated Safeguarding Lead has been questioned on it to make sure it stands up to scrutiny;
- flows and is easy to follow;
- is an essential part of the school;
- supports staff in managing certain situations;

- forms an important framework that will ensure consistency in applying values and principles throughout the establishment;
- provides guidance, consistency, accountability, efficiency, and clarity on how the school operates;
- provides a roadmap for day-to-day operations;
- ensures compliance with laws and regulations, gives guidance for decision-making, and streamlining internal processes;
- is designed to influence and determine all major decisions, actions and all activities taking place within the boundaries set by them;
- stems from the school's vision and objectives which are formed in strategic management meetings;
- has been received by all school personnel via appropriate safeguarding training;
- is provided to all school personnel and a hard copy can be found in the staffroom reference library.