**YOUR ORGANISATION NAME GOES HERE**

# POLICY AND PROCEDURES ON SAFEGUARDING / CHILD PROTECTION

# FOR ALTERNATIVE PROVISION SETTINGS

# Updated in line with LCC CYPS Model Policy June 2018 NB due for revision following changes in Government Guidance.

**Signature ……………………………………………………….(Proprietor – Owner)**

**Print Name………………………………………………………………**

**Signature …………………………………………………………….. (Local Director)**

**Print Name ……………………………………………………………..**

**Last reviewed: insert date**

**Next review date: annually**

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*This document is made available to Alternative Provision Settings by the Leicestershire Secondary Education and Inclusion Partnerships (SEIPS). It is designed to be used as a template for Providers to use and adapt as they see fit.*

*It is a requirement of the Agreement that is issued between the SEIPS and Providers that Providers will have a Safeguarding Policy at the Provision. You do not have to use this template if you have your own documentation.*

*If you are a registered school (and as a result are fully responsible for the education programme for some or all the Children and young people who attend your organisation) you will have a full safeguarding policy of your own and this template will not apply to you.*

***Of course what really matters is whether you and your staff understand and implement the policy. It is difficult to get safeguarding right without a policy but it is not enough just to have a policy – its your practice that really counts!***

*We highlight in yellow sections where you need to add your own information*

**SUMMARY - THE MAIN FEATURES**

Throughout this document we use the term Commissioner to describe the school, Partnership or other organisation who are responsible for placing a child or young person at your Provision.

**The Commissioner is responsible for ensuring that children and young people are safeguarded. The Commissioner is responsible in most circumstances for deciding on actions to be taken or referrals made.**

Throughout the document we use Provider to describe your organisation.

The Provider needs to ensure that:

* All staff and volunteers have been recruited safely and have undertaken a DBS check
* All staff and volunteers know in broad terms what to look for and listen out for in order to safeguard the young people attending your Provision
* There is a Designated Senior Leader (DSL) who acts as a focus for any safeguarding concerns and ensures that any safeguarding issues are reported to the Commissioner or in urgent circumstances to police or social care
* The DSL keeps up to date with changing expectations of safeguarding
* There is a clear system for staff and volunteers to report any concerns swiftly to the DSL. Staff and volunteers understand that they should listen carefully to any disclosures, take care not to question the person disclosing other than to clarify and keep a note of concerns.
* There is a clear system to ensure that children and young people do not go to any other locations for activities during the time that they are assigned to you unless you are certain that the location has a stringent level of safeguarding and that the Commissioner is aware.
* There is a clear system for monitoring the children and young people when assigned to you to ensure that they do not put one another at risk and to ensure that they cannot misuse IT and

If you have any incidents that give you concern about the safety and welfare of a young person in your care you should always contact the Commissioner.

If you think a young person might have

* Brought a knife or other weapon to your premises
* Brought drugs or alcohol to your premises
* Been involved in any serious aggression towards other students or staff
* Accessed unauthorized sites on the internet whilst at your premises
* Becoming involved in any serious incidents of bullying, sexism, racism
* Tried to influence or come under the influence of others to become involved in criminal, racist or sexist behaviour
* Been on the receiving end of emotional, physical or sexual abuse

You should contact the Commissioner

**Named staff and contacts**

* Designated Safeguarding Lead: <Insert name>
* Prevent Single Point of Contact (SPOC): <Insert name>
* Nominated Safeguarding <Governor, Trustee, Manager – delete as appropriate> <Insert name>:
* Safeguarding and Improvement Unit contacts at Leicestershire County Council:

# Always alert the Leicestershire Secondary Education and Inclusion Partnership Co-ordinator of any concerns in addition to any direct action you take:

# Anne Tookey HBEP

# Simon Chetwyn LIP

# Helen Masoum MBP

# Charlie Scott NWLLIP

# Elise Rogers SLIP

# Throughout this document the term commissioner is used to refer to the SEIPS or schools or other organisation who are purchasing a placement with our organisation for a child or young person

**Head of Service - Safeguarding Improvement and Quality Assurance**

Kelda Claire 0116 3059084 / 07507686100

 **LADO / Allegations:**

 Mark Goddard 0116 305 7597

 **Safeguarding Development Officers:**

 Simon Genders 0116 305 7750

 Ann Prideaux 0116 3057317

**First Response Children’s Duty (Same-day referrals)**

Telephone 0116 3050005

Email childrensduty@leics.gov.uk

Address First Response Children’s Duty

 Room 100b

 County Hall

 Championship Way

 Glenfield

 LE3 8RF

**All other referrals including Early Help Services**

This contact information is for children and young people who reside in the county of Leicestershire. Those with residence in the City of Leicester should be referred to the equivalent services provided by the City Council

<http://lrsb.org.uk/childreport>

**Early Help queries and Consultation Line** 0116 3058727

# Introduction

* 1. <Name of Organisation> fully recognises the contribution it can make to protect children and support students attending our organisation. The aim of the policy is to safeguard and promote our students’ welfare, safety and health by fostering an honest, open, caring and supportive climate. The students’ welfare is of paramount importance.
	2. This policy is consistent with:
		+ the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the Statutory guidance “*Keeping children safe in education – Statutory guidance for schools and colleges”, September 2016* and *“Working Together to Safeguard Children”, 2015. (revision due)*
		+ the Leicestershire and Rutland Local Safeguarding Children Board (LSCB) Procedures, which contain procedures and guidance for safeguarding children;
	3. There are four main elements to our Child Protection Policy:
		+ **Prevention** (e.g. positive school atmosphere, teaching and pastoral support to students, safer recruitment procedures);
		+ **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns;
		+ **Support** (to students and school staff and to children who may have been abused);
		+ **Working with parents** (to ensure appropriate communications and actions are undertaken).
	4. This policy applies to all staff, trustees, directors, governors and visitors to our organisation. We recognise that child protection is the responsibility of all staff. We will ensure that all parents and other working partners are aware of our child protection policy by mentioning it in our < adjust wording to suit brochures or prospectus, displaying appropriate information in our reception and on the website and by raising awareness at induction of students and any meetings with parents.>

# Extended activities

Where the <name of organisation> provides services or activities directly under the supervision or management of our staff, our arrangements for child protection will apply. Where services or activities are provided separately by another body, we will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with us on these matters where appropriate.

# Safeguarding Commitment

* 1. <Name of organisation> adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff encourage children and parents to feel free to talk about any concerns and to see this Provision as a safe place when there are difficulties. Children’s worries and fears will be taken seriously and children are encouraged to seek help from members of staff.
	2. <Name of organisation> will therefore:
		+ Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
		+ Ensure that children know that there are adults in the Provision whom they can approach if they are worried or are in difficulty;
		+ When commissioned to do so by the SEIPS, include in the curriculum activities and opportunities for PSHE/Citizenship which equip children with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help;
		+ Always report any concerns we have back to the commissioning Partnership
		+ Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies if required to do so;
		+ Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (s.128) etc. Our organisation is not eligible to access the barred teachers list but we are currently looking to find ways to link with other organisation who can provide this information for us, (delete as appropriate)

# Safeguarding in the Curriculum

The following areas are among those addressed in Lifeskills and in the wider curriculum by schools and the Partnerships. We contribute to these areas when appropriate to our offer at the request of the commissioning Partnership / school. We aim to be vigilant in identifying any concerns that we might have in these areas and reporting them back to the commissioning Partnership / school:-

Bullying/Cyberbullying

Drugs, alcohol and substance abuse

(County Lines)

E Safety / Internet safety

Stranger danger

Fire and water safety Road safety

Domestic violence / Relationships / Consent

(so called) Honour Based Violence issues (HBV) e.g. forced marriage, Female Genital Mutilation (FGM) (see Appendix 6),

Sexual exploitation of children (CSE), including online

Preventing Extremism and Radicalisation (see Appendices 4 and 5)

# Roles and Responsibilities

* 1. General

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school.

The names of the Designated Safeguarding Leads for the current year are listed at the start of this document.

# Proprietors

In accordance with the Statutory Guidance “Keeping children safe in education” September 2018*,* the Proprietor will ensure that:-

* + - <Name of organisation> has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.
		- <Name of organisation> operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, staff involved in the recruitment process have undertaken Safer Recruitment Training.
		- There are procedures for dealing with allegations of abuse against members of staff and volunteers (see Appendix 2).
		- There is a senior member of the <Name of organisation> leadership team who is designated to take lead responsibility for dealing with child protection (the “Designated Safeguarding Lead”) and there is always cover for this role with appropriate arrangements for before/after school and out of term time activities.
		- The Designated Safeguarding Lead undertakes effective Local Authority training (in addition to basic child protection training) and this is refreshed every two years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.
		- The staff and volunteers who work with children, undertake appropriate training which is regularly updated (at least every three years in compliance with the LSCB protocol); and that new staff and volunteers who work with children are made aware of the <Name of organisation> arrangements for child protection and their responsibilities (including this policy and Part 1 of Keeping Children Safe in Education). The Local Authority Induction leaflet, “Safeguarding in Education Induction – Child Protection Information, Safer Working Practice” September 2018 will be used as part of this induction.
		- Any deficiencies or weaknesses brought to the attention of the Proprietor will be rectified without delay.
		- Proprietor deals with any allegations of abuse made against the senior leader of the organization.
		- Effective policies and procedures are in place and updated annually including a behaviour “code of conduct” for staff and volunteers - “Guidance for Safer Working Practice for those who work with children in education settings October 2015”. Information is provided to LEBC on this practice at their annual audit carried out on behalf of schools and Partnerships
		- The <Name of organisation> contributes to inter-agency working in line with statutory guidance “Working Together to Safeguard Children” 2015 (revision due) as requested by the commissioner. Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Board (LSCB).

# Leader of the Provision

The Leader of <Name of organisation> will ensure that:

* + - The policies and procedures adopted by the Proprietor are effectively implemented, and followed by all staff;
		- Sufficient resources and time are allocated to enable the Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
		- Allegations of abuse or concerns that a member of staff or adult working at school may pose a risk of harm to a child or young person are notified to the commissioning Partnership / school who will advise on next steps
		- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
		- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children’s Social Care (Children’s Services) or the Police.

# Designated Safeguarding Lead

Commissioners have the responsibility for responding to information the organisation passes to them concerning all issues related to the scope of this policy. Each Commissioner has a duty to appoint its own DSL and to ensure that the DSL meets the requirements of the list below. Our organisation has its own DSL who is aware of the full list of requirements and participates in training offered by commissioners to support our effectiveness.

The responsibilities of the Designated Safeguarding Lead are found in Annex B of “Keeping children safe in education” and include:

* + - Provision of information to the LSCB/Local Authority on safeguarding and child protection in compliance with section 14B of the Children Act 2004. (This will usually be done by referral via the commissioner)
		- Liaison with the Proprietor, the commissioner and – via the commissioner - the Local Authority on any deficiencies and how these should be rectified without delay.
		- Support the commissioner in the management and referral of cases of suspected abuse to Specialist Services First Response Children’s Duty (and/or Police where a crime may have been committed)
		- Act as a source of support, advice and expertise within the <Name of organisation>
		- To attend and contribute to child protection conferences when required – and after discussion with the commissioner
		- Be alert to the specific needs of children in need, those with educational needs and young carers
		- Ensure each member of staff has access to and understands the <Name of organisation> s child protection policy especially new or part-time staff who may work with different educational establishments;
		- Ensure all staff have induction training covering child protection, the pupil behaviour policy, children who go missing,and staff behaviour. Staff will be trained to recognise and report any concerns immediately they arise and will be provided with Part 1 of “Keeping children safe in education” and Annex A to those working directly with.
		- Keep detailed, accurate and secure written records of concerns and referrals;
		- Obtain access to resources and effective training for all staff and attend refresher training courses provided by the commissioner. Keep up to date with new developments in safeguarding by accessing briefings and journals at least annually.
		- Maintain and monitor child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on “Records, Monitoring and Transfer” below.

# Records, Monitoring and Transfer

* 1. Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within our organisation. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies or back to the commissioner.
	2. Records relating to actual or alleged abuse or neglect are stored apart from normal pupil or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
	3. Child protection records are stored securely, with access confined to specific staff, eg Designated Safeguarding Leads and the Proprietor and/ or Provision Leader. Commissioners are always informed of any new information being placed on record and have the responsibility to ensure that such information follows the child if he or she moves on to another setting or location.
	4. Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.

1. **Support to students**
	1. Our <Name of organisation> recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children <Name of organisation> may be one of the few stable, secure and predictable components of their lives. Other children may be vulnerable because, for instance, they have a disability, are in care,have been previously looked after or are experiencing some form of neglect. Our <Name of organisation> seeks to remove any barriers that may exist in being able to recognize abuse or neglect in students with Special Educational Needs or a disability. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.
	2. **Peer on Peer Abuse** - <Name of organisation> recognises that children sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as “banter” or “part of growing up”. This abuse could for example include sexual violence and sexual harassment, initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls. There are separate school and local authority or LSCB guidances and policies to address these concerns including the Behaviour Policy, Anti-bullying Policy, E-safety Policy, “Guidance for schools working with children who display harmful sexual behaviour” (Leicestershire LA Guidance)*.* Where specific risks are identified, a risk assessment will be undertaken in consultation with the commissioner in order to ensure the safety of all staff and students.
	3. **Sexting –** Our organisation will always respond if informed that children have been involved in ‘sexting’ (youth produced sexual imagery). The UK Council for Child Internet Safety (UKCCIS) guidance, “Sexting in schools and colleges: responding to incidents and safeguarding young people” will be used to guide the organisations’s response on a case by case basis and we will always discuss and agree any actions that we intend to take with the commissioner.
	4. The key points that we will work **with the commissioner** on:-
		* Inform the DSL as soon as possible
		* Support the victim as appropriate and in accordance with their best interests
		* Inform all parents of involved children unless by doing so you put a child at risk
		* Images will not be viewed by school staff
		* If school is to deal with the matter, involve parents in ensuring the images are deleted
		* If there is evidence of exploitation or the targeting of a vulnerable student, inform the police
	5. **Sexual violence and sexual harassment** – Sexual violence refers to sexual offences as described under the Sexual Offences Act 2003 including rape and sexual assault. Sexual harassment is ‘unwanted conduct of a sexual nature’ that can occur online and offline and may include sexual name-calling, taunting or “jokes” and physical behaviour, for example, deliberately brushing against someone or interfering with clothes. Evidence shows that girls, children with SEND and LGBT children are more likely to be the victims of sexual violence and harassment and boys are more likely to be the perpetrators. However sexual violence and sexual harassment can occur between children of any gender.

Our organisation may support children and young people in learning about “healthy and respectful behaviours” as part of the curriculum for PSHE when we have agreed with the commissioner to deliver this as part of our provision.

* 1. **Children Missing from Education** – our organisation recognises the entitlement that all children have to education. If we have any reason to think that a young person attending our organisation is not receiving their educational entitlement we will raise it with the commissioner. We recognise that children who go missing is a sign that they have been targeted by CSE perpetrators and drug related criminals (County Lines). If we have any concerns of this nature we will report to the commissioner.
	2. **Child sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point or are targeted by criminals involved in the illegal supply of drugs (County Lines). Staff training includes raising awareness of this issue and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children’s Duty if appropriate.
	3. **So-called ‘honour-based’ violence** (HBV) encompasses crimes which have been committed to protect or defend the so-called “honour” of the family and/or the community, including Female Genital Mutilation (FGM) (see appendix 6), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and concerns will be passed to the Designated Safeguarding Lead for onward referral as required.
	4. **Private fostering arrangements** - Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead and on to the commissioner so that a referral to Children’s Social Care for a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, aunty or sibling).
	5. Complaints or concerns raised by parents or students will be taken seriously and followed up in accordance with the Provider’s complaints process.
1. **Support for Staff**
	1. As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support and may consult with the Commissioner if necessary.

# Working with parents/carers

# It is the responsibility of the commissioner to:

* Ensure that parents/carers have an understanding of the responsibility placed on the schools , Partnerships and Providers for child protection by setting out its obligations in the school prospectus.
* Undertake appropriate discussion with parents/carers prior to involvement of Children & Family Services Children’s Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.
* At the time when the DSL at the Provider reports a concern to the commissioner a check will be made to ensure that there is a clarity about who will inform parents/carers and when. If the Provider makes an emergency contact with child protection agencies this will be followed by contact with the commissioner to ensure the same clarity.

# Other Relevant Policies

* 1. The Proprietor’s statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance *[Amend as necessary or replace with a statement. You aim to show that you have thought through and established systems and processes to cover all these areas]*
		+ Behaviour Management
		+ Staff Code of Conduct
		+ Racist incidents
		+ Anti-Bullying (including Cyberbullying)
		+ Physical Interventions/Restraint (DfE Guidances “Use of Reasonable Force” and “Screening, searching and confiscation”)
		+ Special Educational Needs and Disability
		+ Trips and visits
		+ Work experience and extended work placements
		+ First aid and the administration of medicines
		+ Health and Safety
		+ Relationships and Sex Education
		+ Site Security
		+ Equal Opportunities
		+ Toileting/Intimate care
		+ e-safety
		+ Extended school activities

The above list is not exhaustive but when undertaking development or planning of any kind the Provider will consider the implications for safeguarding and promoting the welfare of children.

# Recruitment and Selection of Staff

* 1. The Proprietor takes note of advice on schools’ safer recruitment processes contained in the Statutory Guidance: *Keeping children safe in education September 2016, Part Three: Safer recruitment*.
	2. The Proprietor will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
	3. The Provision has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children. The Leicestershire County Council induction leaflet is given to all staff and is the basis for the safeguarding induction.
	4. In line with statutory requirements, every interview panel for Provision staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training. (Delete or amend)

# APPENDIX 1

**PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD**

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1. **General**
2. The Local Safeguarding Children Board Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on LSCB website [www.lrsb.org.uk:](http://www.lrsb.org.uk/) The Designated Safeguarding Lead is expected to be aware of these, particularly the referral processes. **However the first step will be to contact the commissioner and the Provision will make a direct referral only when that contact has not been successful or in emergency.**
3. It is important that all parties act swiftly and avoid delays.
4. Any person may seek advice and guidance from the First Response Children’s Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
5. A record, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
6. In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents’ knowledge and consent to the referral are expected, unless there is reason for this not being in the child’s interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk, and in individual cases advice from Children’s Social Care will need to be taken.

# Individual Staff/Volunteers/Other Adults – main procedural steps

1. When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
2. As soon as possible make a dated (including the day), timed and signed note of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead in the Provision.
3. If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Proprietor must be informed.
4. **If the allegation is about the Proprietor, the information should normally be passed to the Commissioner who will consult the Local Authority Allegations Manager (LADO).**
5. If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

# Designated Safeguarding Lead – main procedural steps to be taken in discussion with the Commissioner.

# (NB It may not be necessary for the Provision to follow all these steps if the Commissioner is taking action. Special note should be taken of clauses 4, 6 and 7 where the Provider may need to take urgent action)

* 1. Begin a case file which will hold a record of communications and actions to be stored securely (see Section on Records, Monitoring and Transfer).
	2. Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals consultation line.
	3. Share information confidentially with those who need to know.
	4. Where there is a child protection concern requiring immediate, same day, intervention from Children’s Social Care, the First Response Children’s Duty should be contacted by phone. Written confirmation should be made within 24 hours on the LSCB Agency Referral Form to Children’s Social Care. All other referrals should be made using the online form (see link <http://lrsb.org.uk/childreport>).
	5. If the concern is about children using harmful sexual behaviour, refer to the separate guidance. “Guidance for schools working with children who display harmful sexual behaviour” (Leicestershire LA Guidance).
	6. If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
	7. Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving the Provider’s site, take advice from the First Response Professionals Consultation line (for instance about difficulties if the school day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Children’s Duty should be updated and the Police should be contacted immediately.

# APPENDIX 2

**PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING HEADTEACHERS) AND VOLUNTEERS**

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

* behaved in a way that has harmed a child, or may have harmed a child;
* possibly committed a criminal offence against or related to a child; or
* behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Relevant documents:

* DfE “Keeping children safe in education: Statutory guidance for schools and colleges” September 2018 (part 4: Allegations of abuse made against teachers and other staff)

# Individual Staff/Volunteers/Other Adults who receive the allegation:

* 1. Write a dated and timed note of what has been disclosed or noticed, said or done.
	2. Report immediately to the Proprietor
	3. Pass on the written record.
	4. If the allegation concerns the conduct of the Proprietor, **report immediately to the Commissioner.** Pass on the written record. (If there is difficulty reporting to the Commissioner, contact the Allegations Manager (LADO), Safeguarding and Improvement Unit as soon as possible.)

# Proprietor

* 1. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
	2. **Before taking further action notify and seek advice from the Commissioner** who will take advice from the Allegations Manager (LADO), Safeguarding and Improvement Unit on the same day.
	3. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
	4. Ensure the Commissioner has reported to First Response Children’s Duty if the Allegations Manager (LADO) so advises or if circumstances require a referral concerning a child.
	5. Ongoing involvement in cases:
		+ Liaison with the Allegations Manager (LADO)
		+ Co-operation with the investigating agency’s enquiries as appropriate.
		+ Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.
		+ Possible referral to the DBS or NCTL, depending on the outcome.

# APPENDIX 3 (Removed – not relevant to Alternative Provisions)

# APPENDIX 4

**Safeguarding students who are vulnerable to extremism and radicalisation**

Our Provision recognises the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our students being drawn into terrorism.

These include:

* Assessing the risk of students being drawn into terrorism (see Appendix 5)
* Working in partnership with relevant agencies under the LSCB procedures
* Appropriate staff training
* Appropriate online filtering

Our Provision is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the students are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

Our Provision seeks to protect children and young people against the messages of all violent extremism including but not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Designated Safeguarding Lead who will contact the Commissioner. The Commissioner has local contact details for Prevent and Channel referrals. They will also consider whether circumstances require Police to be contacted.

# APPENDIX 5

**Radicalisation and Extremism Risk Assessment**

Provision………………………………………………………………..….

|  |  |  |
| --- | --- | --- |
|  | **Yes/No** | **Evidence** |
| Does the Provision have a policy? |  |  |
| Does the Provision work with outside agencies on radicalisation and extremism e.g. Channel? |  |  |
| Have staff received appropriate training? |  |  |
| Has the Provision got a trained Preventlead? |  |  |
| Do staff know who to discuss concerns with? (Single point of contact - SPOC) |  |  |
| Is suitable filtering of the internet in place? |  |  |
| Do children know who to talk to about their concerns? |  |  |
| Are there opportunities for children to learn about radicalisation and extremism? |  |  |
| Have any cases been reported? |  |  |
| Are individual students risk assessed? |  |  |
| What factors make the Provision community potentially vulnerable |  |

|  |  |
| --- | --- |
| to being radicalised?(e.g. EDL local base, extreme religious views promoted locally, tensions between local communities, promotion of radical websites by some students/parents) |  |
| Comment on the Provision’s community, locality and relevant history |
| Risk evaluation | **Low Medium****High** | Way Forward |

Date completed…………………………………….. Signed…………………………………………

# APPENDIX 6

**Female Genital Mutilation**

Section 5B of the Female Genital Mutilation Act 2003 and section 74 of the Serious Crime Act 2015 places a mandatory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 or where a girl discloses that she has undergone FGM. The Provison’s response to FGM will take into account the government guidance, “Multi-agency statutory guidance on female genital mutilation” April 2016. Staff will also follow the established safeguarding procedure by reporting any such concerns to the Designated Safeguarding Lead who will pass information to the commissioner. DSL’s should note that the Commissioner may seek a report to be passed to the Police.

There will be a considered safeguarding response towards any girl who is identified as being at risk of FGM (eg there is a known history of practising FGM in her family, community or country of origin) which may include sensitive conversations with the girl and her family, sharing information with professionals from other agencies and/or making a referral to Children’s Social Care. If the risk of harm is imminent there are a number of emergency measures that can be taken including police protection, an FGM protection order and an Emergency Protection Order.