

Quality System

Policy Number

POL-CP-01

Policy Title

Safeguarding/Child Protection Policy

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Author / Position: <i>Clare Groves – Director of Service Standards</i>	<i>October 2021</i>	<i>October 2021</i>	<i>October 2022</i>

Safeguarding/Child Protection Policy

1.0 Introduction

Bishop Auckland College Group is made up of Bishop Auckland College and South West Durham Training. References to "the Group" throughout this policy is defined as those organisations stated above, unless otherwise stated.

The Group's Safeguarding/Child Protection Policy has been developed to protect, safeguard and promote the welfare of its students (both adult and young people) and staff. By law, children include everyone under the age of 18 years and as such the Group has additional child protection responsibilities in line with the procedures of the Durham Safeguarding Children Partnership (DSCP), which can be accessed on www.durham-scp.org.uk/

2.0 Policy Statement

The Group recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students/staff. All staff within the Group are an important part of the wider safeguarding system for children. This system is described in the statutory guidance 'Working Together to safeguard children'. The Group will ensure that appropriate action is taken to prevent any learner against the risk of suffering significant harm and complies with its child protection duties. This action extends to and includes the Group's duty to safeguard and protect all learners from radicalisation and extremism within the Prevent Duty.

Safeguarding and promoting the welfare of children is defined for the purposes of the guidance as:

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

For the purpose of this policy, Safeguarding encompasses all aspects of the Group's responsibilities including child protection, radicalisation and extremism. In safeguarding adults, the Group will observe the Department of Health's definition, a vulnerable adult "...who is or may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or her against significant harm or exploitation". However, the Group's policy is to safeguard all learners, children and adults.

The Group is committed to equality, diversity and inclusion to ensure that all students/staff, regardless of gender, ability, culture, race, language, religion, sexual identity or socio-economic factors have equal rights to be protected from harm.

Staff will receive safeguarding training relevant to their role to support the shared and equal responsibility of all staff to provide a safe environment for learners and to identify any learner who is likely to, or maybe suffering from significant harm and to take appropriate action in line with this policy.

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

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them

has a role to play in identifying concerns, raising an alert, sharing information and taking prompt action.

This policy aims to:

- Demonstrate the Group's commitment to safeguarding learners
- Provide all staff with the necessary information to enable them to meet their safeguarding responsibilities
- Ensure consistent good practice

The Policy encompasses several appendices which include:

- Appendix 1 – Safeguarding: Pre-16 Learners
- Appendix 2 – Safeguarding: HE Learners
- Appendix 3 – Safeguarding: Prevent Duty
- Appendix 4 – Safeguarding: Children Missing from Education
- Appendix 5 – Safeguarding: Children potentially at greater risk of harm
- Appendix 6 – Safeguarding: Online safety
- Appendix 7 – Safeguarding: Recognising a safeguarding concern
- Appendix 8 – Safeguarding: Sexual violence and sexual harassment
- Appendix 9 – Safeguarding: Durham Staircase and continuum of Need
- Appendix 10 – Safeguarding: Raising a safeguarding concern

The above appendices provide more detail on specific safeguarding responsibilities in addition to the Group's overarching responsibilities. Appendices also include information on recognising and raising a concern and external links to Safer Durham Partnership, where the Group and FE are represented.

As this policy involves processing personal data, data protection regulations will be adhered to.

3.0 Whole school and college approach to safeguarding

The Governing body ensures that they facilitate a whole college approach to safeguarding. This means ensuring safeguarding and child protection is at the forefront and underpin all relevant aspects of process and policy development. Ultimately, all systems, processes and policies should operate with the best interests of the child at their heart.

Where there is a safeguarding concern, the governing body and college leaders will ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems are in place, and they should be well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

Principles of the policy

The Group is committed to safeguarding learners and will ensure it adheres to the following principles:

- Provide a safe learning environment in which all students can learn and develop
- Ensure that learners are equipped with information and an understanding of safeguarding, radicalisation, extremism and an awareness of keeping safe
- Maintain clear procedures to identify students who are suffering, likely to suffer, or are at risk of significant harm and report suspected cases of abuse
- Have in place clear referral protocols for children that go missing to help identify the risk of abuse or neglect and to prevent and reduce the risk of repeated occurrences
- Ensure that all information in relation to looked after children is fully documented in accordance with requirements and there is a designated member of staff appointed to promote their welfare

- Provide the appropriate level of support to students who have suffered significant harm and to staff involved in any safeguarding issues
- Create a culture of safer staff recruitment and adopt recruitment procedures that help deter, reject or identify people who might abuse adults and/or young people
- Have in place procedures for reporting and dealing with allegations of abuse against members of staff
- Provide appropriate support to students who have been abused
- Ensure all members of staff receive Safeguarding training appropriate to their roles
- Monitor and review safeguarding practice and activity regularly through scheduled meetings of the Designated Safeguarding Team chaired by the Principal/Chief Executive or designate, to ensure compliance with legislation, Ofsted requirements and national, regional and local guidance
- Ensure procedures are in place for access to the Group's premises by visitors / contractors / external agencies and third party, to meet statutory duties to safeguard staff and learners.

The Group recognises the need to work with other agencies in performing its duties and will:

- Have in place and follow procedures in keeping with Durham Safeguarding Children Partnership (DSCP) and County Durham Safeguarding Adults Board inter-agency guidelines
- Participate in any external inter-agency meetings as appropriate to meet and support the needs of learners
- Represent the Group on external groups associated with DSCP and other appropriate groups
- Liaise, as appropriate, with schools and relevant agencies regarding learners aged Pre-16
- Work closely with external agencies to support the Group's Prevent Duty and protect learners from radicalisation and extremism
- Regularly review the DSCP website to ensure practice, procedural changes and training opportunities are continually updated

The policy is underpinned and shaped by legislation and guidance contained in a variety of documents including:

- The Children Act 2004
- The DSCP processes/procedures, including Single Assessment procedures and guidelines (see Appendix 9 for Threshold document 0-19 level of need)
- No Secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse
- County Durham Safeguarding Adults Interagency Partnership, Policies and Procedures
- Department for Education, Working together to Safeguard Children
- Keeping Children Safe in Education – Statutory Guidance for Schools and Organisations, Department for Education
- Department for Education, sexual violence and sexual harassment between children in schools and colleges
- Department for Education, Use of reasonable force
- Department for Education, Searching, screening and confiscation advice for schools,
- Inspecting safeguarding in early years, education and skills setting
- HM Government, Information Sharing,
- Department for Education, children missing in education
- Department for Education, School attendance
- HM Government, what to do if you're worried a child is being abused
- HM Government, the right to choose, multi-agency statutory guidance for dealing with forced marriage and multi-agency practice guidelines; handling cases of forced marriage
- Department for Education, The Prevent Duty
- HM Government, Counter Extremism Strategy
- HM Government revised Prevent Duty guidance and Channel duty guidance
- Section 175 of the Education Act

This policy should be read alongside:

- Keeping Children Safe in Education – Statutory Guidance for Schools and Organisations, Department for Education
- Department for Education, Working together to Safeguard Children
- HM Government, what to do if you're worried a child is being abused
- Department for Education, sexual violence and sexual harassment between children in schools and colleges

4.0 The role of staff within the Group

All staff within the Group are particularly important as they are in a position to identify concerns early, provided help for children promote children's welfare and prevent concerns from escalating.

5.0 Designated Safeguarding staff

The Group has a Safeguarding Team which comprises of Designated Leads for Safeguarding, Deputy Designated Safeguarding Leads, Designated members of staff as Duty Safeguarding Officers, staff with Safeguarding responsibilities and a Designated Safeguarding Lead Board Members.

In order to contact a member of the Safeguarding team in an urgent situation, contact the Duty Manager/Duty Safeguarding Officer.

Designated Leads for Bishop Auckland College Group			
Contact	Room	Extension number	Areas covered
Director of Service Standards Designated Lead	282	3308	Bishop Auckland Campus / Outreach Centres
Operations Manager – SWDT Designated Lead	SWDT	6002	South West Durham Training
Deputy Head Teacher Durham Gateway Designated Lead	DG	1003	Pre-16 provision
Nursery Manager Designated Lead	Nursery	3401	Nursery
Head of HR Deputy Designated Safeguarding Lead	283	3311	Bishop Auckland Campus / Outreach Centres
Director of 14-16 Learning/Head Teacher Durham Gateway Deputy Designated Safeguarding Lead	DG	1003	Durham Gateway

Designated team for Bishop Auckland College Group			
Contact	Room	Ext. number	Areas covered
Head of Admissions, Marketing & School Liaison	003	3341	Bishop Auckland Campus / Outreach Centres
Principal/Chief Executive	286	2209	Bishop Auckland Campus / Outreach Centres

Designated team for Bishop Auckland College Group

Contact	Room	Ext. number	Areas covered
Director of Finance	275	3322	Bishop Auckland Campus / Outreach Centres
Head of Planning & Data Management	200	3421	Bishop Auckland Campus / Outreach Centres
Vice Principal Curriculum & Quality	264	2386	Bishop Auckland Campus / Outreach Centres
Head of IT Services	163	3361	Bishop Auckland Campus / Outreach Centres
Head of Schools	144 065 513 246 179	2259 2249 2367 2216 2205	Bishop Auckland Campus / Outreach Centres
Curriculum & Quality Manager	268	3268	Bishop Auckland Campus / Outreach Centres
Head of Employment Services & Apprenticeship Performance	030	3269	Bishop Auckland Campus / Outreach Centres
Head of Teacher Development	262	3286	Bishop Auckland Campus / Outreach Centres
Head of Quality and Higher Education	277	3289	Bishop Auckland Campus / Outreach Centres

Designated team for Allegations against members of staff

Contact	Room	Extension number	Areas covered
Director of Service Standards	282	3308	Bishop Auckland Group
Head of Human Resources	281	3311	Bishop Auckland Group
Human Resources Advisors	283	3313	Bishop Auckland Group

Designated staff with safeguarding responsibilities

Contact	Room	Extension number	Areas covered
Pastoral and Welfare Manager Student Services	Student Services	3248	Bishop Auckland Campus
Student Progress Mentors	Student Services	2375	Bishop Auckland Campus
Pastoral and Learning mentor	DG	1003	Pre-16 provision
Pastoral and Learning mentor	SWDT	Contact via reception	SWDT

Designated Corporation members with safeguarding responsibility			
Contact	Room	Extension number	Areas covered
Chris Hutchinson	Contact can be made via Louise Flannigan (Clerk to the Corporation)	Ext 2322 or 01388 443138	Bishop Auckland Campus / Outreach Centres, Nursery, Pre-16 provision
Natalie Davison-Terranova	Contact via the Principal's Office	Ext 2207	South West Durham Training

The Designated Safeguarding Lead/Deputy will:

- Take lead responsibility for safeguarding/child protection in the Group (including online safety)
- Refer cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is radicalisation concern as required
- Support staff who make referrals to Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure & Barring Service as required
- Liaise with the three safeguarding partners and work with other agencies in line with 'Working Together to Safeguard Children'
- Refer cases where a crime may have been committed to the Police as required – refer to NPCC – when to call the police
- Liaise with the Principal to inform them of issues, especially on-going enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns, in cases which concern a staff member
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff
- The Designated Safeguarding Lead (and any deputies) are also most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns

The Designated Safeguarding Team will:

- Act as Duty Safeguarding Officers within the role of Duty Manager and be the first point of contact for staff and students in raising a safeguarding concern
- Work closely with the Group's Designated Safeguarding Lead, where appropriate, to support learners and make external referrals as appropriate
- Deal with individual cases, including attending case conferences and review meetings, if required
- Ensure the learner's wishes and feelings are taken into account when determining what action to take and what services to provide.
- Be available to provide advice and support to staff on issues relating to safeguarding
- Will know how to make an appropriate referral
- Will be available to provide advice and support to other staff on issues relating to safeguarding
- Have received training in safeguarding issues and inter-agency working, as required by the Local Safeguarding Children's Board (DSCP) and will receive refresher training at least every 2 years
- Will undertake additional safeguarding training, as appropriate

- Meet regularly to monitor and review the Group's safeguarding practices, to ensure best practice is observed and consistency in application of the policy. The team will also receive reports with respect to the Group's safeguarding actions, facilitating data analysis to identify any emerging themes.

Other staff with safeguarding responsibility, appropriate to their area of work, will act as the first point of contact, for staff and students with a concern and will escalate to the Duty Safeguarding Officer in line with Appendix 10: Safeguarding: Raising a safeguarding concern.

6.0 The role of the Corporate Board/Executive Council and Management Committee

The Corporate Board/Executive Council/Management Committees will ensure that they comply with their duties under legislation, whilst having regard to the Keeping Children Safe in Education Guidance. The Board are responsible for ensuring that policies, procedures and training in the Group are effective and comply with the law at all times.

The Corporate Board/Executive Council/Management Committees will 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. These will include: safeguarding procedures (in accordance with government guidance and which refer to locally multi-agency safeguarding) and a staff code of conduct, which should include acceptable use of technologies, staff/student relationships and communications including social media.

The Corporate Board/Executive Council/Management Committees will ensure that appropriate safeguarding responses are in place to learners who go missing from the Group, particularly on repeat occasions, to help to identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of them going missing in future.

Where a school or college has charitable status, charity commission guidance on charity and trustee duties to safeguard children can be found at GOV.UK

6.1 Designated Governor

The Designated Governor for safeguarding will take a lead on safeguarding and will act as one of the links between the Group management and the Corporate Board/Executive Council/Management Committees.

The Designated Governor is responsible for overseeing the liaison between agencies such as the Police and First Contact in connection with allegations against the Principal/Chief Executive or the Designated Lead. This will not involve undertaking any form of investigation but will ensure good communication between the parties and provide information to assist enquires.

Designated Governors with responsibility for safeguarding issues can be contacted via the Principal/Chief Executive's Office.

Designated Governors are responsible for liaising with the Principal/Chief Executive and Designated Lead over safeguarding matters, ensuring that:

- The Group has a policy and guidance for staff which are consistent with the Durham Safeguarding Children Partnership, County Durham Multi-agency procedures and County Durham Safeguarding Adults Board procedures
- Regular reviews of the Group policy on Safeguarding are completed
- The governing body regularly reviews the Group policy on Safeguarding
- Receive bi-annual report from the Designated Lead, which will include a review of safeguarding matters, staff training and compliance of Safeguarding/Child Protection Policy

Designated Governor/s will receive the appropriate training in line with the Group principles to enable them to undertake these duties.

7.0 The role of all Group staff

As well as having designated roles in place, the Group does recognise that all staff have a role in the safeguarding of learners and providing a safe environment in which our students can learn. To this end all staff will:

- Receive appropriate safeguarding and child protection training (including online safety) at induction. The training will be regularly updated in addition all staff should receive and read/attend safeguarding and child protection (including online safety) updates for example via e-mail, BAC CHAT and staff meetings as required as required, and at least annually to provide them with relevant skills and knowledge to safeguard children effectively.
- Receive an appropriate induction (and/or training) which ensures they are aware of systems within the Group which support safeguarding including: The Safeguarding/Child Protection Policy, Staff Code of Conduct, Safeguarding Allegations against a staff member Policy, the role of the Designated Lead, the Designated team and how to refer any concerns relating to safeguarding (including PREVENT)
- Receive safeguarding training (including online safety) and any updates relevant to their role
- Receive training in PREVENT, and any updates, relevant to their role
- Will read part 1 of the Keeping Children Safe in Education document
- Updates will be given at least annually

All Group staff should:

Be aware of the early help process, and understand their role in it. This includes identifying emerging problems, liaising with the Designated Safeguarding Lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

If early help is appropriate, the Designated Safeguarding Lead should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate.

If early help or other support is appropriate, the case should be kept under constant review and consideration given to a referral to children's social care, if the child's situation does not appear to be improving.

Be aware of the process for making referrals to children's social care/external agencies and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.

Know what to do if a learner tells them he/she is being abused, exploited or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved such as the Designated Safeguarding Lead or a deputy and children's social care.

Never promise a learner that they will not tell anyone about an allegation, as that may ultimately not be in the best interests of the learner

All staff should be able to reassure victims 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 abuse, sexual violence or sexual harassment, nor should a victim ever be made to feel ashamed for making the report.

All staff should be aware of systems within the Group which support safeguarding and these should be explained to staff as part of their induction. This should include:

- Safeguarding/Child Protection Policy (including the policy and procedure for dealing with peer on peer abuse)
- Student Code of Conduct
- Behaviour/Disciplinary Procedure
- Staff Code of Conduct
- The safeguarding response to children who go missing from education
- The role of the Designated Safeguarding Lead (including the identity of the designated safeguarding lead and any deputies)

Copies of the policies will be given to all staff along with Part 1 of the Keeping Children Safe in Education document, which staff will need to confirm that they have read.

The Teachers' Standards 2012 state that teachers (which includes headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

What Group staff should look out for?

Any learner may benefit from early help, but all staff should be particularly alert to the potential need for early help for a learner who:

- Is disabled and has specific additional needs
- Has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- Is a young carer
- Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- Is frequently missing/goes missing from care or from home
- Is at risk of modern slavery, trafficking or exploitation
- Is at risk of being radicalised or exploited
- Is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- Is misusing drugs or alcohol themselves
- Has returned home to their family from care
- Is a privately fostered child

What to do if you have a safeguarding concern about a learner:

If staff have any concerns about a learner's welfare, they should act on them immediately. Staff members should follow the Safeguarding/Child Protection Policy and should contact the Duty Manager/Designated Safeguarding Officer immediately as well as completing a 'Safeguarding Alert and Referral Form' (ref: SS-RSC-01) with as much detail as possible (please refer to Appendix 10).

Options may include:

- Managing any support for the learner internally via the Group's pastoral support processes
- An early help assessment, or
- A referral for statutory services, for example as the child might be in need, is in need or suffering or likely to suffer harm.

(If, in exceptional circumstances, there is no member of the safeguarding team available and you have to refer a concern to First Contact, or other agency, please inform the Duty Manager/Designated Safeguarding Officer as soon as possible).

Staff should never assume a colleague or another professional will take action and share information that might be critical in keeping learners safe. Staff should be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision.

The document 'Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers', supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If staff are in any doubt about sharing information, they should speak to the Designated Safeguarding Lead/ Deputy or the Quality Assurance Manager (Data Protection Officer). 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 learners. Please see section 8 of this policy, for further details on processing and sharing information.

If after the referral the learner's situation doesn't seem to be improved, the Designated Safeguarding Lead may press for reconsiderations to ensure their concerns have been addressed and, most importantly, that the learner's situation improves.

All staff should speak to the Designated Safeguarding Lead/Deputy with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers/staff members to do this. If a teacher/ staff member, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, they **MUST** report this to the police. In this situation, all staff must inform the Duty Safeguarding Officer immediately.

What staff should do if they have concerns about safeguarding practices within the College Group:

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the College Group's safeguarding regime, and know that such concerns will be taken seriously by the Corporate Board/Executive Council/Management Committees, Directorate and Senior Leadership Team.

There is a Public Interest Disclosure Policy in place which can be accessed via the staff portal, the Quality department or the Human Resources department.

Where a staff member feels unable to raise and issue with their employer, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found on page 15 of the Keeping Children Safe in Education Guidance.

Early help

If early help is appropriate, the Designated Safeguarding Lead/Deputy/Duty Safeguarding Officer will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. Any such cases should be kept under constant review and consideration given to a referral to social care for assessment for statutory services, if the learner's situation does not appear to be improving or is getting worse.

Statutory children's social care assessments and services

Concerns about a child's welfare should be referred to local authority children's social care. Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children's social care (and if appropriate the police) is made immediately. Referrals should follow the local referral process.

Children's social care assessments should consider where children are being harmed in contexts outside the home, so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and enable a contextual approach to address such harm.

Additional information is available here: <https://contextualsafeguarding.org.uk/about/what-is-contextual-safeguarding>

Children in need

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989.

Children suffering or likely to suffer significant harm:

Local authorities, with the help of other organisations as appropriate, have a duty to make enquiries under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Such enquiries enable them to decide whether they should take any action to safeguard and promote the child's welfare and must be initiated where there are concerns about maltreatment. This includes all forms of abuse and neglect, female genital mutilation, or other so-called 'honour'-based abuse, forced marriage and extra-familial harms like radicalisation and sexual exploitation.

What will the local authority do?

Within one working day of a referral being made, a local authority social worker should acknowledge receipt to the referrer and make a decision about the next steps and the type of response that is required. This will include determining whether:

- The learner requires immediate protection and urgent action is required
- The learner is in need and should be assessed under section 17 of the Children Act 1989
- There is reasonable cause to suspect the learners is suffering or likely to suffer significant harm and whether enquiries must be made and the learner assessed under section 47 of the Children Act 1989
- Any services are required by the learner and family and what type of services
- Further specialist assessments are required to help the local authority to decide what further action to take
- To see the learner as soon as possible if the decision is taken that the referral requires further assessment

What to do if a learner is in immediate danger or is at risk of harm

If a learner is in immediate danger or is at risk of harm, a referral should be made to First Contact and/or the police immediately.

Record Keeping

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child.

Records should include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action take, decisions reached and the outcome

If in doubt about recording requirements, staff should discuss this with the Designated Safeguarding Lead.

Where possible, the Group will aim to collect more than one emergency contact number for each learner. This will give the Group additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

What to do if you have a concern about safeguarding practices within the Group

Safeguarding is an absolute priority for the Bishop Auckland College Group. Our practices and procedures are transparent and reviewed on a regular basis. The Group wants all staff and volunteers to feel able to raise concerns about poor or unsafe practice and potential failures in the Group's safeguarding regime. Please be assured that these concerns will be treated seriously.

Should this be the case, staff should refer to the Group's Public Interest Disclosure Policy (ref: POL-HR-11). There is also a Whistleblowing Policy in place suitable for use by students.

8.0 Confidentiality

The Group recognises the need to maintain confidentiality and staff and governor/s must not under any circumstances discuss or disclose information to any person other than those immediately involved in any safeguarding issue, unless directed to divulge information to identified parties.

The Group will adhere to Data Protection and GDPR policies and procedures and will not share information unless it is acting to safeguard a learner. Whilst the Data Protection Act 2018 and GDPR places duties on organisations and individuals to process personal information fairly and lawfully, it cannot be a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm.

All student safeguarding records will be stored confidentially and co located with learner records, held in student services.

9.0 Multi-agency working

The College Group has a pivotal role to play in multi-agency safeguarding arrangements. The Governing Body ensures that the College contributes to multi-agency working in line with statutory guidance 'Working Together to Safeguard Children'. The College Group work closely with relevant partners in the new safeguarding partner arrangements.

New safeguarding partners and child death review partner arrangements are in place. Locally, the three safeguarding partners (the local authority; the clinical commissioning group and the police) will make arrangements to work together with relevant agencies to safeguard and promote the welfare of local children, including identifying and responding to their needs.

The college understands its role in the three safeguarding partner arrangements. Governors and senior leadership team as well as the safeguarding team should make themselves aware of and follow the local arrangements:

The three safeguarding partners have a shared and equal duty to work together to safeguard and promote the welfare of children. To fulfil this role, they set out how they will work together and with any other relevant agencies. Relevant agencies are those organisations and agencies whose involvement that the three safeguarding partners consider may be required to safeguard and promote the welfare of children with regard to local need. The three safeguarding partners will have set out in their published arrangements which organisations and agencies they will be working with and the expectations placed on any agencies and organisation by the arrangements.

The three safeguarding partners should make arrangements to allow all schools including those in multi-academy trust and college in the local area to be fully engaged involved and included in safeguarding arrangements. It is expected that locally the three safeguarding partners will name schools and colleges as relevant agencies and will reach their own conclusions on the best way to achieve the active engagement with individual institutions in a meaningful way.

If named as a relevant agency, schools and colleges, in the same way as other relevant agencies are under a statutory duty to cooperate with the published arrangements.

10.0 Information sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their education outcomes. Schools and colleges have clear powers to share, hold and use information for these purposes

As part of meeting a learner's needs, the Group recognises the importance of information sharing between practitioners and local agencies. This includes ensuring arrangements are in place that clearly set out the process and principles for sharing information with the Group, with safeguarding partners, other organisations, agencies and practitioners, as required. Staff must be proactive in sharing information as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of the learner, whether this is when problems are first emerging, or where a learner is already known to local authority social care, whilst referring to the General Data Protection Regulation Policy (ref: POL-DP-01) at all times.

The Group and all staff must have due regard for their obligations under the Data Protection Act 2018 and the GDPR in relation to processing personal information fairly and lawfully and to keep the information which we hold safe and secure.

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.

Government bodies and proprietors should ensure relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:

- Being confident of the processing conditions which allow them to store and share information or safeguarding purposes including information which is sensitive and personal and should be treated as 'special category personal data'
- Understanding that safeguarding of children and individuals at risk is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to 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 but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a child at risk
- For schools, not providing pupils' personal data where the serious harm test under the legislation is met. For example, in a situation where a child is in a refuge or another form of emergency accommodation, and the serious harms test is met, they must withhold providing the data in compliance with schools' obligations under the Data Protection Act 2018 and GDPR. Where in doubt, school is should seek independent legal advice.

Further information on the sharing of information can be found in Chapter one of 'Working Together to Safeguard Children', 'Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers', 'The Information Commissioner's Office' (ICO) and Data Protection; toolkit for schools.

Where a learner has left the Group, the Designated Safeguarding Lead/Designate should ensure their child protection/safeguarding file is transferred to the educational establishment/organisation as soon as possible, ensuring transit, and confirmation of receipt should be obtained, using form 'Transfer of Confidential Information Declaration Form' (ref: DP-IS-03). Where relevant, this will be sent separately from any other student files. Where the Organisation receives such a file, they must ensure that key staff such as the Designated Safeguarding Lead, Pastoral and Welfare Manager and SENCO (where relevant) are aware.

The Designated Safeguarding Lead will, in addition to the child protection/safeguarding file, consider if it would be appropriate to share any information with the new educational establishment/organisation. For example, information that would allow the new establishment to continue supporting victims of abuse and have the support in place for when the learner arrives.

11.0 Opportunities to teach safeguarding

The Governing Body will ensure that learners within the College Group are taught about safeguarding, including online safety, and recognise that a one size fits all approach may not be appropriate for all learners, and a more personalised or contextualised approach for more vulnerable learners, victims of abuse and some SEND learners` might be needed.

This may include covering relevant issues through Relationships Education and Relationships and Sex Education. The Government has made regulations which will make the subjects of Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools).

The Department has produced a one-stop page for teachers on GOV.UK, which can be accessed here: Teaching about relationships sex and health. This includes teacher training modules on the RSHE topics and non-statutory implementation guidance. The following resources may also help schools and colleges understand and teach about safeguarding:

- DfE advice for schools: teaching online safety in schools;
- UK Council for Internet Safety (UKCIS)32 guidance: Education for a connected world;
- UKCIS guidance: Sharing nudes and semi-nudes: advice for education settings working with children and young people;
- The UKCIS external visitors guidance will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors;
- National Crime Agency's CEOP education programme: Thinkuknow;
- Public Health England: Rise Above

It is essential that the Governing Body ensures that appropriate filters and monitoring systems are in place, however, they are careful that “over blocking” does not lead to unreasonable restrictions as to what learners can be taught with regard to online teaching and safeguarding.

The College Group will have due regard to safeguard learners from potentially harmful and inappropriate online material. As such, the Group ensures that it has appropriate filters and monitoring systems in place

12.0 Online Safety

It is essential that learners are safeguarded from potentially harmful and inappropriate online material. The College Group has a whole approach to online safety which empowers the college to protect and educate learners and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Refer to Appendix 6 for further information.

13.0 What to do if you have concerns about another staff member

Corporate Board/Executive Council/Management Committees should ensure that there are procedures in place to manage safeguarding concerns, or allegations against staff (including supply staff, volunteers and contractors) that might indicate they pose a risk of harm to children.

Refer to the policy 'Safeguarding; Allegations against a member of staff' (ref: POL-HR-12) available on the staff portal or from Human Resources.

Concerns and allegations that meet the harm test should be addressed as set out in section one, part 4 of the Keeping Children Safe in Education Guidance (see Safeguarding Allegations Procedure)

'Lower level' concerns and allegations that do not meet the harms test should be addressed as set out in Section two of Part four of Keeping Children Safe in Education Guidance (see Safeguarding Allegations Procedure).

There is a procedure in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. This is a legal duty and failure to refer when the criteria are met is a criminal offence.

Where a teacher's employer, including an agency dismisses or ceases to use the services of a teacher because of serious misconduct or might have dismissed them or ceased to use their services had they not left first, we will consider whether to refer the case to the secretary of state (through the Teaching Regulation Agency).

14.0 What to do if you have concerns about peer on peer abuse

It is extremely important to recognise that learners are capable of abusing their peers. The Group endeavours to minimize any risk of this. However, it is important to remember that abuse is abuse no matter who it is from and will never be tolerated at Bishop Auckland College Group, nor should it be passed off as 'banter' or 'part of growing up'.

As with any safeguarding concerns, if you have any concerns that a learner may be abusing another learner, including sexting and gender-based bullying, this should be alerted to the Duty Safeguarding Officer.

15.0 Safer Recruitment

The Group is committed to safer recruitment of its staff and volunteers, for full information on safer recruitment, please refer to the Safer Recruitment Policy (ref: POL-HR-05) or contact the Head of HR.

16.0 Staff Training and induction

All staff should be aware of systems within the Group which support safeguarding and these will be explained to them as part of their staff induction. This will include:

- The Safeguarding/Child Protection Policy (including the policy and procedure for dealing with peer on peer abuse, safeguarding response to children going missing in education as well as the role of the designated safeguarding lead and the identity of the lead and deputies).
- Student Disciplinary and anti-bullying policy
- Code of conduct

The Corporate Board/Executive Council/Management Committees will ensure that staff undergo:

- Safeguarding and child protection training (including online safety) within their induction at the Group
- Safeguarding training will be updated annually, and will be in line with advice from the three local safeguarding partners
- Staff will also receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, and at least annually to provide them with relevant skills and knowledge to safeguard learners effectively
- All staff will receive training in relation to the Prevent Duty
- All staff will receive training in relation to British Values
- All Human Resources staff will be expected to attend Safer Recruitment Training every 3 years
- All Managers or staff who have responsibility for recruitment will be expected to have had Safer Recruitment Training (in-house via the Head of Human Resources or through the DSCP)
- The Designated Safeguarding Lead/Deputy Designated Safeguarding Lead will be expected to receive specific training to equip them to carry out the role, including Safeguarding Process Level 2 (or equivalent) Safeguarding Training and wherever possible, advanced safeguarding training
- All Duty Safeguarding Officers will be expected to receive specific training to equip them to carry out the role including Safeguarding Process training or equivalent Level 2 training.
- All Corporate Board/Executive Council/Management Committees members will be expected to carry out safeguarding training
- Key staff will be given the opportunity to attend other relevant training such as in relation to specific safeguarding issues, LADO training or in relation to safer recruitment.

In recognition of the training which staff receive and the expertise they build, the opportunity will be given to key staff to contribute to and shape safeguarding arrangements and Safeguarding/Child Protection policy.

The Governing body will ensure that, as part of the requirement for staff to undergo regular updated safeguarding training, including online safety and the requirement to ensure children are taught about safeguarding, including online safety, that safeguarding training for staff, including online safety training, is integrated, aligned and considered as part of the whole college safeguarding approach and wider staff training and curriculum planning.

Whilst considering the above training requirements, the governing body should have regard to the Teachers' Standards which set out the expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment and requires teachers to have a clear understanding of the needs of all learners.

Use of school or college premises for non-school/college activities

Where the College agree to hire or rent out 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 will ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the governing body, under the direct supervision or management of college staff, the arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The governing body will therefore seek assurance that the body 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 to liaise with the College on these matters where appropriate. 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.

Alternative provision

The cohort of pupils in Alternative Provision often have complex needs, it is important that the Governing Body are aware of the additional risk of harm that their pupils may be vulnerable to.

The Department has issued two pieces of statutory guidance to which, commissioners of Alternative Provision should have regard:

- Alternative provision - DfE Statutory Guidance; and
- Education for children with health needs who cannot attend school - DfE Statutory Guidance

17.0 The use of reasonable force

The Group would always advise a policy of ‘no contact’ wherever possible, however, there are circumstances when it is appropriate for staff in the Group to use reasonable force to safeguard learners. The term ‘reasonable force’ covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain learners. This can range from guiding a learner to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. ‘Reasonable’ in these circumstances means ‘using no more force than is needed’. The use of force may involve either passive physical contact, such as standing between learners or blocking a learner’s path, or active physical contact such as leading a learner by the arm out of a classroom.

The decision on whether or not to use reasonable force to control or restrain a learner is down to the professional judgement of the staff concerned and should always depend on individual circumstances.

When using reasonable force in response to risks presented by incidents involving learners with SEN (Aspire students), the Group recognises the additional vulnerability of these specific learners. By planning positive and proactive behaviour support and agreeing them with parents/ carers, the Group can reduce the occurrence of challenging behaviour and the need to use reasonable force.

For further information, please refer to the policy ‘Positive Behaviour Support for Learners with SEND (Aspire)’.

18.0 Related documents

Equality, Diversity and Inclusion Policy	POL-ED-01
Anti-Bullying and Harassment Policy	POL-SS-01
Behaviour/Student Disciplinary Procedure	BAC-SS-01
Student Disclosure of Criminal Convictions, Reprimands or Final Warnings	BAC-CSS-06
Student Handbook	
Off Site Visit Procedure	BAC-SS-03
Safeguarding Allegations against a member of staff	POL-HR-12
Safer Recruitment Policy	POL-HR-05
Staff Code of Conduct	HR-DP-01
Multi Faith Prayer Room Policy	
Freedom of Expression Policy	
Visitors, Contactors and Commercial Delegates Procedure	BAC-SS-05
DfE, Keeping Children Safe in Education	
DfE, Working Together to Safeguard Children	
Safeguarding Alert and Referral Form (including Missing learners: Risk Assessment Form)	SS-RSC-01
School Provision: Service Level Agreement	
E-Safety Policy	POL-IT-05
Acceptable Use of IT Policy	POL-IT-07

19.0 Policy Review

This policy will be reviewed annually or following any internal Group changes or any changes to legislation and guidance issued by relevant bodies and submitted to the governing body for review and approval.

For further information, contact:

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Director of Service Standards
Designated Lead for Safeguarding Bishop Auckland College

Steve Harrison
Operations Manager I Manager - SWDT
Designated Lead for Safeguarding - SWDT

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Deputy Head Teacher Durham Gateway
Designated Lead for Safeguarding – Pre-16 provision

Donna Blackmore
Nursery Manager
Designated Lead for Safeguarding – Nursery

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Appendix 1

Safeguarding: Pre-16 Learners

1.0 Introduction

This appendix relates to Pre-16 learners only and is to be read in conjunction with the Group's Safeguarding/Child Protection Policy which articulates the full safeguarding responsibilities of the Group.

2.0 Policy Statement

Changes in the provision of education and associated funding have facilitated the opportunity for organisations to deliver funded education to Pre-16 learners. With these changes, emerges a need to ensure that robust procedures are in place to safeguard Pre-16 learners and ensure that the Organisation's safeguarding requirements and duty of care extending to Pre-16 learners are fully comprehensive. As Pre-16 provision increases and learners are referred independently for learning provision, additional and specific arrangements are required in addition to the overarching Safeguarding/Child Protection Policy.

3.0 Principles of the policy

This aspect of the policy relates to the additional and specific arrangements for Pre-16 learners enrolled or referred to the Organisation, for learning provision and covers the following:

- 3.1** At the point of referral of a Pre-16 young person for a programme of study with the Organisation, a request will be made to the referring organisation to provide contextualised background information in relation to the learner.
- 3.2** Only following receipt of the above information will an admissions interview be arranged in line with the admissions process. An application form/agreement will be required to be completed by the Pre-16 young person prior to, or during the admissions interview. The admissions interview will be completed by the relevant appropriate designated person i.e. Director of 14-16 Learning/Head Teacher Durham Gateway and associated organisation admissions documentation will be completed.
- 3.3** If the young person is suitable for the learning programme, arrangements will be made to complete an assessment to assess suitability to attend the Organisation, including identifying any specific safeguarding concerns that the Organisation will need to address.
- 3.4** If the outcome of the assessment is that the young person is able to study at the Organisation then enrolment will be completed and arrangements to start a trial or the programme of learning will be agreed. Prior to commencement, any requirements emerging from the assessment will be implemented in readiness for the learner starting their trial/programme and where appropriate a support plan/risk assessment will be completed and agreed with the learner and the referring organisation.
- 3.5** All Pre-16 learners will be supported by a Pre-16 Pastoral and Learning Mentor who will monitor attendance and participation in learning of the young person and will ensure that the relevant and appropriate pastoral and welfare support is provided. The Pre-16 Pastoral and Learning Mentor in liaison with the relevant Tutor/Designate will ensure that any assessment and support plans are implemented, monitored, reviewed and adjusted to meet the needs of the Pre-16 learner.
- 3.6** Interim review meetings will be held with the learner and the referring organisation to discuss learner progress and any emerging academic, pastoral, welfare or safeguarding concerns.

4.0 Safeguarding concern

If a safeguarding concern is raised in respect of a Pre-16 learner the Designated Safeguarding Lead/Designate will be contacted without delay and the relevant documentation completed as outlined in Appendix 10: Safeguarding: Raising a Safeguarding Concern. The referring organisation for the Pre-16 learner will be contacted immediately and agreed action will be taken.

Appendix 2

Safeguarding: HE Learners

1.0 Introduction

- 1.1 Underpinning this framework is the principle that all higher education students registered across the Group, however and wherever they may be studying should be protected from harassment and sexual misconduct from other students, staff and visitors.
- 1.2 These will be dealt with through the Group's Customer Complaints Procedure. If a higher education student feels that an issue is not resolved, they can refer their concerns to the Office of the Independent Adjudicator for Higher Education (OIA).
- 1.3 While this statement focuses on the interests of higher education students, the Bishop Auckland College Group will take a similar approach to protecting our higher education staff and visitors from harassment and sexual misconduct.
- 1.4 The Bishop Auckland College Group is guided by the Office for Students statement of expectations which refers throughout to 'harassment and sexual misconduct'. The definitions for the purposes of this framework are as follows:
- a) **Harassment** (as defined by Section 26 of the Equality Act 2010) includes unwanted behaviour or conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment because of, or connected to, one or more of the following protected characteristics:
 - o Age
 - o Disability
 - o Gender reassignment
 - o Race
 - o Religion or belief
 - o Sex
 - o Sexual orientation
 - b) As defined, the Group understand harassment to include domestic violence and abuse (which can also involve control, coercion, threats), and stalking.
 - c) The Group would also consider harassment to include any incidents of physical violence towards another person(s) on the basis of a protected characteristic, and hate crimes, such as those criminal offences which are perceived by the victim or any other person, to be motivated by hostility or prejudice, based on a person's disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or perceived sexual orientation or transgender identity or perceived transgender identity.
 - d) **Sexual misconduct** relates to all unwanted conduct of a sexual nature. This includes, but is not limited to:
 - o Sexual harassment (as defined by Section 26 (2) of the Equality Act 2010)
 - o Unwanted conduct which creates an intimidating, hostile, degrading, humiliating or offensive environment (as defined by the Equality Act 2010)
 - o Assault (as defined by the Sexual Offences Act 2003)
 - o Rape (as defined by the Sexual Offences Act 2003)
 - o Physical unwanted sexual advances (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017)
 - o Intimidation, or promising resources or benefits in return for sexual favours (as set out by the Equality and Human Rights Commission: Sexual harassment and the law, 2017)
 - o Distributing private and personal explicit images or video footage of an individual without their consent (as defined by the Criminal Justice and Courts Act 2015).

- 1.5 Our definitions include harassment and sexual misconduct through any medium, including, for example, online.
- 1.6 The Bishop Auckland College Group will continue to take into account its statutory duties, and the OfS' regulatory requirements, relating to academic freedom and free speech.
- 1.7 As outlined in the Equality and Human Rights Commission (EHRC) guidance on freedom of expression, published in February 2019, exposure to course materials that students might find offensive or unacceptable is unlikely to constitute harassment.

2.0 Communication

- 2.1 Bishop Auckland College Group will continue to clearly communicate, and embed across the whole organisation, our approach to preventing and responding to all forms of harassment and sexual misconduct affecting higher education students. The Group sets out below the expectations that we have of these students, staff and visitors.
 - a) Visible and ongoing commitment from senior leaders and the governing body to preventing and responding to all forms of harassment and sexual misconduct. There is a clear governance line of accountability to ensure that the approach is embedded, upheld in practice, and remains fit-for-purpose across all higher education activities.
 - b) Collaboration with higher education student ambassadors and representatives to deliver a clear and consistent message to higher education students, staff and visitors that harassment and sexual misconduct will not be tolerated. This involves making clear the possible consequences and actions that the Group may take in response to such instances.
 - c) Expected standards of behaviour for all higher education students, staff and visitors are displayed throughout the Group, and the behaviour policy sets out the possible sanctions that can be imposed where these are not followed. These expectations are visible and easy to understand for all higher education students, staff and visitors, with communications adapted to the needs of different groups. These are made clear to new and continuing higher education students and staff as part of induction and relevant ongoing activities.

3.0 Governing Body

- 3.1 The governing body ensures that the Bishop Auckland College Group approach to harassment and sexual misconduct is adequate and effective. The governing body ensures that risks relating to these issues are identified and effectively mitigated.
- 3.2 There is a systematic approach to tackle harassment and sexual misconduct embedded within existing governance structures. The Safeguarding Committee monitors progress and provides effective oversight across the whole Bishop Auckland College Group.
- 3.3 The governing body is routinely given information on the Group's approach to harassment and sexual misconduct for consideration and action (as necessary). This includes the provision of data including reported incidents and cases and outcomes of cases. It also includes the review and evaluation of the approach to harassment and sexual misconduct and its impact on our Higher Education students.
- 3.4 Appropriate training and briefings are given to governors and staff to ensure that those with a governance role have a clear understanding of the issues that are relevant to their responsibilities and their obligations under the Public Sector Equality Duty.

4.0 Development and reviewing of policies and processes

- 4.1 Bishop Auckland College Group will continue to engage with Higher Education students to develop and evaluate systems, policies and processes to address harassment and sexual misconduct.

- 4.2 Proactive and meaningful engagement with higher education students and student ambassadors and representatives in the development, implementation and evaluation of systems, policies and processes for preventing and responding to harassment and sexual misconduct, and in how to support higher education students who have experienced it.
- 4.3 Engagement with a diverse range of higher education students, as well as learning from the experience of higher education students who have been involved in reports or investigations, to ensure that the development, implementation and evaluation of systems, policies and processes are adequate and effective. This may include consideration of protected characteristics and mode and level of study.
- 4.4 Engagement conducted in a sensitive manner to support higher education student wellbeing. This means that engagement will be accompanied by appropriate support and safeguards, which have been informed by specialist expertise, where appropriate.

5.0 Training for higher education staff

- 5.1 Bishop Auckland College Group will continue to implement adequate and effective training for higher education staff and students with the purpose of raising awareness of, and preventing, harassment and sexual misconduct.
- 5.2 Training will be made available on an ongoing basis for all higher education staff and students to raise awareness of harassment and sexual misconduct with the purpose of preventing incidents and encouraging reporting where they do occur. This will include covering areas such as bystander initiatives, consent and receiving and handling disclosures.

6.0 Adequate and effective policies and processes in place for all higher education students

- 6.1 Bishop Auckland College Group have adequate and effective policies and processes in place for all higher education students to report and disclose incidents of harassment and sexual misconduct.
- 6.2 Easy to understand information is available to all Higher Education students and staff on how they can report, disclose or seek support and advice if they experience or witness any incident of harassment or sexual misconduct. This includes clearly communicating how the Bishop Auckland College Group may receive and respond to anonymous reports or reports made by Higher Education student ambassadors and representatives or third parties.
- 6.3 Provision of support for higher education students regardless of whether a formal report or complaint is made.
- 6.4 Policies and processes for reporting are communicated to all higher education students in an accessible way: for example, inclusion in the student handbook, on our website and all our social media platforms to ensure early communication with prospective higher education students.
- 6.5 Where required and requested, the Group will signpost or refer higher education students to the police, NHS, sexual assault referral centres or hate crime reporting centres, or to local specialist services such as Rape Crisis.

7.0 Bishop Auckland College Group have a fair, clear and accessible approach to acting in response to reports and disclosures.

- 7.1 The Group's approach ensures that Higher Education staff are able to respond appropriately and consistently to a disclosure about harassment and sexual misconduct. To protect individuals within investigatory and disciplinary processes, a clear explanation of how confidential information will be used and shared, is provided.

- 7.2 In response to reports and disclosures, our policies and procedures set out how the Group will initiate an investigatory process that is demonstrably fair, independent, and free from any reasonable perception of bias. This includes disciplinary proceedings against a higher education student, staff member or visitor (including member of the governing body) which may also constitute a criminal offence.
- 7.3 The Group ensures that information is visible and easy to understand for all higher education staff and students about the Group's investigatory process, decision-making process, associated timescales and factors which may impact on timescales. This includes the range of actions that may result from the investigation and includes information about the appeal process and how this can be accessed.
- 7.4 Disciplinary hearings that consider student complaints and appeals are conducted by a panel that is free from any reasonable perception of bias, diverse and include higher education student representatives where appropriate. All panel members are trained in handling complaints of this nature and will be independent from the investigatory process and specific case being considered.
- 8.0 Bishop Auckland College Group will ensure that higher education students involved in an investigatory process have access to appropriate and effective support.**
- 8.1 In the event of a disclosure about an incident of harassment and/or sexual misconduct, both the reporting and responding parties have equitable access to appropriate support prior to the decision to launch a formal investigation, for the duration of any investigation, and following its outcome.
- 8.2 The Group have a protocol for timely communications with reporting and responding parties as well as procedures that ensure all reports of incidents of harassment and sexual misconduct are dealt with within a clearly communicated and reasonable timeframe.
- 8.3 Reporting and responding parties are provided with an outcome of the investigatory process where appropriate to share this information, or an explanation of any actions the Group have taken, or not taken, as a result of the complaint. Should the outcome of a process change, the reporting and responding parties will be informed of this.
- 9.0 Related documentation/information**
- 9.1 Office of the Independent Adjudicator
<https://www.oiache.org.uk/>
- 9.2 Equality and Human Rights Commission
www.equalityhumanrights.com/en/publication-download/sexual-harassment-and-harassment-work-technical-guidance
- 9.3 Guidance for Higher Education Institutions on how to handle alleged student misconduct
[https://www.universitiesuk.ac.uk/topics/equality-diversity-and-inclusion/guidance-higher-education-institutions](http://www.universitiesuk.ac.uk/topics/equality-diversity-and-inclusion/guidance-higher-education-institutions)
- 9.4 Customer Complaints Procedure (ref: BAC-Q-05)
- 9.5 Student Behaviour and Disciplinary Procedure (ref: BAC-SS-01)

Appendix 3

Safeguarding: Prevent Duty

1.0 Introduction

This appendix to the Bishop Auckland College Group's Safeguarding/Child Protection Policy relates to the Prevent Duty and the requirements placed upon further education organisations to ensure it safeguards learners from being radicalised and drawn into extremism and terrorism. This appendix is to be read in conjunction with the Group's Safeguarding/Child Protection Policy which articulates the full safeguarding responsibilities of the Group and the implementation of the Prevent Duty across the Group. The Group's Designated Safeguarding Lead also has responsibility for the Prevent Duty within the Group.

2.0 Policy Statement

The Counter –Terrorism and Security Act 2015 places a duty on certain bodies in the exercise of their duties to have 'due regard to the need to prevent people from radicalisation, extremist influences and being drawn into terrorism. The Counter Terrorism Strategy - CONTEST- has four elements **Pursue – Protect – Prepare – Prevent**.

The Prevent Strategy, part of the governments overall Counter-terrorism strategy is to reduce the threat to the UK from terrorism and places a duty on institutions including further education to ensure robust procedures are in place to safeguard learners from being radicalised and drawn into terrorism.

The key theme of the Prevent is to **NOTICE-CHECK-SHARE**, remaining observant and vigilant to ensure concerns are reported early to facilitate intervention.

3.0 Principles of the Policy

Organisations need to be aware of these risks to protect vulnerable individuals from being radicalised and drawn into terrorism by extremist groups.

The Group will:

- Engage with external partners including but not limited to the Police and BIS (Business Innovation and Skills) Prevent Co-ordinator
- Provide representation at local police inter agency and Silver Contest meetings
- Provide training to all staff including governors on Counter Terrorism, The Prevent Duty and British Values and ensure that any Group sub-contractors understand the Group's Safeguarding/Child Protection Policy and the prevent duty
- Risk Assess the Group's management of internal policies and procedures in relation to the Group's buildings and access arrangements
- Have in place relevant internal task groups which have been established to take forward the Group's duties under the Counter-terrorism and Security Act.
- Have in place a student whistle blowing policy, alongside the staff policy
- Seek the views of learners on implementing the Prevent Duty within the Group
- Ensure learners have an understanding of terrorism, radicalisation and the Groups Prevent Duty to safeguard against being drawn into terrorism
- Ensure learners have an understanding of British Values and Equality, Diversity and Inclusion, and actively encourage respect with particular regard to the protected characteristics set out in the Equality Act 2010
- Provide additional opportunities within the Group's curriculum to educate and challenge learners and to exemplify British values

- Ensure transparent policies are in place for access to multi faith prayer rooms and other faith related facilities
- Ensure a Freedom of Expression Policy is in place to clarify the Group's responsibilities to promote freedom of expression

4.0 Preventing radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk is part of the Group's safeguarding approach.

- **Extremism** is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Terrorism** is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a politic, religious or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home). However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised.

As with other safeguarding risks, staff should be alert to changes in learner's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying learners who might be at risk of radicalisation and act proportionately but where required, refer to the Duty Safeguarding Officer. This may include making a Prevent referral.

The Group are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. The Prevent duty should be seen as part of the Group's wider safeguarding obligations.

The Designated Safeguarding Lead and other staff with safeguarding responsibilities will familiarise themselves with the revised Prevent duty guidance: for England and Wales.

5.0 Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the College may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

The Designated Safeguarding Lead and those with responsibilities for safeguarding will be aware of local procedures for making a Channel referral. As a Channel partner, the Group may be asked to attend a Channel panel to discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required.

6.0 Safeguarding Concern

6.1 Learners

If a learner is displaying signs of behaviour that raises a concern that they are being radicalised (see Appendix 7: Recognising a safeguarding concern), or if the learner is voicing extreme views and/or exerting influences over other learners a safeguarding concern will be need to be raised. The Duty Safeguarding Officer will be contacted without delay and the relevant documentation completed as outlined in Appendix 10: Safeguarding: Raising a Safeguarding Concern. Where appropriate a referral will be made to the police and subsequently the Channel programme, after liaison and advice from the police.

6.2 Staff

If a member of staff is verbalising views that are considered extremist views that have the potential to influence learners and other staff or is displaying behaviour associated with radicalisation (see Appendix 7: Recognising a safeguarding concern), a safeguarding concern will be raised without delay in line with Appendix 10: Raising a safeguarding concern and reported to the Duty Safeguarding Officer who will contact the Head of Human Resources. The Head of Human Resources will handle the report in line with the Group's policy 'Safeguarding: Allegations against a member of staff' (ref: POL-HR-12).

Appendix 4

Safeguarding: Children missing from education

1.0 Introduction

This appendix to the Safeguarding/Child Protection Policy sets out the Group's protocols for children missing from education. When a child goes missing or runs away from home or their care placement they are at risk and safeguarding children therefore includes protecting them from this risk. Although local authorities are responsible for protecting children whether they go missing from the family home or the local authority care, the Group also has a duty of care within its safeguarding responsibilities to protect learners from the risks associated with going missing and to help protect young people from going missing.

2.0 Policy statement

There are particular concerns about the links between missing children and child sexual exploitation. Missing children are also vulnerable to other forms of exploitation including drug and alcohol misuse, violent crime and gang exploitation.

Most learners in the Group are post 16, although learning provision is provided for learners Pre-16 and the duty of care to safeguard children includes these learners (see Appendix 1: Safeguarding: Pre-16 learners). Learners 16 or 17 who go missing are no less vulnerable than younger children and are equally at risk, particularly of sexual exploitation or involvement with gangs.

To ensure full compliance with its safeguarding responsibilities the Group will work closely with local authorities to ensure the risk of children going missing from the premises is minimised and protocols are in place to fulfil safeguarding responsibilities. For looked after children additional protocols may also be required to be in place in regard to children missing from care.

3.0 Principles of the policy

The Group will work closely with local authorities and external agencies to prevent and reduce the risk of learners going missing from the family home or from a care placement and has in place protocols for learners missing from the family home. These protocols are detailed below and differentiated by age of the learner.

3.1 Learners Pre-16

Appendix 1 details the policy for safeguarding Pre-16 learners. This aspect of the policy only applies to Pre-16 learners who go missing from the Organisation.

All Pre-16 learners are allocated a Pre-16 Pastoral and Learning Mentor whose responsibilities include: monitoring learner attendance on a daily basis. For any Pre-16 learner absent from the Group following an attendance check, contact will be made immediately with the referring organisation and parent/carer to report the learner's absence. The referring organisation will be required to follow up any non-attendance in line with the Agreement. The learner's assessment plan may also include reporting of any absence to additional contacts and these will be contacted also. The Group will monitor the absence with the referring organisation and any associated or subsequent action that may be taken.

3.2 Learners 16 – 18

All Group full time 16 – 18 learners are allocated a Student Progress Mentor whose responsibilities include monitoring learner attendance on a daily basis and contacting learners and their parents/carers when not in attendance.

Where no contact is able to be made with the learner or their parent/carer after 24 hours a safeguarding concern will be raised in line with Appendix 10: Raising a Safeguarding Concern. The Duty Safeguarding Officer will undertake a risk assessment of the learner and categorise the situation as Low/Medium/High given the information that is known about the learner from records and any mitigating factors that may affect attendance. A risk assessment will be completed every 24 hours where contact is unable to be made with the learner or their parent/carer (during organisational hours). When the risk assessment reaches High a member of staff may be designated to make a welfare visit at the learner's residence. If the learner is still unable to be located the police will be contacted to investigate further.

3.3 Learners in Care

Where learners in care commence a programme of study at the Group, protocols will be agreed with the Carer/designate where appropriate on arrangements and responsive action if the learner does not attend the specified organisation on the designated day and times. These protocols will be different for each learner depending on the associated risks and the learner history. The Student Progress Mentor will monitor learner progress and ensure individual learner protocols are followed and implemented should the learner in care go missing and a safeguarding concern will be raised.

4.0 Further information on a child missing from education

All children, regardless of their circumstances, are entitled to a full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. Group staff should follow procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.

The Group has in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, female mutilation and forced marriage.

Appendix 5

Safeguarding: Children potentially at greater risk of harm

Children potentially at greater risk of harm

Children who need a social worker (Child in Need and Child Protection Plans)

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Local authorities should share the fact a child has a social worker, where this happens, the designated safeguarding lead/designate will and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This will be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children.

Where children need a social worker, this will inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

The college has an important role to play in supporting the mental health and wellbeing of their learners. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. The Governing body ensures that there are clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.

The College can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies.

Looked-after-child – a child who is looked after by a local authority, as defined in section 22 Children Act 1989, means a child who is subject to a care order (interim or full care order) or who are voluntarily accommodated by a local authority.

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The Group endeavours to ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe.

In particular, it is important that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and also have information about the child's contact arrangements with birth parents or those with parental responsibility. Key staff will also require information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The Designated Safeguarding Lead should have full details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

A previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Care leavers

Local authorities have on-going responsibility to the young people who cease to be looked after and become care leavers. This includes, keeping in touch with them, preparing an assessment of their needs and

appointing a personal adviser who develops a pathway plan with a young person. The plan describes how the local authority will support the care leaver to participate in education or training.

Learners with special educational needs and disabilities

Learners with special educational needs (SEN) and disabilities can face additional safeguarding challenges. The Group recognises that additional barriers can exist when recognising abuse and neglect in this group of learners. These can include:

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

Appendix 6

Safeguarding: Online safety

1.0 Introduction

It is essential that learners are safeguarded from potentially harmful and inappropriate online material. The College Group has a whole approach to online safety which empowers the college to protect and educate learners 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, 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:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your learners or staff are at risk, please report this as a safeguarding concern.

The College Group will ensure online safety is a running and interrelated theme whilst devising and implementing policies and procedures. This will include considering how online safety is reflected as required in all relevant policies and considering online safety whilst planning the curriculum, any teacher training, the role and responsibilities of the designated safeguarding lead and any parental engagement.

Online safety policy

The College has a clear policy on the use of mobile and smart technology. Amongst other things this reflects the fact many learners have unlimited and unrestricted access to the internet via mobile phone networks (i.e. 3G, 4G and 5G). This access means some learners, whilst at college, sexually harass their peers via their mobile and smart technology, share indecent images consensually and non-consensually (often via large chat groups) and view and share pornography and other harmful content. The College carefully considers how this is managed on the premises and reflects this in the policy.

Remote learning

Where learners are being asked to learn online at home the Department of Education has provided advice to support Colleges do so safely: safeguarding in schools, colleges and other providers and safeguarding and remote education.

The NSPCC and PSHE Association also provide helpful advice:

- NSPCC Learning - Undertaking remote teaching safely during school closures
- PSHE - PSHE Association coronavirus hub

Filters and monitoring

Whilst considering their responsibility to safeguard and promote the welfare of children and provide them with a safe environment in which to learn, the Governing Body does all that they reasonably can to limit learners' exposure to the above risks from the College's IT system. As part of this process, THE Governing Body will ensure the College has appropriate filters and monitoring systems in place. The Governing Body will consider the age range of their learners, the number of children, how often they access the IT system and the proportionality of costs vs risks.

The appropriateness of any filters and monitoring systems are a matter for the College and will be informed in part, by the risk assessment required by the Prevent Duty. The UK Safer Internet Centre has published guidance as to what "appropriate" filtering and monitoring might look like: UK Safer Internet Centre: appropriate filtering and monitoring.

Information security and access management

The College are directly responsible for ensuring they have the appropriate level of security protection procedures in place, in order to safeguard our systems, staff and learners and review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies. Guidance on e-security is available from the National Education Network. In addition, broader guidance on cyber security including considerations for governors and trustees can be found at NCSC.GOV.UK.

Reviewing online safety

Technology, and risks and harms related to it, evolve and change rapidly. The College should consider carrying out an annual review of their approach to online safety, supported by an annual risk assessment that considers and reflects the risks their learners face.

UKCIS has published Online safety in schools and colleges: [Questions from the governing board](#). The questions can be used to gain a basic understanding of the current approach to keeping children safe online; learn how to improve this approach where appropriate; and find out about tools which can be used to improve the approach. It has also published an Online Safety Audit Tool which helps mentors of trainee teachers and newly qualified teachers induct mentees and provide ongoing support, development and monitoring.

When reviewing online safety provision, the UKCIS external visitor's guidance highlights a range of resources which can support educational settings to develop a whole school approach towards online safety.

Information and support

There is a wealth of additional information available to support Colleges and parents to keep children safe online.

Appendix 7

Safeguarding: Recognising a Safeguarding Concern

The following information is provided on the specific safeguarding issues, types of abuse and neglect and radicalisation to support staff in recognising and raising a safeguarding concern. If any staff members require any additional support in order to deal with any of the above issues, please contact a member of the Designated Safeguarding Team.

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

Other safeguarding is, all staff should be aware of include:

Issues with learners outside of Group

Safeguarding incidents and/or behaviours can be associated with factors outside of the Group and/or can occur between children outside of the Group. All staff, but especially the designated safeguarding lead/Duty Safeguarding Officers, should consider the context within which such incidents and/or behaviours occur. This is known as: **Contextual Safeguarding**.

This means assessments of learners should consider whether wider environmental factors are present in a learner's life that are a threat to their safety and/or welfare. Children's social care assessments will consider such factors so it is important that schools and organisations provide as much information as possible as part of the referral process. This will allow any assessment to consider all of the available evidence and the full context of any abuse.

Abuse

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

Physical abuse

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

Recognising Physical Abuse

The following are some examples which are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a "cry for help" and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse.
The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment e.g. anxious, indiscriminate or no attachment
- Aggressive behaviour towards others
- Low self-esteem and lack of confidence
- Withdrawn or seen as a "loner" – difficulty relating to others

Sexual abuse

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

Recognising Sexual Abuse

A person may be sexually abused and be scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self-mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners

- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Neglect

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

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A person seen to be listless, apathetic and irresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Thrives away from home environment
- Frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

Further information for some specific safeguarding issues:

Bullying including cyberbullying

Bullying is behaviour by an individual or group, repeated over time that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe.

Children and the court system

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. The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. 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 with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Children with family members in prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. In some cases, the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator.

Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim.

Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation; including, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources.

Some of the following can be indicators of both child criminal and sexual exploitation where children:

- appear with unexplained gifts, money or new possessions;
- associate with other children involved in exploitation;
- suffer from changes in emotional well-being;
- misuse drugs and alcohol;
- go missing for periods of time or regularly come home late; and
- regularly miss school or education or do not take part in education.

Children who have been exploited will need additional support to help maintain them in education.

CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Some additional specific indicators that may be present in CSE are children who:

- have older boyfriends or girlfriends; and
- suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”.

This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children's homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home;
- have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- are found in accommodation that they have no connection with, often called a 'traphouse or cuckooing' or hotel room where there is drug activity;
- owe a 'debt bond' to their exploiters;
- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)

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 computer (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 skill 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, the designated safeguarding lead (or a deputy), should 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 that 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.

Additional advice can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.GOV.UK

Domestic abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. The Act's provisions, including the new definition, will be commenced over the coming months.

Drugs

Drugs include alcohol, tobacco, illegal drugs, medicines, new psychoactive substances (legal highs) and volatile substances unless otherwise specified.

Fabricated or induced illness

There are three main ways for a carer to fabricate or induce an illness. These are not mutually exclusive and include fabrication of signs and symptoms and may include fabrication of past history; fabrication of signs and symptoms and falsification of hospital records and specimens of bodily fluids; induction of an illness by a variety of means

Faith abuse

This includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray; ritual murders; use of belief in witchcraft or magic to create fear to make children more compliant when they are being trafficked for domestic slavery or sexual exploitation.

Female Genital Mutilation

(FGM): 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. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject

FGM mandatory duty for teachers

Section 5B of the Female Genital Mutilation Act 2003, places a statutory duty upon teachers to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. However, it will be rare for teachers to see visual evidence, and they should not be examining learners.

Information on how to make a report can be found at: 'Mandatory reporting of female genital mutilation procedural information'

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still discuss this with the Designated Safeguarding Lead and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence (or in cases where the woman is 18 or over. In these cases, teachers should follow normal safeguarding procedures.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and organisations can play an important role in safeguarding children from forced marriage. The Forced Marriage Unit has published statutory guidance and Multi-agency guidelines, with pages 35-36 of which focus on the role of schools and organisations.

Gangs and youth violence

'Street gangs' for whom crime and violence are a core part of their identity.

Gender based violence/violence against women and girls (VAWG)

The violence, physical, sexual or otherwise, stalking and harassment and female genital mutilation

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. 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. Whilst referrals and or discussion with the Local Housing Authority should 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. 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. The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis. In most cases school and organisation staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16-17-year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's services will be the lead agency for these young people and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances.

Mental Health

Good or positive is more than the absence or management of mental health problems; it is the foundation for wellbeing and effective functioning both for individuals and their communities

All staff should be aware that mental health problems can, in some cases, be an indicator that a learner has suffered or is at risk of suffering abuse, neglect or exploitation

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe a learner day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where learners have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these learners' experiences can impact on their mental health, behaviour and education.

College can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found here:

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

This should also be followed as best practice. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among children. See <https://campaignresources.phe.gov.uk/schools/topics/rise-above/overview> for links to all materials and lesson plans.

If staff have a mental health concern about a learner that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or deputy.

The department has published advice and guidance on Preventing and Tracking Bullying, and Mental Health and Behaviour in Schools (which may also be useful for colleges).

Operation Encompass Operation

Encompass operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable support to be given to the child according to their needs.

National Domestic Abuse Helpline Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects
- Refuge what is domestic violence/effects of domestic violence on children
- Safelives: young people and domestic abuse

Peer on Peer Abuse (child on child)

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). And that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports.

All staff should understand, that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer on peer abuse they should speak to their designated safeguarding lead (or deputy).

It is essential that all staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature.

Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse which can include hitting, kicking, shaking, biting, hairpulling, or otherwise causing physical harm;
- sexual violence and sexual harassment. Part five of The Keeping Children Safe in Education Guidance and Sexual violence and sexual harassment between children in schools and colleges sets out how schools and colleges should respond to reports of sexual violence and sexual harassment;
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery): The Department provides Searching Screening and Confiscation Advice for schools. The UKCIS Education Group has published Sharing nudes and semi-nudes: advice for education settings working with children and young people which outlines how to respond to an incident of nude and semi-nude being shared;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm; and o initiation/hazing type violence and rituals and may also include an online element).
- initiation/hazing type violence and rituals.

All staff should be clear as to the Group's policy and procedures with regard to peer on peer abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

Private Fostering

Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the

attention of the organisation staff through the normal course of their interaction and promotion of learning activities with children.

The organisation should then notify the Local Authority to allow them to check the arrangement is suitable and safe for the child

Further information on private fostering can be found in the 'Keeping Children Safe in Education Guidance', Annex A

Radicalisation

Radicalisation can be defined as 'the process through which an individual changes from passiveness or activism to become more revolutionary, militant or extremist, especially where there is an intent towards, or support for violence.'

Driving factors behind radicalisation can include:

- Lack of integration
- Identify crisis and/or isolation
- Discrimination
- Foreign policy and/or internal crises or disputes
- Political movements
- Ideologies and faiths

Often it is vulnerable people who are targeted for radicalisation and can include those that:

- Have low self esteem
- Feel isolated
- Experience pressure from peers
- Have a lack of direction or purpose
- Feel guilt, loss, isolation, anger or fear
- Have suffered a family breakdown

Signs of radicalisation can manifest itself in several ways including

- Mood swings
- Anger
- Physical appearance
- Verbally expressing opinions, different to generally accepted values

There is no stereotype for people who hold extremist views and the above are only examples or circumstances that can drive someone to terrorism but the often lead is a sense of injustice – be that on a personal or more far reaching scale. Their vulnerabilities or susceptibilities are then exploited towards crime or terrorism by people who have their own agenda.

Serious Violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

All staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery.

Further advice is provided in the Home Office's 'Preventing youth violence and gang involvement' and 'Criminal exploitation of children and vulnerable adults: county lines' guidance

Sexting

The exchange of self-generated explicit images, through mobile picture messages or webcams over the internet.

So-called 'honour-based' abuse (including FGM and Forced Marriage)

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA. If staff have a concern regarding a child that might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Trafficking

The recruitment, transportation, transfer, harbouring, or receipt of persons, by means of the threat of the use of force or other forms of coercion, of abduction, of fraud, or deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments of benefits to achieve the consent of a person having control over another person for the purpose of exploitation.

Specific Safeguarding issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues.

Specific safeguarding issues are detailed below with some detail on further information which is available:

Abuse of Safeguarding issue	Guidance/ Advice available	Source
Abuse	What to do if you're worried a child is being abused	DfE advice
	Domestic abuse: Various information/guidance	Home Office
	Faith based abuse: National Action Plan	DfE advice
	Relationship Abuse: disrespect nobody	Home Office website
Bullying	Preventing bullying including cyberbullying	DfE Advice
Children and the courts	Advice for 5-11 year old witnesses in criminal courts	MoJ advice
	Advice for 12-17 year old witnesses in criminal courts	MoJ advice
Children missing from education, home or care	Children missing from education	DfE statutory guidance
	Children missing from home or care	DfE statutory guidance
	Children and adults missing strategy	Home Office strategy

Abuse of Safeguarding issue	Guidance/ Advice available	Source
Children with family members in prison	National Information Centre on Children of Offenders	Barnardo's in partnership with Her Majesty's Prison and Probation Service (HMPPS) advice
Child Exploitation	County Lines: criminal exploitation of children and vulnerable adults	Home Office guidance
	Child sexual exploitation: guide for practitioners	DfE
	Trafficking: safeguarding children	DfE and HO guidance
Drugs	Drugs: advice for schools	DfE and ACPO advice
	Drug strategy 2017	Home Office strategy
	Information and advice on drugs	Talk to Frank website
	ADEPIS platform sharing information and resources for schools: covering drug & alcohol prevention	Website developed by Mentor UK
'Honour Based Violence' (so called)	Female genital mutilation: information and resources	Home Office
	Female genital mutilation; multi-agency statutory guidance	DfE, DH and HO statutory guidance
	Forced marriage; statutory guidance and government advice	Foreign Commonwealth Office and Home Office
Health and Well-being	Fabricated or induced illness; safeguarding children	DfE Department for Health and Home Office
	Rise Above; Free PSHE resources on health, wellbeing and resilience	Public Health England resources
	Medical-conditions, supporting pupils at school	DfE statutory guidance
	Mental health and behaviour	DfE statutory guidance
Homelessness	Homelessness: How local authorities should exercise their functions	MHCLG
Online	Sexting: responding to incidents and safeguarding children	UK Council for Child Internet Safety
Private Fostering	Private fostering: local authorities	DfE – statutory guidance
Radicalisation	Prevent duty guidance	Home Office guidance
	Prevent duty advice for schools	DfE advice
	Education Against Hate Website	DfE and Home Office
Violence	Gangs and youth violence: for schools and organisations	Home Office advice
	Ending violence against women and girls 2016-2020 strategy	Home Office strategy
	Violence against women and girls: national statement of expectations for victims	Home Office guidance
	Sexual violence and sexual harassment between children in schools and organisations	DfE advice
	Serious violence strategy	Home Office strategy

Appendix 8

Safeguarding: Child on Child Sexual Violence and Sexual Harassment

1.0 Introduction

This appendix sets out the Group's protocols for child on child sexual violence and sexual harassment.

This section is about how the College Group will **respond to all reports and concerns** of child on child sexual violence and sexual harassment, including those that have happened outside of the 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. All staff working within the College Group are advised to maintain an attitude of '**it could happen here**'.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) **can** be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

Children who are victims of sexual violence and sexual harassment wherever it happens, will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. The College Group are aware that safeguarding incidents and/or behaviours can be associated with factors outside the college, including intimate personal relationships.

Whilst **any** report of sexual violence or sexual harassment should be taken seriously, staff should be aware it is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys.

But 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

Staff should be read the Department of Education advice: Sexual Violence and Sexual Harassment Between Children in Schools and Colleges it contains further detailed information on:

- what sexual violence and sexual harassment constitutes,
- important context to be aware of, including; what is consent, power imbalances, and developmental stages,
- harmful sexual behaviour (HSB), including that a child displaying HSB may be an indication that they are a victim of abuse themselves,
- related legal responsibilities for schools and colleges,
- advice on a whole school or college approach to preventing child on child sexual violence and sexual harassment, and
- more detailed advice on responding to reports of sexual violence and sexual harassment, including safeguarding and supporting both the victim(s) and alleged perpetrator(s).

2.0 Responding to reports of sexual violence and sexual harassment

Systems are in place (and are well promoted, easily understood and easily accessible) for learners to confidently report abuse, knowing their concerns will be treated seriously.

Colleges not recognising, acknowledging or understanding the scale of harassment and abuse and/or downplaying some behaviours related to abuse can lead to a culture of unacceptable behaviour, an unsafe environment and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. Pre-planning, effective training and effective policies provide the College Group with the foundation for a calm, considered and appropriate response to any reports. The Governing Body ensures that the College Group contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children.

This policy does not attempt to provide (nor would it be possible to provide) detailed guidance on what to do in any or every particular case. The policy provides effective safeguarding practice and principles to consider in any decision-making process.

Ultimately, any decisions are for the College Group to make on a case-by-case basis, with the designated safeguarding lead (or a deputy) taking a leading role and using their professional judgement, supported by other agencies, such as children's social care and the police as required.

3.0 The immediate response to a report

Responding to the report

It is important to note that learners may not find it easy to tell staff about their abuse verbally. Learners can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report. For example, a friend may make a report or a member of staff may overhear a conversation that suggests a learner has been harmed or a learner's own behaviour might indicate that something is wrong. If staff have any concerns about a learner's welfare, they should act on them immediately rather than wait to be told.

The Group's initial response to a report from a learner is incredibly important. How the College Group responds to a report can encourage or undermine the confidence of future victims of sexual violence and sexual harassment to report or come forward.

It is essential that **all** victims are reassured that they are being taken seriously, regardless of how long it has taken them to come forward and that they will be supported and kept safe. Abuse that occurs online or outside of the College should not be downplayed and should be treated equally seriously. 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 or their experience minimised.

All staff are trained to manage a report. Local policies (and training) will dictate exactly how reports should be managed. However, effective safeguarding practice includes:

- if possible, managing reports with two members of staff present, (preferably one of them being the designated safeguarding lead or a deputy). However, this might not always be possible.
- Where the report includes an online element, being aware of [searching screening and confiscation advice \(for schools\)](#) and [UKCIS Sharing nudes and semi-nudes' advice for education settings working with children and young people](#). **The key consideration is for staff not to view or forward illegal images of a child.** The highlighted advice provides more details on what to do when viewing an image is unavoidable. In some cases, it may be more appropriate to confiscate any devices to preserve any evidence and hand them to the police for inspection;
- Not promising confidentiality at this initial stage as it is very likely a concern will have to be shared further (for example, with the designated safeguarding lead or children's social care) to discuss

next steps. Staff should only share the report with those people who are necessary in order to progress it. It is important that the victim understands what the next steps will be and who the report will be passed to;

- Recognising that a child is likely to disclose to someone they trust: this could be **anyone** on the College Group staff. It is important that the person to whom the child discloses recognises that the child has placed them in a position of trust. They should be supportive and respectful of the child;
- Recognising that an initial disclosure to a trusted adult may only be the first incident reported, rather than representative of a singular incident and that trauma can impact memory and so children may not be able to recall all details or timeline of abuse;
- Keeping in mind that certain children may face additional barriers to telling someone because of their vulnerability, disability, sex, ethnicity and/or sexual orientation;
- Listening carefully to the child, reflecting back, using the child's language, being non-judgemental, being clear about boundaries and how the report will be progressed, not asking leading questions and only prompting the child where necessary with open questions – where, when, what, etc. It is important to note that whilst leading questions should be avoided, staff can ask children if they have been harmed and what the nature of that harm was;
- Considering the best way to make a record of the report. Best practice is to wait until the end of the report and immediately write up a thorough summary. This allows the staff member to devote their full attention to the child and to listen to what they are saying. It may be appropriate to make notes during the report (especially if a second member of staff is present). However, if making notes, staff should be conscious of the need to remain engaged with the child and not appear distracted by the note taking. Either way, **it is essential a written record is made**;
- Only recording the fact as the child presents them. The notes should not reflect the personal opinion of the note take. The College Group is aware that notes of such reports could become part of a statutory assessment by children's social care and/or part of a criminal investigation; and
- Informing the designated safeguarding lead (or deputy), as soon as practically possible, if the designated safeguarding lead (or deputy) is not involved in the initial report.

4.0 Risk assessment

When there has been a report of sexual violence, the designated safeguarding lead (or a deputy) should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

- the victim, especially their protection and support;
- whether there may have been other victims,
- the alleged perpetrator(s); and
- all the other learners, (and, if appropriate, adult students and staff) within the College Group, especially any actions that are appropriate to protect them from the alleged perpetrator(s), or from future harms.

Risk assessments should be recorded (written or electronic) and should be kept under review. At all times, the school or college should be actively considering the risks posed to all their pupils and students and put adequate measures in place to protect them and keep them safe.

The designated safeguarding lead (or a deputy) should ensure they are engaging with children's social care and specialist services as required. Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required. The above school or college risk assessment is not intended to replace the detailed assessments of expert professionals.

Any such professional assessments should be used to inform the College Group's approach to supporting and protecting their pupils and students and updating their own risk assessment.

5.0 Action following a report of sexual violence and/or sexual harassment

What to consider

As set out above, sexual violence and sexual abuse can happen anywhere, and all staff working with children are advised to maintain an attitude of '**it could happen here**'. The College Group should be aware of, and respond appropriately to **all** reports and concerns about sexual violence and/or sexual harassment both online and offline, including those that have happened outside of the college. The designated safeguarding lead (or deputy) is likely to have a complete safeguarding picture and be the most appropriate person to advise on the College Group's initial response.

Important considerations will include:

- The wishes of the victim in teams of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. This will however, need to be balanced with the College Group's duty and responsibilities to protect other children;
- the nature of the alleged incident(s), including whether a crime may have been committed and/or whether HSB has been displayed;
- the ages of the learners involved;
- the developmental stages of the children involved;
- any power imbalance between the learners. For example, is the alleged perpetrator(s) significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?
- if the alleged incident is a one-off or a sustained pattern of abuse (sexual abuse can be accompanied by other forms of abuse and a sustained pattern may not just be of a sexual nature);
- that sexual violence and sexual harassment can take place within intimate personal relationships between peers;
- are there ongoing risks to the victim, other children, adult students or staff; and,
- other related issues and wider context, including any links to child sexual exploitation and child criminal exploitation.

As always when concerned about the welfare of a child, all staff should act in the best interests of the child. In all cases, the College Group should follow general safeguarding principles as set out throughout this guidance. **Immediate** consideration should be given as to how best to support and protect the victim and the alleged perpetrator(s) (and any other children involved/impacted).

The starting point regarding any report should always be that there is a zero-tolerance approach to sexual violence and sexual harassment and it is never acceptable and it will not be tolerated. It is especially important not to pass off any sexual violence or sexual harassment as "banter", "just having a laugh", "part of growing up" or "boys being boys" as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

Children sharing a classroom: Initial considerations when the report is made

Any report of sexual violence is likely to be traumatic for the victim. 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.

However, reports of rape and assault by penetration are likely to be especially difficult with regard to the victim, and close proximity with the alleged perpetrator(s) is likely to be especially distressing. Whilst the College Group establishes the facts of the case and starts the process of liaising with children's social care and the police, the alleged perpetrator(s) **should** be removed from any classes they share with the victim. The College Group should also **carefully** consider how best to keep the victim and alleged perpetrator(s) a reasonable distance apart on the College premises including on transport to and from the college, where appropriate (a taxi or collection from parent/carer may also be considered). These actions are in the best interests of all learners involved and should not be perceived to be a judgment on the guilt of the alleged perpetrator(s).

For other reports of sexual violence and sexual harassment, the proximity of the victim and alleged perpetrator(s) and considerations regarding shared classes, sharing premises and or transport, should be considered immediately.

In all cases, the initial report should be carefully evaluated. The wishes of the victim, the nature of the allegations and the protection of all learners in the College Group will be especially important when considering any immediate actions.

6.0 Options to manage the report

It is important that the College Group considers every report on a case-by-case basis. When to inform the alleged perpetrator(s) will be a decision that should be carefully considered. Where a report is going to be made to children's social care and/or the police, then, as a general rule, the College Group will speak to the relevant agency and discuss next steps and how the alleged perpetrator(s) will be informed of the allegations. However, as per general safeguarding principles, this does not and should not stop the College Group taking immediate action to safeguard their learners, where required.

There are four likely scenarios for the College Group to consider when managing any reports of sexual violence and/or sexual harassment. It will be important in all scenarios that decisions and actions are regularly reviewed and that relevant policies are updated to reflect lessons learnt. It is particularly important to look out for potential patterns of concerning, problematic or inappropriate behaviour. Where a pattern is identified, the College Group should decide on a course of action. Consideration should be given to whether there are wider cultural issues within the Group that enabled the inappropriate behaviour to occur and where appropriate extra teaching time and/or staff training could be delivered to minimise the risk of it happening again.

The four scenarios are:

1. Manage internally

- In some cases of **sexual harassment**, for example, one-off incidents, the school or college may take the view that the children concerned are not in need of early help or that referrals need to be made to statutory services and that it would be appropriate to handle the incident internally, perhaps through utilising their behaviour policy and by providing pastoral support.
- Whatever the response, it should be underpinned by the principle that there is a **zero tolerance** approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.
- **All** concerns, discussions, decisions and reasons for decisions should be recorded (written or electronic).

2. Early help

- In line with 1 above, the College Group may decide that the children involved do not require referral to statutory services but may benefit from early help. Early help means providing support as soon as a problem emerges, at any point in a child's life. Providing early help is more effective in promoting the welfare of children than reacting later. Early help can be particularly useful to address non-violent HSB and may prevent escalation of sexual violence. It is particularly important that the designated safeguarding lead (and their deputies) know what the Early Help process is and how and where to access support.
- More information on Early Help is set out in Keeping Children Safe in Education with full details of the early help process in Chapter one of Working Together to Safeguard Children.
- Multi-agency early help will work best when placed alongside strong school or college policies, preventative education and engagement with parents and carers.
- Early help and the option to manage a report internally do not need to be mutually exclusive: the College could manage internally and seek early help for both the victim and perpetrator(s).
- Whatever the response, it should be under-pinned by the principle that there is zero tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.
- All concerns, discussions, decisions and reasons for decisions should be recorded (written or electronic).

3. Referrals to children's social care

- Where a child has been harmed, is at risk of harm, or is in immediate danger, The College Group should make a referral to local children's social care.
- At the point of referral to children's social care, schools and colleges will generally inform parents or carers, unless there are compelling reasons not to (if informing a parent or carer is going to put the child at additional risk). Any such decision should be made with the support of children's social care.
- If a referral is made, children's social care will then make enquiries to determine whether any of the children involved are in need of protection or other services.
- Where statutory assessments are appropriate, the College Group (especially the designated safeguarding lead or a deputy) should be working alongside, and cooperating with, the relevant lead social worker. Collaborative working will help ensure the best possible package of coordinated support is implemented for the victim and, where appropriate, the alleged perpetrator(s) and any other children that require support.
- The College Group should not wait for the outcome (or even the start) of a children's social care investigation before protecting the victim and other learners in the College Group. It will be important for the designated safeguarding lead (or a deputy) to work closely with children's social care (and other agencies as required) to ensure any actions the College Group takes do not jeopardise a statutory investigation. A risk assessment may help inform any decision. Consideration of safeguarding the victim, alleged perpetrator(s), any other children directly involved in the safeguarding report and all learners at the College Group should be **immediate**.
- In some cases, children's social care will review the evidence and decide a statutory intervention is not appropriate. The College Group (generally led by the designated

safeguarding lead or a deputy) should be prepared to refer again if they believe the child remains in immediate danger or at risk of harm. If a statutory assessment is not appropriate, the designated safeguarding lead (or a deputy) should consider other support mechanisms such as early help, specialist support and pastoral support.

- Whatever the response, it should be under-pinned by the principle that there is a zero tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated
- **All concerns**, discussions, decisions and reasons for decisions should be recorded (written or electronic).

4. Reporting to the Police

- **Any report** to the police will generally be in parallel with a referral to children's social care (as above).
- It is important that the designated safeguarding lead (and their deputies) are clear about the local process for referrals and follow that process.
- Where a report of rape, assault by penetration or sexual assault is made, the starting point is that this should be passed on to the police. Whilst the age of criminal responsibility is ten, if the alleged perpetrator(s) is under ten, the starting principle of reporting to the police remains. The police will take a welfare, rather than a criminal justice, approach.
- Where a report has been made to the police, the College Group should consult the police and agree what information can be disclosed to staff and others, in particular, the alleged perpetrator(s) and their parents or carers. They should also discuss the best way to protect the victim and their anonymity.
- At this stage, the College Group will generally inform parents or carers unless there are compelling reasons not to, for example, if informing a parent or carer is likely to put a child at additional risk. In circumstances where parents or carers have not been informed, it will be especially important that the school or college is supporting the child in any decision they take. This should be with the support of children's social care and any appropriate specialist agencies.
- All police forces in England have specialist units that investigate child abuse. The names and structures of these units are matters for local forces. It will be important that the designated safeguarding lead (and their deputies) are aware of their local arrangements.
- In some cases, it may become clear very quickly that the police (for whatever reason) will not take further action. In such circumstances, it is important that the College Group continues to engage with specialist support for the victim and alleged perpetrator(s) as required.
- Whilst protecting children and/or taking any disciplinary measures against the alleged perpetrator(s), it will be important for the designated safeguarding lead (or a deputy) to work closely with the police (and other agencies as required), to ensure any actions the College Group takes do not jeopardise the police investigation.
- If the College Group have questions about the investigation, they should ask the police. The police will help and support the College Group as much as they can (within the constraints of any legal restrictions).
- Whatever the response, it should be under-pinned by the principle that there is a **zero tolerance** approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.

- All concerns, discussions, decisions and reasons for decisions should be recorded (written or electronic).

5. Considering bail conditions

- The police will consider what action to take to manage the assessed risk of harm. This could involve the use of police bail with conditions, prior to a suspect appearing in court, or court bail with or without conditions after the first appearance.
- Alternatively, the person suspected of an offence could be ‘released under investigation’ (RUI). People released under RUI can have no conditions attached to their release from custody and it is possible for a person on bail also to have no conditions.
- Whatever arrangements are in place, the College Group will need to consider what additional measures may be necessary to manage any assessed risk of harm that may arise within their institution.
- Particular regard should be given to: the additional stress and trauma that might be caused to a victim within the institution; the potential for the suspected person to intimidate the victim or a witness; the need to ensure that any risk management measures strike a balance between management of risk and the rights of an unconvicted person (e.g. rights to privacy, family life, etc).
- Careful liaison with the police investigators should help to develop a balanced set of arrangements.

6. Managing any delays in the criminal process

- There may be delays in any case that is being progressed through the criminal justice system. The College Group should not wait for the outcome (or even the start) of a police investigation before protecting the victim, alleged perpetrator(s) and other learners in the College Group.

7. The end of the criminal process

- If a child is convicted or receives a caution for a sexual offence, the College Group should update its risk assessment, ensure relevant protections are in place for all the learners within the College Group and, if it has not already, consider any suitable action in line with their behaviour policy. This process should include a review of the necessary actions to keep all parties safe and meet their needs. If the perpetrator(s) remains in the same College Group as the victim, the College Group should be very clear as to their expectations regarding the perpetrator(s) now they have been convicted or cautioned. This could include expectations regarding their behaviour and any restrictions the College thinks are reasonable and proportionate with regard to the perpetrator(s)’ timetable.
- Any conviction (even with legal anonymity reporting restrictions) is potentially going to generate interest among other pupils or students in the College Group. It will be important that the College Group ensure both the victim and perpetrator(s) remain protected, especially from any bullying or harassment (including online).
- Where cases are classified as “no further action” (NFA’d) by the police or Crown Prosecution Service, or where there is a not guilty verdict, the College Group should continue to offer support to the victim and the alleged perpetrator(s) for as long as is necessary. A not guilty verdict or a decision not to progress with their case will likely be traumatic for the victim. The fact that an allegation cannot be substantiated or was withdrawn does not necessarily mean that it was unfounded. The College Group should discuss any decisions with the victim in this light and continue to offer support. The alleged perpetrator(s) is also likely to require ongoing support for what will have likely been a difficult experience.

8. Unsubstantiated, unfounded, false or malicious reports

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified, and addressed.

If a report is determined to be unsubstantiated, unfounded, false or malicious, the designated safeguarding lead should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to children's social care may be appropriate.

If a report is shown to be deliberately invented or malicious, the College Group, should consider whether any disciplinary action is appropriate against the individual who made it as per their own behaviour policy.

9. Ongoing response

Safeguarding and supporting the victim

The following principles are based on effective safeguarding practice and should help shape any decisions regarding safeguarding and supporting the victim.

- The needs and wishes of the victim should be paramount (along with protecting the child) in any response. It is important they feel in as much control of the process as is reasonably possible. Wherever possible, the victim, if they wish, should be able to continue in their normal routine. Overall, the priority should be to make the victim's daily experience as normal as possible, so that the College is a safe space for them.
- Consider the age and the developmental stage of the victim, the nature of the allegations and the potential risk of further abuse. The College Group should be aware that, by the very nature of sexual violence and sexual harassment, a power imbalance is likely to have been created between the victim and alleged perpetrator(s).
- The victim should never be made to feel they are the problem for making a report or made to feel ashamed for making a report.
- Consider the proportionality of the response. Support should be tailored on a case-by-case basis. The support required regarding a one-off incident of sexualised name-calling is likely to be vastly different from that for a report of rape.
- The College Group should be aware that sexual assault can result in a range of health needs, including physical, mental, and sexual health problems and unwanted pregnancy. Children and young people that have a health need arising from sexual assault or abuse can access specialist NHS support from a Sexual Assault Referral Centre (SARC). SARCs offer confidential and non-judgemental support to victims and survivors of sexual assault and abuse. They provide medical, practical, and emotional care and advice to all children and adults, regardless of when the incident occurred.
- Support can include
 - Early help and children's social care as set out in Keeping Children Safe in Education.
 - Children and Young People's Independent Sexual Violence Advisors (ChISVAs) provide emotional and practical support for victims of sexual violence. They are based within the specialist sexual violence sector and will help the victim understand what their options are and how the criminal justice process works if they have reported or are considering reporting to the police. ChISVAs will work in partnership with schools and colleges to ensure the best possible outcomes for the victim.

- Police and social care agencies can signpost to ChISVA services (where available) or referrals can be made directly to the ChISVA service by the young person or school or college. Contact details for ChISVAs can be found at Rape Crisis and The Survivors Trust.
- Child and adolescent mental health services (CAMHS) is used as a term for all services that work with children who have difficulties with their emotional or behavioural wellbeing. Services vary depending on local authority. Most CAHMS have their own website, which will have information about access, referrals and contact numbers.
- The specialist sexual violence sector can provide therapeutic support for children who have experienced sexual violence. Contact Rape Crisis (England & Wales) or The Survivors Trust for details of local specialist organisations. The Male Survivors Partnership can provide details of services which specialise in supporting men and boys.
- NHS - Help after rape and sexual assault - NHS (www.nhs.uk) provides a range of advice, help and support including advice about the risk of pregnancy, sexually transmitted infections (STI), reporting to the police and forensics.
- Rape and sexual assault referral centres services can be found at: Find Rape and sexual assault referral centres. Sexual assault referral centres (SARCs) offer medical, practical and emotional support. They have specially trained doctors, nurses and support workers. If children, young people, or their families are unsure which service to access, they should contact their GP or call the NHS on 111.
- Childline provides free and confidential advice for children and young people.
- Internet Watch Foundation works internationally to remove child sexual abuse online images and videos and offers a place for the public to report them anonymously.
- Childline / IWF: Remove a nude image shared online Report Remove is a free tool that allows children to report nude or sexual images and videos of themselves that they think might have been shared online, to see if they can be removed from the internet.

Victims may not talk about the whole picture immediately. They may be more comfortable providing information on a piecemeal basis. It is essential that dialogue is kept open and encouraged. When it is clear that ongoing support will be required, the College Group should ask the victim if they would find it helpful to have a designated trusted adult (for example, their form tutor or designated safeguarding lead) to talk to about their needs. The choice of any such adult should be the victim's (as far as reasonably possible). The College Group should respect and support this choice.

A victim of sexual violence is likely to be traumatised and, in some cases, may struggle in a normal classroom environment. While the College Group should avoid any action that would have the effect of isolating the victim, in particular from supportive peer groups, there may be times when the victim finds it difficult to maintain a full-time timetable and may express a wish to withdraw from lessons and activities. This should be because the victim wants to, not because it makes it easier to manage the situation. If required, the College Group should provide a physical space for victims to withdraw.

It may be necessary for the College Group to maintain arrangements to protect and support the victim for a long time. The College Group should be prepared for this and should work with children's social care and other agencies as required.

It is therefore important that the designated safeguarding lead knows how and where to seek support.

It is important that the College Group do everything they reasonably can to protect the victim from bullying and harassment as a result of any report they have made.

Whilst they should be given all the necessary support to remain in the college, if the trauma results in the victim being unable to do this, alternative provision or a move to another school or college should be considered to enable them to continue to receive suitable education. This should only be at the request of the victim (and following discussion with their parents or carers).

It is important that if the victim does move to another educational institution (for any reason), that the new educational institution is made aware of any ongoing support needs. The designated safeguarding lead should take responsibility to ensure this happens (and should discuss with the victim and, where appropriate their parents or carers as to the most suitable way of doing this) as well as transferring the child protection file

Ongoing Considerations: Victim and alleged perpetrator(s) sharing classes

Once the designated safeguarding lead (or a deputy) has decided what the next steps will be in terms of progressing the report, they should carefully consider again the question of the victim and alleged perpetrator(s) sharing classes and sharing space within the College Group. This will inevitably involve complex and difficult professional decisions, including considering their duty to safeguard children and their duty to educate them.

It is important each report is considered on a case-by-case basis and risk assessments are updated as appropriate. As always when concerned about the welfare of a child, the best interests of the child should come first. In all cases, the College Group should follow general safeguarding principles as per this guidance.

Where there is a criminal investigation into a rape, assault by penetration or sexual assault, the alleged perpetrator(s) should be removed from any classes they share with the victim. The College Group should also consider how best to keep the victim and alleged perpetrator(s) a reasonable distance apart on College premises and on transport to and from college where appropriate. This is in the best interests of both children and should not be perceived to be a judgement on the guilt of the alleged perpetrator(s).

Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, the College Group should take suitable action, if they have not already done so. In all but the most exceptional of circumstances, the rape or assault is likely to constitute a serious breach of discipline and lead to the view that allowing the perpetrator(s) to remain in the same college would seriously harm the education or welfare of the victim (and potentially other pupils or students).

Where a criminal investigation into sexual assault leads to a conviction or caution, the College Group should, if it has not already, consider any suitable sanctions in light of their behaviour policy, including consideration of permanent exclusion. Where the perpetrator(s) is going to remain within the College Group, the principle would be to continue keeping the victim and perpetrator(s) in separate classes and continue to consider the most appropriate way to manage potential contact on college premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases.

In all cases, the College Group should record and be able to justify their decision-making.

Reports of sexual assault and sexual harassment will, in some cases, not lead to a report to the police (for a variety of reasons). In some cases, rape, assault by penetration, sexual assault or sexual harassment are reported to the police and the case is not progressed or are reported to the police and ultimately result in a not guilty verdict. None of this means the offence did not happen or that the victim lied. The process will have affected both victim and alleged perpetrator(s). Appropriate support should be provided to both as required and consideration given to sharing

classes and potential contact as required on a case-by-case basis. In all cases, the College Group should record and be able to justify their decision-making.

All of the above should be considered with the needs and wishes of the victim at the heart of the process (supported by parents and carers as required). Any arrangements should be kept under review.

Safeguarding and supporting the alleged perpetrator(s) and children and young people who have displayed harmful sexual behaviour

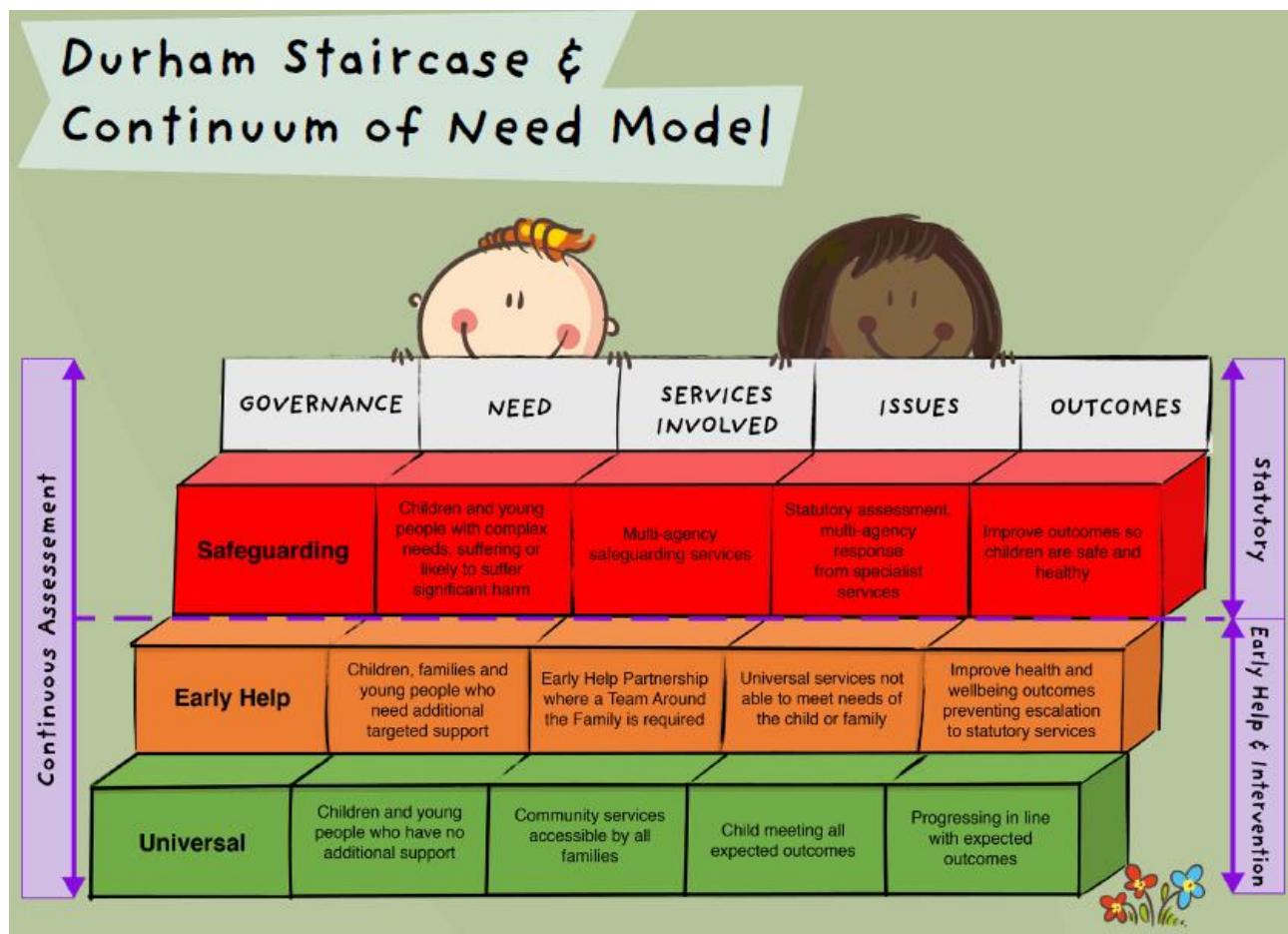
Advice about safeguarding and supporting the alleged perpetrators is also set out in departmental advice: Sexual violence and sexual harassment between children at schools and colleges. The following principles are based on effective safeguarding practice and should help shape any decisions regarding safeguarding and supporting the alleged perpetrator(s):

- The College Group will have a difficult balancing act to consider. On one hand, they need to safeguard the victim (and the wider pupil/student body) and on the other hand provide the alleged perpetrator(s) with an education, safeguarding support as appropriate and implement any disciplinary sanctions. Taking disciplinary action and still providing appropriate support are not mutually exclusive actions. They can, and should, occur at the same time if necessary.
- Consider the age and the developmental stage of the alleged perpetrator(s), the nature of the allegations and frequency of allegations. Any child will likely experience stress as a result of being the subject of allegations and/or negative reactions by their peers to the allegations against them.
- Consider the proportionality of the response. Support (and sanctions) should be considered on a case-by-case basis. The alleged perpetrator(s) may potentially have unmet needs (in some cases these may be considerable) as well as potentially posing a risk of harm to other children. HSB in young children may be (and often are) a symptom of either their own abuse or exposure to abusive practices and or materials.
- It is important that the perpetrator(s) is/are also given the correct support to try to stop them re-offending and to address any underlying trauma that may be causing this behaviour. Addressing inappropriate behaviour can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.
- Advice on behaviour and discipline in schools is clear that teachers can discipline pupils whose conduct falls below the standard which could be reasonably expected of them. If the perpetrator(s) is to be excluded the decision must be lawful, reasonable and fair

Appendix 9

Safeguarding: Durham Staircase and Continuum of Need Model

The following is Durham's Staircase and continuum of need which is referred to in Durham Safeguarding Children Partnership's Durham Threshold Guidance, Meeting the Needs of Children and Families in County Durham 2020.



Appendix 10

Safeguarding: Raising a Safeguarding Concern

1 Raising a safeguarding concern

If a member of staff has a safeguarding concern about a learner which can be from a disclosure by the learner, information from other learners or discovered by the staff member, the Duty Safeguarding Officer/relevant Designated Safeguarding Lead is to be contacted without delay. The member of staff raising the concern will then complete **Section 1** of the Safeguarding Alert and Referral Form (ref: SS-RSC-01) and, where possible, if appropriate the student should sign the form to confirm that the report is a true record of the safeguarding concern. The staff member will then discuss the concern with the Duty Safeguarding Officer/relevant Designated Safeguarding Lead and provide the completed form (SS-RSC-01).

If anyone other than the Designated Safeguarding Lead makes the referral, they should inform the Designated Safeguarding Lead. The local authority should make a decision within one working day of a referral being made about what course of action they are taking and should let the referrer know the outcome. Staff should follow up on a referral if that information not be forthcoming. The online tool 'Reporting child abuse to your local council' directs staff to their local children's social care contact number.

The Duty Safeguarding Officer/relevant Designated Safeguarding Lead will discuss the concern with the Designated Safeguarding Lead/Deputy or another member of the Designated Team in the absence of the Designated Safeguarding Lead and jointly agree a course of action. The Duty Safeguarding Officer/relevant Designated Safeguarding Lead will complete **Section 2 onwards** of the Safeguarding Alert and Referral Form (ref: SS-RSC-01).

In emergency situations (e.g. where there is a risk of severe physical injury), where immediate action is needed to safeguard the health or safety of the individual or anyone else who may be at risk, the emergency services will be contacted immediately. Where a crime has been committed or is suspected within a safeguarding concern, the police will be contacted immediately.

2 Dealing with a safeguarding concern:

Depending upon the age and circumstances of the learner the overarching Safeguarding/Child Protection Policy will apply and in addition one of the several appendices may also apply. The Duty Safeguarding Officer/Designated Safeguarding Lead will ensure that the correct and appropriate action is taken in line with the Group policy and processes.

3 Referring a safeguarding concern

If after careful assessment the Duty Safeguarding Officer and the Designated Safeguarding Lead/Deputy/Designated Team member considers that there is a reasonable cause to refer to First Contact or other relevant agencies, this must be done without delay. This is in line with the DSCP child protection procedures.

The Duty Safeguarding Officer/Designated Safeguarding Lead will discuss with **First Contact** what action should be taken and will also agree if the parents/carers/guardians/next of kin will be informed unless to do so would put the learner at risk. The Duty Safeguarding Officer/Designated Safeguarding Lead will record the discussion and action agreed in **Section 5** of the Safeguarding Alert and Referral Form (ref: SS-RSC-01).

3 The Designated Safeguarding Lead will read and countersign all Safeguarding Alert and Referral Forms (ref: SS-RSC-01).