



## Kent Health Needs Education Service

# Policies

Name of Policy	Child Protection Policy for Schools
Document owner	Mark Goode
Document issued/last reviewed	October 2020
Date for review	October 2021
Additional notes	<ul style="list-style-type: none"><li>• Located on website under policies and documents</li><li>• Includes 2 appendices as Covid 19 addendums<ol style="list-style-type: none"><li>1. April 2020</li><li>2. June 2020 (returning to school advice)</li></ol></li></ul>
Number of pages	42



# Child Friendly Child Protection Policy

Date written: **October 2020**

Date agreed and ratified by October 2020

Date of next review: October 2021

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

## Key Contacts

	<b>Name</b>	<b>KHNES contact information e.g. email/phone number</b>
<b>Designated Safeguarding Lead (DSL)</b>	Mark Goode – Executive Head	01732 785694
<b>Deputy Designated Safeguarding Leads</b>	Carla Walmsley James Fewtrell Patrick Hannaway	01732 785694 01732 785694/01227 781548 01732 350650
<b>Hub Managers</b>	Mike Pegg	
<b>Executive Headteacher</b>	Mark Goode	01732 785694
<b>Safeguarding MC Member</b>	Paul Bargery	c/o 01732 785694

# Contents

	Page no
What to do if you have a welfare concern flowchart	
1. Introduction and Ethos	
2. Policy Context	
3. Definition of Safeguarding	
4. Related Safeguarding Policies	
5. Policy Compliance, Monitoring and Review	
6. Key Responsibilities	
7. Recognising Indicators of Abuse and Neglect	
8. Child Protection Procedures	
9. Record Keeping	
10. Multi-Agency Working	
11. Confidentiality and Information Sharing	
12. Complaints	
13. Staff Induction, Awareness and Training	
14. Safe Working Practice	
15. Staff Supervision and Support	
16. Safer Recruitment	
17. Allegations Against Members of Staff and Volunteers	
18. Safeguarding Children with Special Educational Needs and Disabilities	
19. Peer on Peer Abuse	
20. Gangs, County Lines, Violent Crime and Exploitation	
21. Mental Health	
22. Online Safety	
23. Curriculum and Staying Safe	
24. The Use of Premises by Other Organisations	
25. Security	
26. Local Support	
Appendix 1: Categories of Abuse	
Appendix 2: National Support Organisations	

## 1. Introduction and why we have this document

- Keeping children safe everybody's responsibility and all those that you may come into contact with (staff, volunteers, governors, leaders, parents, families and learners) have an essential role to play in making this community safe and secure.
- All staff should maintain an attitude of 'it could happen here' where safeguarding is concerned.
- We believe that the best interests of children always come first.
- We believe that all young people have a right to be heard and to have their wishes and feelings taken into account and all young people - regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- We believe that we have a responsibility to provide an environment within KHNES that will help young people to be safe and feel safe, and talk openly.

### **At the heart of what we do are the following ideals:**

**Prevention :** We want to have a supportive, safe culture and curriculum. Offering safe opportunity for young people with staff that are all suitable to work with young people.

**Protection :** We have simple processes and make sure all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

**Support:** We want all learners, parents and staff to be safe and to do what is needed for those who may be at risk of harm.

### **Working with parents and other agencies :**

We try to ensure timely, appropriate communications and actions are undertaken when there is a need to discuss things with parents or other adults.

**Immediate Action:** We expect that if any member of our community has a safeguarding concern about any child or adult, action should be taken as soon as possible.

## What is Safeguarding?

- Safeguarding means doing all that we can do to:
  - protect children and young people from maltreatment;
  - ensure children and young people's mental and physical health development;
  - ensure that all children and young people grow up in circumstances that are safe and effectively cared for.
  - Take action to enable all children and young people have strong chances to live healthy and successful lives.
  
- KHNES recognizes acknowledges that safeguarding includes a wide range of areas including:
  - Abuse and neglect
  - Bullying (including cyberbullying)
  - Children with family members in prison
  - Children Missing Education (CME)
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child Criminal Exploitation
  - Contextual Safeguarding (Risks outside the family home)
  - County Lines
  - Domestic abuse
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Female Genital Mutilation (FGM)
  - Forced marriage
  - Gangs and youth violence
  - Gender based abuse and violence against women and girls
  - Hate
  - Homelessness
  - Honour based abuse
  - Human trafficking and modern slavery
  - Mental health
  - Missing children and adults
  - Online safety
  - Peer on peer abuse
  - Preventing radicalisation and extremism
  - Private fostering
  - Relationship abuse
  - Serious Violence
  - Sexual Violence and Sexual Harassment
  - Upskirting
  - Youth produced sexual imagery or "Sexting"

## 2. Related Safeguarding Policies

- This policy is one of a series in the KHNES integrated safeguarding portfolio and others exist:
  - Policy for Supporting Positive Behaviour, linked to the use of physical intervention
  - Searching, screening and confiscation
  - Online Safety; Social media and Mobile technology
  - Anti-Bullying
  - Data protection and Information sharing/Image Use
  - Relationship and Sex Education (RSE)
  - Health and safety, including plans for KHNES reopening
  - Attendance
  - Risk assessments (e.g. school trips, use of technology, KHNES re-opening)
  - First aid and accidents
  - Managing allegations against staff
  - Staff behaviour policy, including Acceptable Use of Technology Policies (AUP)
  - Safer recruitment
  - Whistleblowing

## 3. How is this policy kept and who needs to see it:

- This policy is reviewed at least once a year and is changed following any national or local policy updates, any local child protection concerns and/or any changes to our procedures.
- Parents/carers can obtain a copy of the KHNES Child Protection Policy and other related policies on request. Additionally, our policies can be viewed via the KHNES website

## 4. Who is important in Safeguarding and how?

- KHNES has a management committee member for safeguarding. This person works with the safeguarding leader in ensuring that KHNES has an effective policy and local systems in place and being followed; and that the policies are reviewed at least annually and when required.
- The [management committee](#) and leadership team will ensure that the Designated Safeguarding Lead is supported in their role.

### 6.1 Designated Safeguarding Lead (DSL)

- KHNES has appointed a member of the leadership team ([Mark Goode, Executive Headteacher](#)) as the Designated Safeguarding Lead (DSL). Additionally, KHNES have appointed Deputy DSLs ([C Walmsley – DHT, James Fewtrell and Patrick Hannaway – AHTs](#)) who will have delegated responsibilities and act in the DSLs absence.
- The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in KHNES. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs are trained to the same standard as the DSL. The DSL

and any deputy DSLs training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

- The DSL (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns following Covid-19. This may include handling of referrals to integrated social care and working with other agencies where appropriate.
  
- **It is the role of the DSL to:**
  - Act as the central contact point for all staff to discuss any safeguarding concerns
  - Maintain a confidential recording system for safeguarding and child protection concerns
  - Coordinate safeguarding action for individual children
    - When supporting children with a social worker or looked after children the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
  - Liaise with other agencies and professionals in line with KCSIE 2020 and WTSC 2018
  - Ensure that locally established procedures as put in place by the three safeguarding partners (KSCMP), including referrals, are followed, as necessary.
  - Represent, or ensure KHNES is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
  - Manage and monitor KHNES role in any multi-agency plan for a child.
  - Be available during term time (during KHNES hours) for staff in the KHNES to discuss any safeguarding concerns.
  - help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and KHNES leadership staff.
  - Ensure adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
  - Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2020)

## 6.2 Members of Staff

### All members of staff have a responsibility to:

- Provide a safe environment in which children can learn.
- Be prepared to identify children who may benefit from early help.
- Understand the early help process and their role in it.
- Understand KHNES safeguarding policies and systems.
- Undertake regular and appropriate training which is regularly updated.
- Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Know how to maintain an appropriate level of confidentiality.
- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.

## 6.3 Children and Young People

### **Children and young people (learners) have a right to:**

- **Feel safe, be listened to, and have their wishes and feelings taken into account.**
- Contribute to the development of KHNES safeguarding policies.
- Receive help from a trusted adult.
- Learn how to keep themselves safe, including online.

## **6.4 Parents and Carers**

### **Parents/carers have a responsibility to:**

- Understand and adhere the relevant KHNES policies and procedures.
- Talk to their children about safeguarding issues with their children and support the KHNES in their safeguarding approaches.
- Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the KHNES or other agencies.

## **5. Child Protection Procedures**

- [KHNES] recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.
- [KHNES] adheres to the Kent Safeguarding Children multi-agency partnership procedures (KSCMP). The full KSCMP procedures and additional guidance relating to specific safeguarding issues can be found on their website: <https://www.kscmp.org.uk/>
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- If a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Integrated Children's Services (Front Door) and/or the police in line with KSCMP procedures.
- The DSL may seek advice or guidance from their Area Education Safeguarding Advisor from the Education Safeguarding Service before deciding next steps. They may also seek advice or guidance from a social worker at the Front Door service who are the first point of contact for Integrated Children's Services (ICS).
- In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by KSCMP.
  - Parents/carers will be informed unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.

## 6. Record Keeping

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded in writing on the KHNES safeguarding incident/concern form/system and pass them without delay to the DSL. A body map will be completed if injuries have been observed.
- Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the KHNES. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/college under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue to provide support.

## 7. Confidentiality and Information Sharing

- [KHNES] recognises our duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2020.
- All staff must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
- The Executive Headteacher or DSL will disclose information about a learner on a 'need to know' basis.
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- [KHNES] has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that our KHNES is compliant with all matters relating to confidentiality and information sharing requirements. **Rebecca Perfect and Babatunde Adegbenjo.**
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the

## 8. Complaints

- KHNES has a Complaints Procedure available to parents, learners and members of staff and visitors who wish to report concerns. This can be found on the KHNES [website](#)
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations against Staff policy. This can be found on the KHNES [website](#)

## 9. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' (2020) which covers safeguarding information for all staff.
  - KHNES leaders, including the DSL will read the entire document.
  - KHNES leaders and all members of staff who work directly with children will access annex A within Keeping Children Safe in Education 2020.
  - All members of staff have signed to confirm that they have read and understood KCSIE. **(This is kept with the Staff Training record, and overseen by the same staff member as the SCR)**
- The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive child protection training to ensure they are aware of the KHNES internal safeguarding processes as part of their induction.
- All staff members (including agency and third-party staff) will receive appropriate child protection training to ensure they are aware of a range of safeguarding issues. This training will include online safety and will take place at least annually.
- In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates (through annual training and regular updates as needed. at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

## 10. Safer Recruitment

- [KHNES] is committed to ensure that develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.
- [KHNES] will follow relevant guidance in Keeping Children Safe in Education 2020 (Section 3 'Safer Recruitment') and from The Disclosure and Barring Service (DBS):
- The management committee and leadership team are responsible for ensuring that KHNES follows safe recruitment processes outlined within guidance.

## 11. Allegations Against Members of Staff and Volunteers

- [KHNES] recognises that it is possible for any member of staff, including volunteers, governors, contractors, agency and third party staff (including supply teachers) and visitors to behave in a way that:
  - Indicates they have harmed a child, or may have harmed a child;
  - Means they have committed a criminal offence against or related to a child;
  - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
  - behaved or may have behaved in a way that indicates they may not be suitable to work with children.

KHNES has a statement of policy for managing allegations against staff – this is available through the KHNES website

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the KHNES safeguarding regime. The leadership team at [KHNES] will take all concerns or allegations received seriously.
- Allegations should be referred immediately to the Executive Headteacher who will contact the [Local Authority Designated Officer](#) (LADO) to agree further action to be taken in respect of the child and staff member.
- In the event of allegations of abuse being made against the Executive Headteacher, staff are advised that allegations should be reported to the [chair of the management committee](#) who will contact the LADO.
- All members of staff are made aware of the KHNES Whistleblowing procedure (<http://www.khnes.kent.sch.uk/index.php/home-page/about-us/policies/policies-other/>). It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

## 12. Online Safety

- It is recognised by [KHNES] that the use of technology presents challenges and risks to children and adults both inside and outside of KHNES. [KHNES] will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate.
- [KHNES] identifies that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:
  - content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
  - contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
  - conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
- The DSL has overall responsibility for online safeguarding within the KHNES but will liaise as necessary with other members of staff.

- [KHNES] uses a wide range of technology. This includes online learning computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems.
  - All KHNES owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- [KHNES] recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2020 and EYFS 2017 has appropriate policies in place that are shared and understood by all members of the community.
  - Further information reading the specific approaches relating to this can be found in our **e-safety policies available on the KHNES website**
- [KHNES] will do all we reasonably can to limit children’s exposure to online risks through our IT systems and will ensure that appropriate filtering and monitoring systems are in place.
  - **This involves daily reports from EIS filtering systems and immediate investigations by a triage DSL support officer and the DSL.**
    - If learners or staff discover unsuitable sites or material, they are required to report it immediately to the DSL **who will report the URL of the site to technical staff/services.**
  - All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.
  - Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL, Triage officer and technical staff, as appropriate.
  - Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the Internet Watch Foundation and the police.
  - When implementing appropriate filtering and monitoring, [KHNES] will ensure that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- [KHNES] acknowledges that whilst filtering and monitoring is an important part of KHNES online safety responsibilities, it is only one part of our approach to online safety.
  - Learners will use appropriate search tools, apps and online resources as identified following an informed risk assessment.
  - Learners internet use will be supervised by staff according to their age and ability.
  - Learners will be directed to use age appropriate online resources and tools by staff.
  - KHNES will work with parents/carers in developing new ways of working to help pupils as use of online learning methods develops
- [KHNES] will ensure a comprehensive whole KHNES curriculum response is in place to enable all learners to learn about and manage online risks effectively as part of providing a broad and balanced curriculum.
- [KHNES] will build a partnership approach to online safety and will support parents/carers to become aware and alert by:
  - **providing information on our KHNES website and through existing communication channels (such as official social media, newsletters etc.), offering specific online safety events for parents/carers or highlighting online safety at existing parent events.**
  - **Providing learner agreements and risk assessments**
- [KHNES] will ensure that online safety training for all staff is integrated, aligned and considered as part of our overarching safeguarding approach.

- The DSL will respond to online safety concerns in line with the child protection and other associated policies such as anti-bullying and behaviour.
  - Internal sanctions and/or support will be implemented as appropriate.
  - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

Where children are asked to learn online at home in response to a full or partial closure:

- <KHNES Name> will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place using KHNES provided or approved communication channels; for example, KHNES provided email accounts and phone numbers and/or agreed systems e.g. Zoom, Google Classroom, Microsoft 365 or equivalent.
  - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our KHNES behaviour policy/code of conduct and Acceptable Use Policies., and User agreements/Risk Assessments
- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- When delivering remote learning, staff will follow our Remote Learning Acceptable Use Policy (AUP)
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. <KHNES will continue to be clear who from the KHNES (their child is going to be interacting with online.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

### **13. Curriculum and Staying Safe**

- [KHNES] will ensure that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum.
  - We recognise that KHNES play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that learners have a range of age appropriate contacts and strategies to ensure their own protection and that of others.
- [KHNES] is aware of the most recent communication from the DfE on the mandatory implementation of Relationships Education, Relationships and Sex and Health Education and will ensure that this is embedded into the curriculum.
- Our KHNES systems support children to talk to a range of staff. Children will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

## 14. Local Support

- All members of staff in [KHNES] are made aware of local support available.
  - **Contact details for Area Safeguarding Advisor (Education Safeguarding Service)**
    - [Insert local details here: www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/safeguarding-contacts](http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/safeguarding-contacts)
  - **Contact details for Online Safety in the Education Safeguarding Service**
    - 03000 415797
    - [esafetyofficer@theeducationpeople.org](mailto:esafetyofficer@theeducationpeople.org) (non-urgent issues only)
  - **Contact details for the LADO**
    - Telephone: 03000 410888
    - Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)
  - **Integrated Children's Services**
    - Front door: 03000 411111
    - Out of Hours Number: 03000 419191
  - **Kent Police**
    - 101 or 999 if there is an immediate risk of harm
  - **Kent Safeguarding Children Multi-Agency Partnership (KSCMP)**
    - [kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk)
    - 03000 421126
  - **Adult Safeguarding**
    - Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email [social.services@kent.gov.uk](mailto:social.services@kent.gov.uk)