



Safeguarding and Child Protection Policy

Last reviewed: September 2016

This document applies to all academies and operations of the Vale Academy Trust:

The following related documents can be found on the Trust's website: www.vale-academy.org

- Allegations of Abuse Against Staff Policy
- Anti-bullying Policy
- Behaviour Management Policy
- Equality Policy
- Health and Safety Policy
- Lettings Policy
- Whistleblowing Procedure

Document Control			
Review period	12 Months	Next review	September 2017
Owner	Headteacher KAA	Approver	Board of Directors
Category	Public	Type	Global

Introduction

This policy is based on the Oxfordshire Safeguarding Children Board Procedures, and has been developed in accordance with the principles established by the Children Act 1989, and in line with the following:

- Keeping children safe in education: statutory guidance for schools and colleges September 5th 2016 (KCSIE 2016)
(www.gov.uk/government/publications/keeping-children-safe-in-education)
- 'Working together to Safeguard Children 2015'
- 'Framework for the Assessment of Children in Need and their Families' 2000
- 'What to do if you are worried your child is being Abused' 2015
- 'Safeguarding Children and Safer Recruitment in Education 2006'
- Searching, screening and confiscation: advice for school updated September 2016
- Sexting in schools and colleges: Responding to incidents and safeguarding young people September 2016: this advice is non-statutory and is read alongside the Department of Education's (DfE) Keeping Children Safe on Education (statutory guidance) and Searching, Screening and Confiscation (non-statutory guidance) advice for schools.
- Oxfordshire Safeguarding Children Board guidelines

The Academy Trust takes seriously its responsibility under Section 11 of the Children Act and duties under the "working together" to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those Children and Young People (C&YP) who are suffering harm.

We recognise that all staff, Governors and Directors have a full and active part to play in protecting our C&YP from harm, and the young child or the young person's (C&YP) welfare is our paramount concern.

The Vale Academy Trust should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual C&YP free from discrimination or bullying where C&YP can learn and develop happily.

This policy applies to all staff, governors and volunteers working in

our setting. The aims of this policy are:

- To support the C&YP's development in ways that will foster security, confidence and resilience
- To provide an environment in which C&YP feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard C&YP and of their responsibilities in identifying and reporting possible causes of abuse.
- To provide a systematic means of monitoring C&YP known or thought to be at risk of harm and ensure we, the Academy, contribute to assessments of need and support plans for those C&YP.
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding C&YP.
- To develop a structured procedure within the Academy Trust which will be followed by all members of the Trust community in cases of suspected abuse.
- To develop effective working relationships with all other agencies involved in safeguarding C&YP.
- To ensure that all adults who have access to C&YP have been checked as to their suitability. This includes other community users of our facilities, following correct staff recruitment and selection procedures.

Procedures

Our procedure for safeguarding C&YP will be in line with Oxfordshire Local Authority (the LA) and Oxfordshire Safeguarding Children Board Child Protection Procedures and "Working Together to Safeguard Children 2015". We will ensure that:

- The Directors and Governors understand and fulfill their safeguarding responsibilities.
- Within each Academy we have a Designated Safeguarding Lead who has undertaken appropriate training for the role, as recommended by the LA, within the last two years. Our Designated Safeguarding Leads will update their training with LA approved training every two years. We will keep the Safeguarding Team Administrator informed about these appointments and any changes (tel 01865 810603).
- Our Designated Safeguarding Leads are: Headteacher at Charlton Primary; Headteacher at Wantage CE Primary; Assistant Headteacher (Safeguarding) at King Alfred's (the Headteacher

and Assistant Headteacher (SEN) are also DSL trained; Headteacher at St Nicholas C of E Primary; Headteacher at Millbrook Primary School, Headteacher at St James C of E Hanney

- Designated staff will stand in for others in the Trust as required.
- All designated Safeguarding Leads will have read and understand the VAT job description outlining the DSL role

All adults (including supply teachers and volunteers) new to our Trust will be made aware of the Trust's policy and procedures for child protection, the names of the

Designated Safeguarding Leads and the booklet "What to do if You're Worried a Child Is Being Abused". These will be explained as part of their induction into the Trust.

- All members of staff are provided with opportunities at least every three years to receive training in order to develop their understanding of the signs and indicators of abuse, how to respond to a C&YP who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse (contact the safeguarding team administrator for information on training: 01865 810603)
- All parents/carers are made aware of the Trust's responsibilities in regard to child protection procedures through publication of the Trust's Safeguarding and Child Protection policy and reference to it in the Trust's Prospectuses and Home School Agreements.
- Our lettings policy will seek to ensure the suitability of adults working with C&YP on school sites at any time.
- Community users organising activities for C&YP are aware of and understand The need for compliance with the school's child protection guidelines and procedures.
- The name of any member of staff considered not suitable to work with C&YP will be notified to the DCSF Teachers misconduct Team with the advice and support of Human Resources and in accordance with the NEOST (National Employers' Organisation for School Teachers) guidance and related regulations.
- Our procedures will be annually reviewed and updated.
- The name of the Designated Safeguarding Lead will be clearly displayed in each Academy with a statement explaining the Trust's role in referring and monitoring cases of suspected abuse.

Responsibilities

Staff in Vale Academy Trust will follow the Oxfordshire Safeguarding Children Board Procedures in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk)

A referral by 'phone or using the online system

will be made. We will therefore:

- Understand that our responsibility to safeguard C&YP requires that we all appropriately share any concerns that we may have about C&YP.
- Ensure that we have Designated Safeguarding Leads who are responsible for referring a C&YP if there are concerns about a C&YP's welfare, possible abuse or neglect to the MASH (Multi Agency Safeguarding Hub). A referral by 'phone or using the online system will be made to the MASH as soon as possible within the school day.
- Ensure that detailed and accurate written records of concerns about a C&YP are kept even if there is no need to make an immediate referral. See guidance on record keeping:
http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/Keeping_Child_Protection_Records.doc
- Ensure that all such records are kept confidentially, securely and separately from the C&YP's records with a front sheet listing dates and brief entry to provide a chronology.
- Ensure that an indication of further record-keeping is marked on the C&YP's records, acting as a focal point for staff concerns and liaising with other agencies and professions.
- Ensure that Designated Safeguarding Leads or other appropriate members of staff attend case conferences, family support meetings, core groups or other multi-agency planning meetings; contribute to the Framework for Assessments process; and provides a report to be shared with the parents.
- Ensure that any absence of two days, without satisfactory explanation, of a C&YP currently subject to a Child Protection Plan is referred to the C&YP Social worker or the local Assessment Team.
- Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
- Ensure that all Trust staff are aware of the Trust's Safeguarding and Child Protection policy and procedures and understand their responsibilities in being alert to and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.

- Ensure that Designated Safeguarding Leads provide, with the Headteacher; an annual report for the Local Governing Body, detailing any changes to procedures; training undertaken by the Designated Safeguarding Lead, and by all staff and Governors; number and type of incidents/cases, and number of C&YP referred to Children's Social Care and subject to Child Protection Plans (anonymised). These reports will be collated by the Pastoral Committee and reported to the Board of Directors.

The Board will ensure that it fulfils its responsibility to provide the LA with information about the Trust's Safeguarding policies and procedures.

- Ensure that Designated Safeguarding Leads keep themselves up to date with knowledge to enable them to fulfill their role, including attending relevant training, at least every two years, provided by the Oxfordshire Safeguarding Children Board or the Schools Safeguarding Team.
- Ensure that all staff, Governors, Directors and volunteers understand that there is a procedure to be followed in dealing with child protection allegation made against teaching and non-teaching staff. This procedure must be followed on all occasions. All staff must be made aware of this process and how it differs from other concerns about C&YP.
- Ensure that we have staff on all interview panels who are Safer Recruitment trained.
- Ensure that all staff/volunteers are selected and recruited only after having gone through appropriate checks. Safer recruitment Training can be accessed at:
<http://www.cwdcouncil.orf.uk/safeguarding/safer-recruitment>.
- Follow the county guidance on reporting and tracking lost C&YP. See Children Missing Education:
<http://intranet.oxfordshire.gov.uk/wps/wcm/connect.occ/insite/directorates/children%2C+young+people+ +families/our+services/social+inclusion+servises/attendance+and+education/lc+-+si+-+children+missing+education>
- All staff and volunteers working in early years or foundation stage will be expected to disclose to the Headteacher or Manager any circumstances which may indicate that the member of staff or volunteer could be barred from working with children under the terms of the Childcare Regulations 2006
- Our setting will have regard to our obligations to prevent our students from being drawn into extremism or terrorism. We recognise that this is our statutory duty under the counter terrorism and security act 2015. Please see the links below for further guidance and information around this:
 - [Prevent Briefing](#)

- [Prevent within Schools](#)
- [Channel Panel Advice](#)

Preventing and Supporting C&YP

We recognise that the school plays a significant part in the prevention of harm to our C&YP by providing C&YP with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Due to the day to day contact with C&YP, the staff in the individual Academies are ideally placed to observe the outward signs of abuse. The Academy communities will therefore:

- Establish and maintain an ethos which is understood by all staff, which enables C&YP to feel secure and encourages them to talk knowing that they will be listened to.
- Ensure that all C&YP know that there is an adult in each Academy whom they can approach if they are worried or in difficulty.
- Provide across the curriculum opportunities which equip C&YP with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Report any inappropriate behaviour/activities or concerns they have about a C&YP to the Designated Person

We recognise that a C&YP who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to Develop and maintain a sense of self-worth

We recognise that the school may provide the only stability in the lives of C&YP who have been abused or are at risk of harm.

We accept that research shows that the behaviour of a C&YP in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. The Academy will support all C&YP by:

- Encouraging the development of self-esteem and resilience in every aspect of Academy life through the curriculum.
- Promoting a caring, safe and positive environments within the Academies.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of C&YP.
- Ensuring that a named teacher in each Academy is designated for Looked After Children (LAC) and that an up to date list of C&YP who are subject to a Care Order or are accommodated by the Local

Authority is regularly reviewed and updated. The Local Authority Virtual School Head must be made aware of all LAC in the school.

- Notifying Social Care when a C&YP attending the school is privately fostered.
- Providing continuing support to a C&YP (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Designated Safeguarding Lead at the C&YP's new school immediately. The original copy of significant documents will be retained at the individual Academy and photocopies forwarded as above.

Confidentiality

- We recognise that all matters relating to child protection are confidential.
- The Headteacher or Designated Safeguarding Lead will disclose personal information about a C&YP to other members of staff on a need to know basis only.
- However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard C&YP.
- All staff must be aware that they cannot promise a C&YP to keep secrets which might compromise the C&YP's safety or well-being or that of another.
- We will always undertake to share our intention to refer a C&YP to Social Care with their parents/carers unless to do so could put the C&YP at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Schools Safeguarding Team or Social Care on this point.
- We will have 'no names consultations' with our local Assessment Teams/MASH to discuss concerns we may have, but we understand that if they then ask for a name we will disclose those details and it will become a referral.

Supporting Staff

- We recognise that staff working in the Trust who have become involved with a C&YP who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support. This could be provided by the Headteacher or another trusted colleague, Occupational Health and/or a representative of a

professional body or trade union, as appropriate.

- In consultation with all staff, we have adopted a code of conduct for staff at our setting. This forms part of staff induction and is in the staff handbook. We understand that staff should have access to advice on the boundaries of appropriate behaviour
- We recognise that our Designated Safeguarding Leads should have access to support and appropriate workshops, courses or meetings as organised by the LA.

Allegations Against Staff

- All staff should take care not to place themselves in a vulnerable position with a C&YP. It is always advisable for interviews or work with individual C&YP or parents to be conducted in view of other adults.
- All staff should be aware of the Trust's Behaviour Management Policy.
- We understand that a C&YP may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher of the Headteacher is not present. The Trust's Policy 'Allegations of Abuse against Staff' sets out the procedure to be followed.
- The manager on all such occasions will discuss the content of the allegation with the Designated Officer for the Local Authority (LADO), **before taking any action.** In our county contact should be made with, Alison Beasley Designated Officer (01865 323457) or Donna Crozier, Safeguarding Coordinator (01865 816382).
- If the allegation made to a member of staff concerns the manager themselves, the person receiving the allegation will immediately inform the Chair of the governing body who will consult with LADO, without notifying the manager first.
- The school will follow the procedures for managing allegations against staff, as outlined in keeping children safe in education 2015.
- Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult with LADO and HR.
- Our lettings agreement for other users requires that the organiser will follow LA procedures for managing allegations against staff and, where necessary, the suspension of adults from premises.

Whistleblowing

We recognise that C&YP cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues - see the Trust's Whistleblowing Policy.

Where a staff member feels unable to raise an 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 at – Advice on Whistleblowing
- The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 – line is available from 8am – 8.00pm Monday to Friday and email: help at nspcc.org.uk

Sexting/Sexual Imagery

In each school we are developing procedures (in response to new guidance and training during Autumn 2016) to respond to incidents involving youth produced sexual imagery, we aim to also signpost sources of resources and support. These procedures are part of the safeguarding arrangements and all incidents of youth produced sexual imagery should be dealt with as safeguarding concerns. The response to these incidents should be guided by the principle of proportionality and the primary concerns at all times should be the welfare and protection of the young people involved.

Young people who share sexual imagery of themselves, or peers, are breaking the law. We should not, however, unnecessarily criminalise children. Children with a criminal record face stigma and discrimination in accessing education, training, employment, travel and housing and these obstacles can follow a child into adulthood. Whilst young people creating and sharing sexual imagery can be very risky, it is often the result of young people's natural curiosity about sex, support or safeguarding, not criminalisation.

Physical Intervention/Positive Handling

Our policy on physical intervention/positive handling is set out separately as part of our Behaviour Policy. It complies with LA Guidance, 'The Use of Force to Control or Restrain Pupils' 2010.

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention should be appropriately trained.

We understand that physical intervention of a nature which causes injury or distress to a C&YP may be considered under child protection or disciplinary procedures.

Anti-Bullying

Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

Racist Incidents

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our C&YP both physically within the Academy environment and, for example, in relation to internet use, and when away from site on trips and visits.

Role of the Directors and Governors

The Board of Directors undertakes the regular review of safeguarding related policies and procedures that operate in our Academy.

Governors have a crucial role in monitoring and challenging Academy staff on the effectiveness of safeguarding arrangements and, through the Pastoral Committee and Trust Board, will report to the Local Authority Safeguarding Team annually on these arrangements - see the annual safeguarding report: http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/Annual_Safeguarding_Report_Governing_Body.doc

Staff Training

Governing bodies and proprietors should ensure that all staff members undergo safeguarding and child protection training at induction. The training should be regularly updated. Induction and training should be in line with advice from the LSCB.

In addition all staff members should receive regular safeguarding and child protection updates (for example, via e-mail, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

CHILD PROTECTION PROCEDURES

All staff have a responsibility for action in cases of suspected C&YP abuse. This document outlines the procedures which should be followed if any member of staff suspects a C&YP is being abused, or if a disclosure is made.

**Immediate action is required where there is suspicion of abuse
and written records must be made at each
Stage of process**

All teachers are asked to be alert to possible physical or emotional problems being experienced by C&YP in all Key Stages.

If a C&YP asks to speak to you about a problem do *not* promise confidentiality, but explain that it may be necessary to consult a senior colleague.

Definition of Abuse

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or 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 another child or children.

General Categories of Abuse

The table below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. (Full definitions can be found in this document). Staff should be aware that the possible indicators are not definitive and that some C&YP may present these behaviours for reasons other than abuse.

Type of Abuse	Possible Indicators
<p>Neglect The persistent failure to meet a C&YP's basic physical and psychological needs which is likely to result in serious impairments to the C&YP's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a C&YP is born, neglect may involve a parent or carer failing to provide food, clothing or shelter: protect a C&YP from physical or emotional harm or danger: ensure adequate supervision; ensure access to appropriate medical care or treatment.</p>	<p>Obvious signs of lack of care including</p> <ul style="list-style-type: none"> • Problems with personal hygiene • Constant hunger • Inadequate clothing • Emaciation • Lateness or non-attendance at school • Poor relationship with peers • Untreated medical problems • Compulsive stealing and scavenging • Rocking, hair twisting, thumb sucking • Running away • Low self-esteem
<p>Physical Abuse May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a C&YP. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a C&YP.</p>	<ul style="list-style-type: none"> • Physical signs that do not tally with the given account of occurrence • conflicting or unrealistic explanations of cause • repeated injuries • delay in reporting or seeking medical advice.
<p>Sexual Abuse Forcing or enticing a C&YP to take part in sexual activities, not necessarily involving a high level of violence, whether or not the C&YP is aware of what is happening. The activities may involve physical contact, penetrative or non- penetrative acts and also includes involving C&YP in watching pornographic material or watching sexual acts.</p>	<ul style="list-style-type: none"> • Sudden changes in behaviour • Displays of affection which are sexual and age inappropriate • Tendency to cling or need constant reassurance • Tendency to cry easily • Regression to younger behaviour – e.g. thumb sucking, acting like a baby • Unexplained gifts or money • Depression and withdrawal • Wetting/soiling day or night • Fear of undressing for PE

<p>Emotional Abuse The persistent emotional maltreatment of a C&YP such as to cause persistent and severe adverse effects on the C&YP's emotional development. It may involve conveying to C&YP that they are worthless or unloved, inadequate or valued in so far as they meet the needs of another person.</p>	<ul style="list-style-type: none"> • Rejection • Isolation • C&YP being blamed for actions of adults, • C&YP being used as carer for younger siblings • affection and basic emotional care giving/warmth is persistently absent or withheld.
--	---

Good practice – Individuals

- Recognise the symptoms and distinguish them from other forms of abuse
- Treat the child/young person as a victim of abuse
- Understand the perspective / behaviour of the child/young person and be patient with them
- Help the child/young person to recognise that they are being exploited
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care

Good practice – Organisations

- Ensure robust safeguarding policies and procedures are in place which cover CSE
- Promote and engage in effective multi-agency working to prevent abuse
- Work to help victims move out of exploitation
- Cooperate to enable successful investigations and prosecutions of perpetrators

Link to guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf

Specific Types of Abuse

- 1. CSE**
- 2. FGM**
- 3. FM**
- 4. Prevent**

Child sexual exploitation (CSE)

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the child's or young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability. (DCSF 2009)

Key facts about CSE

- Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from age 10 and boys from age 8.
- It affects both girls and boys and can happen in all communities.
- Any person can be targeted but there are some particularly vulnerable groups: Looked After Children, Children Leaving Care and Children with Disabilities.
- Victims of CSE may also be trafficked (locally, nationally and internationally).
- Over 70% of adults involved in prostitution were sexually exploited as children or teenagers.
- Sexual violence or abuse against children represents a major public health and social welfare problem within UK society, affecting 16% of children under 16. That is approximately 2 million children.

Forced marriages (FM)

FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.

A FM is a marriage conducted without the valid consent of one or both

parties, and where duress is a factor Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent.

FM is illegal in England and Wales. This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Link to Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

Female Genital Mutilation (FGM)

If a **teacher** in the course of their work in the profession, discovers that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 the **teacher** must report this to the police. See Annex A (KCSIE2016).

If a child is in immediate danger or at risk of harm a referral should be made to children's social care and/or police immediately. Anyone can make a referral. Where referrals are not made by the designated safeguarding lead the designated safeguarding lead should be informed, as soon as possible, that the referral has been made.

FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures.

FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.

Other than in the excepted circumstances, it is an offence for **any person (regardless of their nationality or residence status)** to:

- perform FGM in England, Wales or Northern Ireland (section 1 of the Act);
- assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act); and
- assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a **UK national or permanent UK resident** (section 3 of the Act).

Link to the guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

Prevent

The Counter Terrorism & Security Act 2015

The Act places a Prevent duty on specified schools to have “due regard to the need to prevent people from being drawn into terrorism”. The education and childcare specified authorities in Schedule 6 to the Act are as follows:

- The proprietors of maintained schools, non-maintained special schools, maintained nursery schools, independent schools (including academies and free schools) and alternative provision academies, PRUs, registered early years providers, registered late years providers and some holiday schemes.

Schools/settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas:

- Assessing the risk of children being drawn into terrorism
- Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- Expected to ensure children are safe from terrorist and extremist material when accessing the internet in school

Dealing with Disclosures

RECEIVE

Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.

REASSURE

Stay calm, no judgments, empathise. **Never make a promise that you can keep what a C&YP has said a secret.** Giving reassurance that only those who need to know will be told. Reassure the C&YP that they were right to tell you.

REACT

React to the C&YP only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.

Don't ask leading questions – keep the open questions e.g. 'is there anything else you want to say?'

Do not criticise the perpetrator; the C&YP may have affection for

him/her. Explain what you will do next – inform the Designated

Safeguarding Lead, keep in contact. **RECORD**

If possible make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can.

Try to record what was actually said by the C&YP rather than your interpretation of what they are telling you.

Record the date, time, place and any noticeable nonverbal behaviour.

REPORT

Report the incident to the Designated Safeguarding Lead and do not tell any other adults or C&YP what you have been told.

Never attempt to carry out an investigation of suspected abuse by interviewing the young person or any others involved. This is a highly skilled role and any attempts by yourself could affect criminal proceedings

Record Keeping

The Designated Safeguarding Leads for child protection are responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place