

## Safeguarding & Child Protection Policy 2021-22

All staff should have access to this policy and sign to the effect that they have read and understood its contents

<b>Date of last review:</b>	May 2022	<b>Author:</b>	Head of Safeguarding
<b>Date of next review:</b>	September 2022	<b>Owner:</b>	Education Directors
<b>Type of policy:</b>	<input type="checkbox"/> Network-wide <input type="checkbox"/> Set for school <input checked="" type="checkbox"/> Tailored by school	<b>Approval:</b>	Board
<b>School:</b>	Ark John Keats Academy	<b>Key Contact Name:</b>	Head of Safeguarding
<b>Key Contact Email:</b>	safeguarding@arkonline.org	<b>Key Contact Phone:</b>	0203 116 7192

### **POSITIONING WITHIN ARK OPERATIONAL MODEL**

<b>Component</b>	<b>Element</b>
<input type="checkbox"/> Strategic Leadership & Planning <input type="checkbox"/> Monitoring, Reporting & Data <input type="checkbox"/> Governance & Accountabilities <input type="checkbox"/> Teaching & Learning <input type="checkbox"/> Curriculum & Assessment <input checked="" type="checkbox"/> Culture, Ethos & Wellbeing <input type="checkbox"/> Pathways & Enrichment <input type="checkbox"/> Parents & Community <input type="checkbox"/> Finance, IT & Estates <input type="checkbox"/> Our People	Safeguarding

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## Ark John Keats Academy

### SAFEGUARDING & CHILD PROTECTION POLICY

#### Safeguarding Key Contact leaders:

**Local Authority: Enfield**

<b>Principal</b>	<b>Executive Principal</b>	<b>Designated Safeguarding Lead (DSL)</b>	<b>Deputy Designated Safeguarding Lead/s (DDSLs)</b>	<b>Designated Teacher for Looked After Child (LAC)</b>
Jo Facer <b>Headteacher:</b> Katie Marshall (S) Mide Ola-Said (P)	Rebecca Curtis	Aaron Collingwoode-Williams (S) Bradley David (P)	Lydia Socrates (S) Anna Samad (S) Mide Ola-Said (P)	Aaron Collingwoode-Williams (S) Bradley David (P)

<b>Digital Learning Lead (DLL)</b>	<b>Data Protection Lead</b>	<b>SENCo</b>	<b>Behaviour Lead</b>	<b>Educational Visits Co-ordinator</b>
Irfan Amin	Jaspreet Grewal	Debs Harter (S) Diane Whight (P)	Aaron Collingwoode-Williams (S) Bradley David (P)	Sean Mullarkey (S) Bradley David (P)

<b>Attendance Officer</b>	<b>Lead First Aider and Mental Health First Aider</b>	<b>Ark's Head of Safeguarding</b>	<b>Nominated Safeguarding Link Governor</b>	<b>Chair of Governors</b>
Gemma Bailey (S) Bradley David (P)	Ellyanna Efstratiou (S)	Joycelyn Thompson	Christopher Jones	Linsey Cole

<b>Ark's People Business Partner (HRBP)</b>	<b>Ark Regional Facilities Manager</b>	<b>Local Authority Designated Officer (LADO)</b>	<b>Virtual School Head (LAC)</b>	<b>Schools Police /Community liaison Officer</b>
Rachel Jerrome	Mike Burden	Andreas Kyriacou	Suzanne Rowson	Sgt Velda Ewen/ PC Emrah Ahmed

## What to do if you have a safeguarding concern in Ark John Keats Academy

### Why are you concerned?

For example:

- Disclosure /voice of the child /online violation/contextual
- Allegation against staff /volunteer
- Child's appearance
- Behaviour change /overhear conversation
- Witnessed concerning behaviour/ risk to self and others

**Immediately record your concern on  
'Impero EdAware' online recording tool or on a  
'Cause for Concern' form (external/visitors only)**

### FORWARD to DSL WITHOUT DELAY

- Clarify concerns if necessary  
(**TED**: Tell, Explain, Describe)
- Use child's own words
- Sign and date your records
- Reassure the child (remain with child if in immediate danger)
- Seek support for yourself if required from DSL

**Designated Safeguarding Lead reviews referral and makes a decision about next steps.  
Feedback (on a need to know basis) is given to staff/ referrer on next steps**

### Referral /Further discussion

- Consider whether child is at immediate risk of harm e.g. unsafe to go home
- Discussion/refer to other agencies as appropriate e.g. Inter-agency referral
- If allegation against professional inform Principal - LADO notification, Tel call, complete form
- If allegation against Principal inform RD and Ark Head of Safeguarding
- If unsure then consult with Ark Head of Safeguarding /HR Business partner

### In School Monitoring Process by identified person or DSL

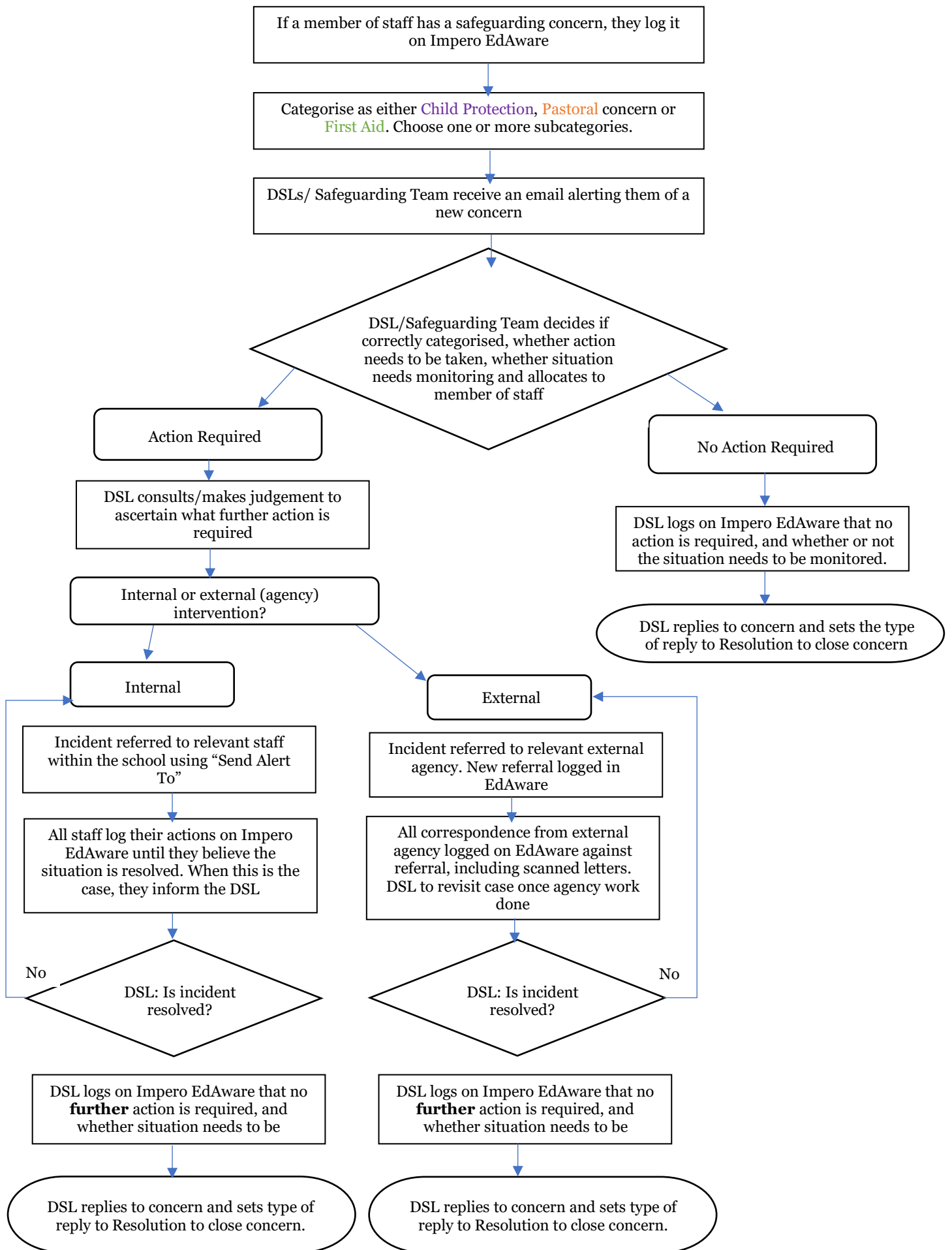
- What you are monitoring – Behaviour, trends, appearance etc.
- How long will you monitor? Timeline
- Where, how and to whom will you feedback? Staff/referrer/Principal
- Where will you record? Impero EdAware
- Inform parent/carer of support provided? Meetings/Support Plans

### Record decision

**Child deemed at risk of significant harm or the likelihood of danger of harm and or risk. Decision made to refer to Children's social care (MASH/EARLY HELP/CAMHS)**

**At all stages the child's circumstances will be kept under review  
The DSL/Staff will re-refer if required to ensure the child's safety is paramount**

## **Impero EdAware Logging and Following Up on Safeguarding Concerns**



## 1. INTRODUCTION AND ETHOS

Ark John Keats Academy is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. Ark John Keats Academy recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work.

At Ark John Keats Academy we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. We maintain a high culture of vigilance

Ark John Keats Academy recognises the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly about anything that worries them; and enable them to feel confident that they will be listened to. Adults in our school take all welfare concerns seriously and are alert to the signs of abuse and neglect; and follow our procedures to ensure that children receive effective support, protection and justice.

Our school's core safeguarding principles are:

- That school is an important part of the wider safeguarding system for children.
- It is a whole school responsibility to safeguard and promote the welfare of children as its paramount concern.
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All children have a right to be heard and to have their wishes and feelings taken into account.
- All staff understand safe professional practice (inc. role requirements) and adhere to our code of conduct and other associated policies.
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.

There are four main elements to our safeguarding policy:

- **Prevention** (e.g., positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all students, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

This safeguarding policy requires:

- staff **must** read this safeguarding and child protection policy and as a minimum at least Part 1 of Keeping Children Safe in Education (September 2021).
- all staff members and new governors **must** receive appropriate safeguarding and child protection training (including online safety) which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (including online safety) (for example, via emails, ebulletins and staff meetings), as required, and at least annually, to provide them with the skills and knowledge to safeguard children effectively
- all staff and new governors **must** complete the Ark online KCSIE module to assist further to understand and discharge their role and responsibilities.
- All staff must complete the asynchronous Digital Awareness module that can be found on the Ark Learning Platform.



- All DSLs, DLLs and PHSE Leads must attend or watch the recording of the synchronous Digital Awareness training, which will occur in September/October.
- all schools must have a safeguarding induction and a training plan.
- All DSLs are required to read and implement the school Outbreak Management Plan and related guidance and risk assessments for post Covid-19 .
- staff and new governors should complete the e-learning training module on Prevent, produced by the Home Office to equip individuals with the knowledge necessary to help prevent vulnerable people from being exploited and drawn into terrorism and having extremist views.
- all staff **must** read and sign to indicate their understanding of the Ark IT Acceptable Use Agreement.
- all schools **should** undertake an annual internal safeguarding audit process and will be required to complete their LA section 175 audit.
- all schools **should** reference the advice - Sharing nude and semi-nudes: advice for education settings working with children and young people (Dec 2020)
- all staff members should be informed of and how to access their school's safeguarding and child protection policy and procedures (Appendix A of their safeguarding and child protection policy), school's behaviour policy and advice from their Local Authority safeguarding local three partner approach procedures. *(inserted in Appendix A- locally agreed multi-agency procedures that have been put in place by local three partner approach)*

## 2. SCOPE

This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff and third-party contractors (whose employees or sub-contractors have access to school premises), governors, volunteers and trustees working in or on behalf of the school, including those from the Ark central team. All references in this document to 'staff' or 'members of staff' or 'adult' should be interpreted as relating to all those specified above. Staff also includes those individuals who educate pupils off-site and when individuals undertake an educational visit with pupils, unless otherwise stated.

Rather than duplicating all content from Keeping Children Safe in Education (September 2021) in this policy, it should be understood that the school will always refer to KCSIE as the benchmark for all safeguarding practice and decision-making.

## 3. CONTEXT

This policy has been developed in accordance with the principles established by The Children Acts 1989 (and 2004 amendment), as amended by the Children and Social Work Act 2017 and comply with statutory and legislative requirements and guidance that seeks to protect children including:

- Keeping Children Safe in Education (KCSIE) DfE (Sept 2021)
- Working Together to Safeguard Children DfE (July 2018)
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 which defines what 'regulated activity' is in relation to children
- Education and Training (Welfare of Children) Act 2021
- What to do if you are worried a child is being abused DfE (March 2015)
- Information Sharing Advice for practitioners DfE (July 2018)
- Safer Working Practice for Adults who Work with Children and Young People in Education Settings (May 2019)

- Use of reasonable force: Advice for head teachers, staff and governing bodies (July 2013 reviewed July 2015)
- ‘Statutory guidance on the Prevent duty, which explains schools’ duties under the Counter-Terrorism and Security Act 2015.
- The Equality Act 2010
- Special educational needs and disability code of practice: 0 to 25 years (Jan 2015)
- The Data Protection Act 2018 and General Data Information Protection Regulations
- Sexual violence and sexual harassment between children in schools and colleges DfE (Sept 2021)
- The Serious Crime Act 2015 (sets out a duty on professionals (including teachers) to notify police when they discover that FGM appears to have been carried out on a girl under 18).
- Relationships education, relationships and sex education (RSE) and health education (DfE, July 2020)
- ‘Early years foundation stage statutory framework (EYFS)’ (Feb 2018)
- Education Inspection Framework and handbooks (April 2021)
- Inspecting safeguarding in early years, education and skills settings (Sept 2019)

Section 175/157 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to arrange to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age, such arrangements will have regard to any guidance issued by the Secretary of State.

#### 4. DEFINITION OF SAFEGUARDING

“Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil’s welfare, health and safety.” (Inspecting safeguarding in early years, education and skills, Ofsted, September 2019)

**Safeguarding and promoting the welfare of children, (Paragraph 4 KCSIE 2021) defines as:**

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

**Child protection** is an aspect of safeguarding but is focused on how we respond to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. See [Appendix A of this policy](#) for the different types of abuse.

**Neglect** is a form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. [Appendix A](#) defines neglect in more detail.

**Children** include everyone under the age of 18.

**Children in need:** A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local safeguarding partners are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Where appropriate we will work with the procedures in place through the three local safeguarding partners.

The school acknowledges that safeguarding is what we do for all children.

Safeguarding covers more than just child protection and schools are charged with ensuring that the child is looked at holistically and at the centre of decision-making within each area below (but not limited to):

- Anti-bullying/peer on peer policies
- Child protection
- Early Help
- Staff conduct & Safer work practice
- Curriculum inc. RHSE, online safety, digital resilience, PSHE, character
- Attendance, PA, Exclusions, Children Missing Education, Transition, off site provision,
- Post 16
- EYFS
- Health and Safety
- IT Filtering and Monitoring
- Behaviour Management
- Governance
- SEND & Inclusion
- Training
- Whistleblowing
- A listening School/Service
- Specific forms of abuse and safeguarding issues
- Complaints/ parental concerns
- Allegations made against/ Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors
- The School Environment *Inc. Building & Security*
- Safer recruitment and selection

The school further acknowledges that this policy will also incorporate a range of specific forms of abuse and safeguarding issues including (but not limited to):

- Additional advice and support of Bullying including cyberbullying
- Child abduction and community safety incidents
- Children and the court system
- Children missing from education
- Children missing from home or care
- Children with family members in prison
- Child Criminal Exploitation (CCE) and vulnerable adult's county lines
- Child Sexual Exploitation (CSE)
- County lines

- Cybercrime
- Drugs & alcohol misuse
- Domestic abuse / Relationship abuse
- Fabricated or induced illness
- Faith based abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gender based violence / violence against women and girls (VAWG)
- Hate
- Homelessness
- So-called 'honour-based' abuse (including Female Genital Mutilation and Forced Marriage)
- Mental health
- Modern Slavery and the National Referral Mechanism
- Peer on peer /child on child abuse
- Preventing youth violence and gang involvement
- Preventing radicalisation
- The Prevent duty
- Channel
- Private fostering
- Additional support
- Serious violence
- Sexual violence and sexual harassment between children in schools and colleges
- The response to a report of sexual violence or sexual harassment
- Trauma
- Up skirting

(Also see Annex B within 'Keeping children safe in education' 2021 and Appendix C of this policy).

Every member of staff at Ark John Keats Academy recognises that children experiencing specific forms of abuse and safeguarding issues identified above are no different to safeguarding against any other vulnerability or concern and will be approached and responded to in the same way as protecting children from any other risks. Staff members are aware that children might not tell them about their abuse and that it maybe that a member overhears a conversation or the child's behaviour changes.

## **5. RELATED SAFEGUARDING POLICIES**

We are aware that safeguarding is fundamental to the welfare of all children in our care. This policy is therefore one of a series in the school's integrated safeguarding portfolio and should be read in conjunction with the policies, guidance documents or procedures as listed below. These documents should be available on the Ark Library, the [policy index](#) or [Statutory Guidance Index](#), a few are sections within other policies.

- **Behaviour Management, linked to the Use of Physical Intervention** – each school writes their own behaviour policy
- **Searching, screening and confiscation** – no separate policy, (DfE guidance Jan 2018) should be covered in the behaviour policy

- **Online Safety and Digital awareness** – covered within digital strategy, section within the Safeguarding policy
- **Anti-Bullying procedure** – procedure is on statutory guidance index
- **Managing harmful behaviours** – document on Ark Library (Culture & Ethos section)
- **Data Protection and Information Sharing** – on the Policy Index
- **IT Acceptable Use Agreement** – on the Policy Index
- **Image Use** – no separate document, section included in IT Acceptable Use Agreement
- **Drugs & substance misuse** – Covered within schools PHSE policy
- **Supporting Transgender Pupils Code of Practice** – guidance is on statutory guidance index
- **Relationships education, relationships and sex education (RSE) and health education** – each school writes own policy - guidance on the statutory guidance index
- **Health and Safety** – on policy index
- **Attendance (Children Missing Education)** – attendance policy on policy index, CME covered within the Safeguarding policy
- **Risk Assessments** (e.g., school trips, use of technology, Covid-19) – guidance and templates on Ark Library within relevant team
- **First Aid and Accidents** – policy on index
- **Procedure for Managing Allegations made against/ Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors** – procedure on Statutory Guidance Index
- **Code of Conduct for Staff** – each school writes their own, People Team provide advice
- **Complaints** – on policy index
- **Safer Recruitment** – no separate policy, sections within the Safeguarding policy (Appendix D) and Recruitment & Appointment Policy
- **Whistleblowing** – on policy index

### **Supporting Guidance (to be read and followed alongside this document)**

- The Children and Families Act 2014
- SEND code of practice: 0 to 25 years 2015
- Mental Health & Behaviour in Schools 2018
- Disqualification under the Childcare Act 2006 (DfE Aug 2018)
- School attendance 2016
- Exclusion from maintained schools, academies and pupil referral units in England (Sept 2017)
- Criminal Exploitation of children and vulnerable adults: County Lines guidance July 2017
- Teachers Standards 2012
- ‘When to call the police’ Guidance for schools and colleges, produced by the National Police Chiefs Council (NPCC) 2020.
- Home Office’s Preventing youth violence and gang involvement (Aug 2013)
- DfE Advice on Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (SVSH)
- Domestic Abuse Act 2021
- DfE Designated teacher for looked after and previously looked after children 2018

- Children and Social Work Act 2017.
- DfE “Teaching Online Safety in Schools” (June 2019)
- Sharing nude and semi-nudes: advice for education settings working with children and young people (Dec 2020)
- DfE Data Protection: A Toolkit for Schools
- LA Safeguarding Partnerships arrangements

## **6. Equality statement**

Some children have an increased risk of abuse and additional barriers can exist for some children with respect to recognising it or disclosing it. We are committed to anti-discriminatory practice and recognise children’s diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face. All staff are particularly alert to the potential need for early help for a child who:

- Is disabled and has specific additional needs.
- Has experienced challenges during Covid-19 pandemic
- Has special educational needs (whether or not they have a statutory education, health and care plan - EHCP). These children may be more prone to peer group isolation than other children and therefore additional pastoral support is provided.
- Is a young carer
- Is showing signs of being drawn into antisocial or criminal behaviour, including gang involvement and association with organised crime groups
- Is at risk of Child abduction, community safety incidents or exploitation
- Is showing signs of mental health problems can in some cases be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Is showing signs of Trauma
- Bereaved parent, grandparent, family member, friend or prominent community link
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Has English as an additional language
- Is post 16 and homeless/sofa surfing
- Is frequently missing/goes missing from care or home
- Is misusing drugs or alcohol
- Is known to be living in difficult circumstances, for example living in temporary accommodation or where there are issues such as substance abuse, adult mental health problems or domestic violence
- Is at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Is an asylum seeker
- Is a looked after child, previously looked after or has returned home to their family from care (a ‘care leaver’)
- Is a privately fostered child
- Has a parent sent to prison. The National Information Centre of Children of Offenders (NICCO): <https://www.nicco.org.uk/> provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

## **7. KEY RESPONSIBILITIES**

Everyone who comes into contact with children and their families have a role to play in safeguarding children. Schools and off-site provisions form part of the wider safeguarding system for children.

## **The Ark Schools Trust Board**

The Ark Schools Board retains statutory responsibility for ensuring that all legal responsibilities in connection with Safeguarding are discharged. The Board appoints a Safeguarding Link Trustee to act as the link between the Trustees and Executive team.

### **Ark's Head of Safeguarding**

The Head of Safeguarding holds responsibility for overseeing day-to-day safeguarding matters within the network, and will ensure schools have appropriate safeguarding processes, practices and relevant training to safeguard and promote the welfare of children.

The Head of Safeguarding will provide schools with high quality safeguarding support, advice and guidance tailored to individual needs and requirements, ensuring schools meet their statutory responsibility to keep children safe.

Ark recognises that staff anxiety around child protection can undermine good practice and so the Head of Safeguarding will ensure that there are established clear lines of accountability and case management and supervision to support staff with this process.

The Head of Safeguarding will ensure that the annual safeguarding Audit process is effectively carried out and report any inadequacies to the Network's executive team, Safeguarding Link Trustee, Regional Director, Principal, DSL and Safeguarding Link governor. This will also form part of the report to inform the Trust Board.

### **Principal/Head of School**

The Principal/Head of School will ensure that the policies and procedures adopted by the Ark Schools Board and Local Governing Body associated with protecting children are fully implemented, understood and followed by all staff and adhered to at all times.

The Principal/Head of School will ensure that the DSL and DDSLs are properly supported in this role with adequate time, training and resources, and that there is always adequate cover if the DSL is absent.

The Principal will appoint a Designated Lead for online safety with appropriate skills, interest and expertise regarding online safety and curriculum

The Principal/Head of School will ensure their school maintains up to date records of all safeguarding concerns, using Impero EdAware as their sole recording tool for concerns, LADO referrals, physical restraint incidents and first aid incidents.

The Principal/Head of School will ensure their school maintains secure monitoring and filtering solutions for its school's devices that can alert the DSL as soon as a problem emerges.

The Principal/Head of School will act as the 'case manager' in the event of an allegation of abuse or concern raised against another member of staff, volunteer or supply teacher, where appropriate and that the Head of Safeguarding is emailed to inform about any LADO referrals.

The Principal/Head of School and the DSL are responsible to ensure that children are taught about safeguarding including online safety and resilience, as part of providing a broad and balanced curriculum.

This may include covering relevant issues through Relationships Education, Relationship and Sex Education and PSHE tutorials.

Ark John Keats Academy RSE policy in Appendix A of this policy.

Where alternative provision is in place, the Principal/Head of School are responsible for obtaining written confirmation from that provider that appropriate safeguarding checks have been carried out on individuals working in the provision, i.e. those checks that the school would otherwise perform in respect of its own staff.

Where students undertake work experience, the Principal/Head of School is responsible for ensuring that appropriate safeguarding procedures are in place in relation to supervising adults, in line with guidance in KCSIE 2021 paragraphs 311 to 316.

The Principal/Head of School and DSL are responsible for communicating this policy during induction to new staff and to parents when a child joins Ark John Keats Academy and via the school website

### **Designated Safeguarding Lead (DSL) / Deputy Designated Safeguarding Lead (DDSL)**

The school has appointed a member of the senior leadership team, as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day-to-day oversight of safeguarding and child protection systems in school.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL's training will be updated formally every two years but may have refresher training at regular intervals, at least annually, to keep up with any developments relevant to their role.

Additionally, DSLs knowledge and skills will be updated regularly through a variety of other methods, e.g. e-bulletins and briefings, organising and participating in conferences, local meetings, other identified training, supervision, Ark network training and Ark DSL hub meetings.

The school has appointed additional staff to deputise for the DSL. The Deputy DSLs have attended appropriate training, which enables them to be fully conversant and to fulfil this role. Whilst the activities of the designated safeguarding lead may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the designated safeguarding lead and this responsibility will not be delegated.

It is the role of the DSL to:

- Liaise with Ark's Head of Safeguarding in reporting serious safeguarding issues relating to children and in matters relating to staff.
- To provide their Principal/Head of School with regular data reports, analysis of cases, pattern and trends and informed of any serious safeguarding issues relating to children and staff.
- Represent, or ensure the school is appropriately represented at inter-agency safeguarding meetings (including Child Protection conferences).
- Help promote educational outcomes, academic progress 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 leadership staff.
- DSL needs to share information about pupil's welfare, safeguarding or CP with relevant staff
- Contributing to the review of records relevant to freedom of information and subject access requests.
- **Maintain accurate child case records:**



(recording concerns, actions, referrals and updates on Impero EdAware – safeguarding recording tool, oversight and quality assurance of all cases inc. LAC/PLAC and pupils with a social worker, Behaviour on Bromcom/Scholarpack, Manage and monitor the school's part in Early Help / Child in Need / Child Protection / TAC/ TAS plans, Monitoring violations via SENSO on devices)

- **Raise awareness about safeguarding:**  
(annual audit, training, briefings, network hubs, DSL Champions, digital strategy/awareness & resilience)
  - **To make referrals and liaise with other services:**  
(to strengthen safeguarding response to Local Authority (MASH/localised), Early Help, leaver/in-year transition, CAMHS, counselling –universal, targeted, specialist interventions and safeguarding partners and other agencies and Professionals as necessary)
  - **To support and advise staff**  
(Act as the central contact point for all staff to discuss any safeguarding concerns, .code of conduct, position of trust, staff concerns, allegations & vulnerabilities, duty of care, professional curiosity and well-being)
- 
- Further details about the role of the DSL can be found in 'Keeping Children Safe in Education' 2021, Annex C.

### **Local Governing Body (LGB)**

The LGB, have read and will follow KCSIE 2021 and will provide independent advice and oversight to their school.

The LGB performs a vital role in monitoring compliance and challenging the academy to ensure that best practice is followed. Therefore, all governors must recognise their safeguarding duties towards children in their school. LGB governors are required to sign in acknowledgement of this responsibility upon joining their LGB and this is to be reviewed annually

The LGB has nominated a governor for safeguarding named on the front of this document. The nominated governor will undertake independent oversight of school level delivery in safeguarding by having termly meetings with the DSL, being part of the school safeguarding audit process and presenting the audit and end of year reports to the LGB.

### **Members of Staff**

All members of staff have a responsibility to:

- provide a safe environment in which children can learn
- maintain an attitude of '**it could happen here**' where safeguarding is concerned and to always act in the best interests of the child
- record promptly any safeguarding concern, first aid incident, online violation or physical restraint incident that you have about a child on Impero EdAware the safeguarding all-in-one online recording tool or a cause for concern form (volunteers and external visitors) (WTD charts– pg. 4 & 5).
- be prepared to identify children who may benefit from Early help, early intervention is support given to a family when a problem first emerges. It can be provided at any stage in a child or young person's life.

- believe a child or young person to be at significant risk, you should get in touch with the DSL or DDSL immediately.
- reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.
- know your DSL and DDSL and work with them in carrying out your safeguarding duties.
- provide additional information to social workers or other agencies following referrals if directed to by the DSL or DDSL
- ensure all children are able to develop appropriate strategies to recognise and respond to risk and build resilience
- use information provided by DSL to inform pupil's academic progress and pre-empt challenges
- allow adequate support to be in place with staff team
- recognise and know what to do if they identify a safeguarding issue or a child who may be in need of extra help or if a child tells staff they are being abused or neglected, or a child who is suffering or are likely to suffer significant harm including specific issues. such as CCE/County lines. This includes the experiences of girls being criminally exploited can be very different to boys, indicators of CCE may also be different for girls.
- recognise the signs of different types of abuse and neglect, as well as specific forms of abuse and safeguarding issues such as child sexual exploitation (CSE), FGM, county lines and radicalisation. See 'Keeping Children Safe in Education' 2021, Annex B. Specific forms of abuse and safeguarding issues
- provide the appropriate safeguarding response to pupils who go missing from education.
- understand the early help process and their role within it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals and relevant agencies to support early identification and assessment
- take appropriate action to prevent safeguarding concerns escalating and work with other services as needed to safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
- recognise safeguarding incidents and/or behaviour can be associated with factors outside the academy and can/or occur between children outside of these environments. These are the contextual factors i.e. wider environmental factors that are present in a child's life that are or may be a threat to their safety and or welfare.
- be aware of and take appropriate action to raise concerns regarding poor or unsafe practice, staff conduct or potential failures in the school safeguarding regime (this may include accessing the school whistleblowing policy and or procedure on allegations made against/ concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors
- respond to and refer any concerns about children or other members of the community in accordance with this policy
- contribute towards, read and adhere to the school policies
- follow safer recruitment practices of staff involved in recruitment and selection

All members of staff at Ark John Keats Academy know what to do if a child tells them he/she or that another peer or sibling is being abused or neglected. Members of staff know to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate. Members of staff know they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child.

**The welfare and safety of children are the responsibility of all staff in school and ANY concern for a pupil's welfare MUST always be reported to the Designated Safeguarding Lead or DDSL.**

If outside of school hours staff have concerns about a child or if you're worried a child in the community is being radicalised, is involved in or at risk from gangs or any other child safety concerns (as opposed to a child being in immediate danger or harm) the NSPCC has a dedicated helpline you can contact: 0800 800 5000 or you can contact the charity at: [help@NSPCC.org.uk](mailto:help@NSPCC.org.uk). If a child is in immediate danger, call the police on 999 straight away or call 101 for non-emergency concerns.

### **Children and young people**

Children and young people (pupils) have a responsibility to:

- contribute to the development of school safeguarding policies
- read and adhere to (at a level appropriate to their age and ability) the schools safeguarding policies and procedures
- read, sign and adhere to the Home School Agreement that outlines the use and breach of Ark school devices
- navigate digital tools safely, be critical about the information they find online, and use digital tools to enhance their learning and experiences. They know what to do if things go wrong and how to seek help from a trusted adult if they feel at risk of harm, and support others that may be experiencing safeguarding concerns by reporting to a trusted adult
- develop and take responsibility (at a level that is appropriate to their individual age, ability and vulnerabilities) for keeping themselves and others safe, including online safety, remote learning and digital resilience
- follow the schools' behaviour policy and other related policies, procedures and guidance to ensure you keep safe both in and out of school.

### **Parents and Carers**

Parents/carers have a responsibility to:

- Read the relevant school policies, procedures and guidance, encouraging their child/ren to adhere to them, and adhering to them themselves where appropriate
- Discuss safeguarding issues with their child/ren, support the school in their safeguarding approaches, and reinforce appropriate safe behaviours at home
- Identify changes in behaviour which could indicate that their child/ren is at risk of harm online or contextual and raising these concerns with school
- Seek help and support from the school, or other appropriate agencies, if they or their child/ren encounters any safeguarding concern
- Contribute to the development of the schools safeguarding policies

Parents can support their children to navigate the internet safely, understand the risks and know what to do if things go wrong. Parents know how to support their child's learning at home and know what to do if things go wrong.

At Ark John Keats Academy the DSL will ensure parents are signposted to SPark website and provide parent pack and promote parent workshops. DSLs follow good practice guidance on involving parents where safeguarding issues arise online.

Ark John Keats Academy will undertake appropriate discussion with parents/carers prior to any proposed interagency involvement unless the circumstances preclude this action. If we

believe that notifying the parents/carers would increase the risk to the child, or exacerbate the situation, we will seek advice from the three local safeguarding partners.

In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved.

Ark John Keats Academy will always follow up with parents/carers when pupils are not at school. This means we need to have at least two up to date contact numbers for parents/carers plus one other in case of emergencies. Parents should remember to update the school as soon as possible if the numbers change.

Parents can obtain a hard copy of the school Safeguarding and Child Protection Policy and other related policies on request to the school and can view them via the school website.

## **8. RECOGNITION AND TYPES OF ABUSE AND NEGLECT**

All staff in school should be aware of the definitions, signs, and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

**The most up to date definitions and possible indicators and signs of abuse are found in Appendix A of this policy. Staff should also refer to ‘Signs and Indicators of Abuse and Neglect’ and Safeguarding issues (Keeping Children Safe in Education (September 2021) Paragraphs 20-52) and ‘What to do if you are worried a child is being abused’ 2015.**

All members of staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label; in most cases multiple issues will overlap with one another.

Members of staff are aware that child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. For example, children may be abused in a family, in an institutional or community setting, by those known to them or by a stranger. An adult or adults, or another child or children may abuse them. Their peers, family members, by unknown, or in some cases unidentifiable individuals, may abuse children via the internet. In the case of honour-based abuse, including forced marriage and female genital mutilation, children may be taken out of the country to be abused. An abused child may often experience more than one type of abuse, as well as other difficulties in their lives.

Abuse and neglect can happen over a period of time but can also be a one-off event. This can have major long-term impacts on all aspects of a child's health, development and well-being.

The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign does not automatically mean a child is being abused.

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school or persistent absence or unknown leavers can be an indicator of abuse and neglect and may raise concerns about other safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay.

## 9. SAFEGUARDING AND CHILD PROTECTION PROCEDURES

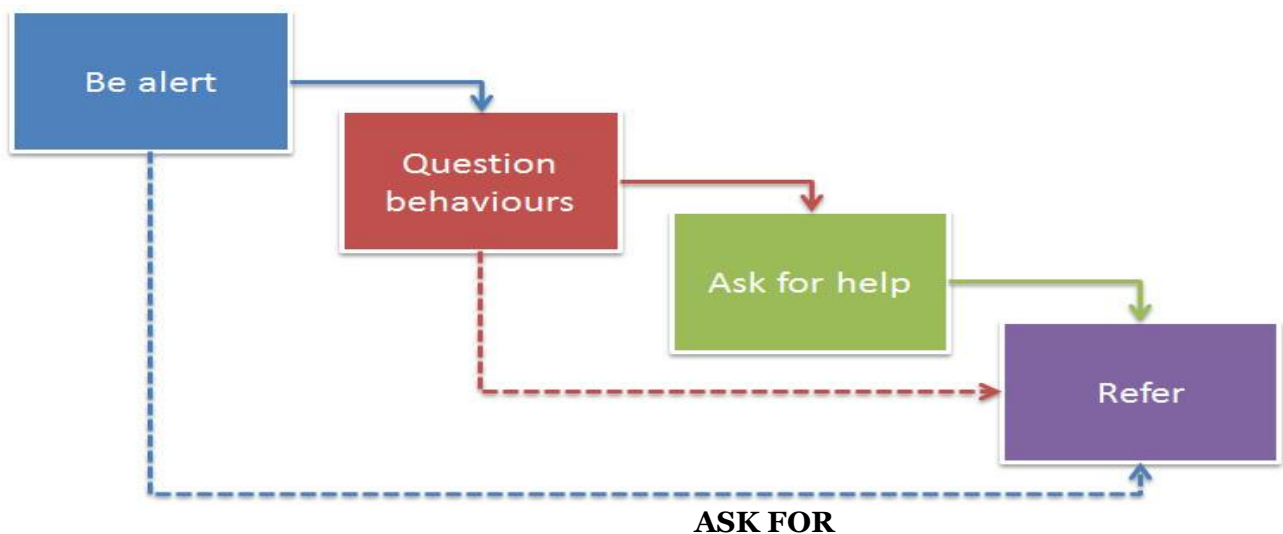
Ark John Keats Academy adheres to their Local Authority Safeguarding three partners approach Procedures. The full procedures and additional guidance relating to specific safeguarding issues can be found on the LA Safeguarding Partnership website.

Additional guidance for staff includes

- 'What to do if you are Worried About a Child Being Abused' (DfE 2015)
- Information Sharing (2018)

'What to do if you are worried about a child being abused' (DfE 2015) p.12 (s.24) identifies that there are four key steps for professionals to follow to help identify and respond appropriately to possible abuse and/or neglect.

All members of staff are expected to be aware of and follow this approach:



It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a referral should be made immediately to children's social care and/or the police.

**The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

It is the responsibility of the DSL to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services.

- To help with this decision s/he may choose to consult with the LA multi agency safeguarding hub (MASH) / social care duty team/ Early Help team.
- Advice may also be sought from Ark Head of Safeguarding.

- Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.

All members of staff are made aware of the Early Help process and understand their role within it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

If Early Help is assessed to be appropriate, then the DSL will support staff members involved with the family in liaising with other agencies and submitting an Early Help Notification Form. The DSL will keep all early help cases under constant review and will consider making a referral to social care if the situation does not appear to be improving for the child. New referrals to services will be made using the agreed LA multi agency referral form.

### **When to call the police (NPCC)**

Ark John Keats Academy follows the advice 'When to call the police' which covers incidents on school premises where students have potentially committed a crime. It provides guidance on what schools and colleges should bear in mind when considering contacting the police and aims to support schools and college to make defensible decisions when considering whether to involve the police.

This advice covers the following situations:

- Assault
- Criminal damage
- Cyber crime
- Drugs
- Harassment
- Sexual offences
- Theft
- Weapons.

**In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral to the LA social care team being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so or it will place the pupil at further harm or risk.**

## **10. RECORD KEEPING**

- **Impero EdAware**

Staff will record any safeguarding concern, first aid incident or physical restraint incident that they have about a child on Impero EdAware the safeguarding all-in-one online recording tool. Schools may also have a safeguarding incident/concern form for volunteers, supply teachers, extended staff or visitors who do not have a school email address account. These forms are held on the shared drive, in the staff room, in the main office or with the DSL. All referrals must be passed without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words where necessary, and will be signed and dated.

All staff at Ark John Keats Academy are trained on the use of Impero EdAware. It forms part of the induction process for staff as well as within the annual safeguarding training, which is delivered to all staff.

All disclosures and concerns recorded on Impero EdAware allows school to manage all areas of safeguarding and child protection, including pupil casework, add meetings to a child's chronology, staff training, first aid and physical restraint incidents. This allows immediate follow up and management by the DSL on any issue.

The Ark schools' Head of Safeguarding can access these folders, so if a similar case was to occur, as well as being alerted by the DSL (case pertaining to a student, Principal for one pertaining to staff/supply, volunteer), they would be able to track the case through EdAware. The Ark schools' Head of Safeguarding would contact either the DSL/Principal if there was any concern regarding a lack of information, cases not resolved or updated or if it appeared, there was a concerning pattern developing.

If members of staff are in any doubt about recording requirements staff must discuss their concerns with the DSL.

Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in school. Safeguarding records are kept in accordance with data protection legislation and retained centrally and securely by the DSL and are shared with staff on a 'need to know' basis only.

- **SENSO**

At Ark John Keats Academy SENSO our solution to support safeguarding monitoring of remote learning and school-based devices that are provided by Ark.

Senso is a cloud -based solution that will let us monitor and manage all computers and students throughout the network from a centralised web portal in real time.

DSLs/Team will receive alerts for safeguarding violations & review and action the critical and urgent alerts within 48 working hours. A top-level overview of all violations across a single or multi-site setup where teachers can monitor and manage their class with live thumbnails.

Exporting evidence when a Senso alert qualifies as a concern in EdAware, under the judgement of the DSL and weekly violation logs/reports provided to DSL & Principal

DSL's will share any information about welfare, safeguarding and child protection with the relevant teachers. They should ensure the teacher knows who these children are. This will help the teacher understand these student's academic progress and attainment, maintain a culture of high expectations for them, by teachers knowing it will support them to be able to identify challenges they may face and the academic support and adjustments that may need to be made.

DSLs will ensure that half termly pupil case analysis from Impero EdAware is completed. The Principal/Head of School will be kept informed of any significant safeguarding issues that require escalation, developing patterns/trends or additional needs, by the DSL.

The DSL will ensure that school has more than one available emergency contacts for pupils. School should have at least two emergency contacts for every child in the school in case of emergencies, and in case, there are welfare concerns at the home.

All safeguarding records will be transferred in accordance with data protection legislation to a child's subsequent school/setting, under confidential and separate cover to the new DSL or Principal/Head of School and a receipt of delivery will be obtained.

## **11. MULTI AGENCY SAFEGUARDING ARRANGEMENTS**

Ark John Keats Academy recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTSC 2018). Ark John Keats Academy must ensure children's needs are met and to protect them from harm. All staff will endeavour to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.

Schools are not the investigating agency when there are child protection concerns and the school will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required and recognise that a crucial part of this may be in supporting the child while these take place.

Ark John Keats Academy will follow the new local multi-agency safeguarding arrangements under the LA Safeguarding Partnership system. The DSL will ensure the changes are updated to staff to reflect what's new and staff should understand their roles and responsibilities under the new system.

Ark John Keats Academy recognises the importance of multi-agency working and will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings and Early Help Teams around the Child / Family. The School Leadership Team and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## **12. CONFIDENTIALITY, INFORMATION SHARING AND GDPR**

Ark John Keats Academy recognises that all matters relating to child protection are confidential. The Principal/Head of School or DSL will only disclose information about a pupil to other members of staff on a 'need to know' basis.

All members of staff must be aware that whilst they have duties to keep any information about children, families and colleagues, which have, access to because of their role confidential, they also have a professional responsibility to share information if it is necessary and proportionate with other agencies in order to safeguard children.

These organisations include the three local safeguarding partners:

- The local authority;
- A clinical commissioning group for an area within the local authority; and
- The chief officer of police for an area (any part of which falls) within the local authority area.

**The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.**

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

All staff are directed for further information to the July 2018 Government guidance, Information Sharing: Advice for Practitioners Providing Safeguarding Services to



Children, Young People, Parents and Carers, which includes “seven golden rules for sharing information”, as set out below:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and / or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

All staff must be aware that they cannot promise a child to keep secrets, which might compromise the child’s safety or wellbeing. Further advice on responding to disclosures can be found in Appendix A of this policy.

Everyone in this school who deals with personal data shares the responsibility for data protection.

Ark John Keats Academy ensure that policies, training and practice give staff the confidence to know when, how and to whom they can share sensitive information when dealing with a safeguarding concern. The annual safeguarding training also covers how to record that information in a neutral and professional manner, focusing on what is necessary for the safeguarding purpose.

Data protection law is not a barrier, but it is a system of checks and balances to be borne in mind when recording, sharing, and retaining vital but sensitive data.

- School must appoint a Data Protection Lead to be responsible for guiding the school on data protection matters.
- Senior leaders who manage the ‘data ecosystem’ should be aware of the content of GDPR in order to oversee how the school is complying with data protection legislation and risks involved

- Training and guidance are available with regards to what information can be shared and withheld when managing any data subject request (for example when an individual exercises an individual's right to access, amend, delete or restrict processing of their peers).
- Staff who influence how data is used, processed and secured should be involved in creating high-level data maps and be aware of lawful reasons for processing data and minimising risks.
- All staff should be aware of what personal data is, how it can be used, and anonymise data. Additional training and guidance are provided to the Data Protection Lead and Senior Leadership Team of the school to support any individual when sharing or withholding personal data. Additionally, the academy's Data Protection Officer can be contacted ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) in the event that any additional guidance or support is required.

When withholding personal data as part of subject access request or freedom of information response, this should be approved by the Data Protection Officer.

### **13. COMPLAINTS**

The school has a Complaints Procedure available to parents, pupils and members of staff who wish to report a complaint or concern.

Staff wishing to raise employment issues should consult the staff grievance procedure. It is Ark's intention that all concerns and complaints are dealt with efficiently, sensitively and wherever possible, in confidence.

All reported concerns must be taken seriously and considered within the relevant and appropriate process.

Procedures can be found in the school office and on the school website.

### **14. STAFF INDUCTION, AWARENESS AND TRAINING**

All members of staff will be provided with a copy of part one of the "Keeping Children Safe in Education" (2021) which covers Safeguarding information. School leaders will read the entire document. School leaders and all members of staff who work directly with children will access Part One within Keeping Children Safe in Education 2021. Members of staff will sign to confirm that they have read and understood Part One of KCSIE 2021 and this information is kept on the school's Single Central Record (SCR).

Staff and governors are also required to complete the Ark online KCSIE module to assist further to understand and discharge their role and responsibilities.

The DSL will ensure that all new staff and volunteers including teaching, non-teaching, support, supply, peripatetic, contract staff and third-party contractors (whose employees or sub-contractors have access to school premises), governors, volunteers and trustees working in or on behalf of the school, including those from Ark central team are appropriately inducted as regards the school's internal safeguarding procedures and communication lines.

A summary information sheet is available to be given to staff and volunteers to support this process.

All staff members will receive appropriate safeguarding and child protection training (organised by the DSL) which will enable them to:

- **Recognise** potential safeguarding and child protection concerns involving pupils and adults (colleagues, other professionals and parents/carers)
- **Respond** appropriately to safeguarding issues and take action in line with this policy
- **Record** concerns in line with the school policies
- **Refer** concerns to the DSL and be able to seek support external to the school if required

All staff members and new governors **must** receive appropriate safeguarding and child protection training (including online safety) which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (including online safety) (for example, via emails, ebulletins and staff meetings), as required, and at least annually, to provide them with the skills and knowledge to safeguard children effectively

### **The key training elements are:**

**Induction Training** – this is mandatory and should include;

- the child protection policy;
- the behaviour policy;
- the staff behaviour policy (sometimes called a code of conduct);
- the safeguarding response to children who go missing from education; and
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies). (see KCSIE (2021))

**DSLs** – attend LA training every two years; and in addition to formal training, their knowledge and skills should be refreshed at regular intervals, at least annually.

**All other staff – teaching, non-teaching and volunteers** will receive appropriate training to ensure they are aware of a range of safeguarding issues (see definition of safeguarding) and are aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and peer on peer abuse such as bullying and sharing nudes and semi-nudes can put children in danger. The staff training will also include school responsibilities, the school/child protection procedures, online safety, resilience and awareness, safe working practice and external reporting mechanisms.

All members of staff will be made aware of the school's expectations regarding safe and professional practice via the staff behaviour policy, staff code of conduct and the IT Acceptable Use policy, which is provided and discussed as part of the induction process.

will receive regular safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

**Safer Recruitment** training is available to all relevant staff and governors who are involved in the recruitment process.

The school recognises the expertise, which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity is therefore, provided for all staff to contribute to and shape safeguarding arrangements and the safeguarding policy via involvement in staff departmental meetings.

The DSL will work with the Safeguarding link governor and the Head of Safeguarding to produce an audit report for the Spring 1 LGB meeting. An end of year report to be presented at the LGB Autumn 1 meeting to the Governing Body detailing safeguarding training undertaken by all staff and will maintain up to date registers of who has been trained.

Although the school has a nominated lead for the governing body, all members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

## **15. SAFE WORKING PRACTICE**

All members of staff are required to work within clear guidelines on Safe Working Practice / the school's Code of Conduct.

Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in agreed assigned areas.

Staff should be aware of the guidance on reasonable force available in KCSIE 2021 Part 1. Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded on Impero EdAware and signed off by the DSL. Staff should be aware of the school's Behaviour Management Policy; position of trust guidance and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

Full advice and guidance can be found in Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings (2019) and Use of Reasonable Force: Advice for head teachers, staff and governing bodies (July 2013) link to both guidance is in Appendix B of this guidance.

Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.). Staff should familiarise themselves with advice and professional expectations outlined in Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings and the network policy [IT Acceptable Use Agreement - January 2021-January 2024.pdf](#)

## **16. STAFF SUPERVISION AND SUPPORT**

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if staff have any concerns about a child's safety or welfare.

The school will provide appropriate supervision and support for all members of staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- Staff are able to create an environment where members of staff feel able to raise concerns and feel supported in their safeguarding role
- All staff have regular reviews of their own practice to ensure they improve over time.
- The Head of Safeguarding will provide KIT support to those new in role and where additional supervision is required.
- Clinical supervision support is offered to DSLs/DDSLs throughout the network
- A named person has been identified to take responsibility for digital resilience and online safety curriculum. This is either the Digital Learning Lead or DSL.
- The DSL Safeguarding IT and Systems Strategy group provide support and best practice approaches to schools on the digital strategy
- A regional DSL Champion is assigned to the school to support to drive activity, best practice and approaches to safeguarding.

## 17. SAFER RECRUITMENT

Ark John Keats Academy is committed to ensure that all steps are taken to only recruit staff and volunteers who are safe to work with our pupils and have their welfare and protection as the highest priority.

At Ark John Keats Academy the use of the Ark Recruitment & Appointment policy (Appendix D of this policy) is to ensure that Ark Schools employs appropriately skilled staff, assist Ark Schools to deter, identify and reject people who are unsuitable to work with children, help promote equality of opportunity and ensure that Ark Schools meets its statutory obligations.

Safer recruitment is a set of practices and a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. Ark John Keats Academy is responsible for implementing robust safer recruitment practices when recruiting, particularly during the advertising, shortlisting, interviewing and assessment process. Safer recruitment should be a continuing process of improvement for Ark John Keats Academy or any club, business or organisation whose work or services involve contact with our pupils.

Ark John Keats Academy is responsible for ensuring that safer recruitment processes outlined within guidance, including an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role and appropriate pre-appointment checks.

All staff are asked to disclose any reason that may affect their suitability to work with children at interview.

All new staff and volunteers will undergo an enhanced Disclosure and Barring Scheme check before being allowed to work with students or be unsupervised on site. Teaching staff will be required to have registered with the Teacher Regulation Agency. Individuals who have lived or worked outside the UK will be required to undergo further overseas checks in line with guidance in KCSIE 2021.

Further statutory procedures for checking the suitability of staff, volunteers and professionals who work with children see Appendix D of this policy.

Ark John Keats Academy is responsible for ensuring that the school maintains an accurate Single Central Record (SCR). The SCR is a list of all staff, volunteers, agency staff, contractors and governors and includes appropriate recruitment and training information such as:

At Ark John Keats Academy the Single Central Record (SCR) is used to store important information relating to staff member pre-employment checks. The SCR is centrally stored on Bromcom/ ScholarPack. These checks are carried out and recorded to ensure anyone working within Ark John Keats Academy is not a safeguarding risk to children. For this reason, the SCR is checked during an Ofsted visit. Ark John Keats Academy are aware that an incomplete SCR may fail their Ofsted as the school has failed to demonstrate how it keeps children safe.

The SCR for Ark John Keats Academy has been set up on Bromcom/ ScholarPack. It comprises of the following pre employment checks:

- enhanced DBS disclosures;
- Barred list check(for staff in working regulated activity only);
- Prohibition Order Check (teaching staff)
- right to work;

- identity;
- Professional qualifications, including Qualified Teacher Status (QTS) and prohibition orders check for teachers (may be required for some support staff posts);
- two references, one being most recent line manager
- signed Childcare Disqualification declaration form, where applicable.
- overseas criminal record (if applicable);
- medical
- Section 128 check (for management positions)
- Safeguarding and Keeping Children Safe in Education Training (once in employment)

A non- employee SCR spreadsheet must be maintained covering as necessary the required information as above for governors, volunteers, ATT Bursary Trainees, supply, contractors such as Sports Coaches and visitors. Information including records of all letters and vetting policies confirming that each agency staff, contractor and others who fit this category has completed the required vetting checks is a requirement of this spreadsheet as they have regular contact with pupils.

Ark John Keats Academy follow Statutory guidance from the Department for Education that under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, some individuals are disqualified from providing childcare or being “directly concerned” in the management of childcare provision if they have committed certain criminal offences.

The disqualification criteria include being on the Disclosure and Barring Service children’s barred list and being found to have committed certain violent and sexual offences against children and adults.

Schools are prohibited from employing a disqualified person in early years provision (for children aged up to and including reception age) both during and outside of school hours, and later years provision (for children under 8) provided outside of school hours only. This also applies to volunteers and 'casual workers', whether supervised or not.

Ark John Keats Academy requires staff and others working in settings specified above are not disqualified from doing so under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018: <http://www.legislation.gov.uk/ukxi/2018/794/contents/made>

Ark John Keats Academy **staff** (as appropriate to school setting) **are required to sign the declaration, confirming that you are not disqualified under those Regulations from working** Ark John Keats Academy . Failure to complete the form may result in withdrawal of staff offer of employment.

The Principal/Head of school/DSL must ensure that a disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

The Principal/Head of School/DSL will apply appropriate judgement regarding the need to supervise and escort visitors and will provide them with appropriate safeguarding information.

It is agreed that all governors will undergo an enhanced Disclosure and Barring Scheme check. Further statutory procedures for checking the suitability of staff, volunteers and professionals who work with children see Appendix D of this policy.

More information on Safer Recruitment can also be found in KCSIE '21 Part three, and in relation to the network approach can be found in The Recruitment and Appointment policy. Appendix D of this policy and the school approach in Appendix A of this policy.

## **18. Allegations made against/ Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors'.**

Ark John Keats Academy recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received.

We understand that on occasions pupils may make allegations against a member of staff however, staff should also take care not to place themselves in a vulnerable position with a pupil where an allegation can be made. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Principal or Executive Principal where there is an allegation against the Principal. If the Principal/Head of school is not present, the most senior teacher present **must** then ensure that the Regional Director, Head of Safeguarding and HR Business Partner are informed as a matter of urgency.

Ark John Keats Academy ensure that anything that constitutes an allegation/low level concern, against a member of staff, volunteer, supply teacher or professional will be dealt with under the specific '**Procedure for Managing Allegations made against/ Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors'** (procedure available on request; see also Appendix A of this policy for more details). This procedure will be case managed by the Principal. All allegations and concerns must be logged on Impero EdAware by the Principal or Head of School as either meeting threshold (LADO referral) or a low-level concern not meeting threshold.

The guidance in KCSIE (Part Four) should be followed and read in conjunction with Ark procedure on managing allegations of abuse against teachers, supply, volunteers, staff and professionals, where it is alleged that any of the above roles working in the school or activity that provides education for children under 18 years of age, 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;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children or to a particular child;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The Designated Officer (LADO) must be informed of all allegations that come to the school's attention and appear to meet the criteria to discuss the content of the allegation.

Low-level concerns should be recorded in writing, including:

- name\* of individual sharing their concerns
- details of the concern
- context in which the concern arose
- action taken

(If the individual wishes to remain anonymous then that should be respected as far as reasonably possible)

Records must be kept confidential, held securely and comply with the Data Protection Act 2018 and is recommended that it is kept at least until the individual leaves their employment.

Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

If a concerning pattern of behaviour is identified and now meets the criteria for an allegation, then the matter should be referred to the LADO.

The records' review might identify that there are wider cultural issues within the school or college that enabled the behaviour to occur. This might mean that policies or processes could be revised or extra training delivered to minimise the risk of it happening again.

Ark John Keats Academy recognises the duty laid out in KCSIE 2021 to refer to the Disclosure and Barring Service (DBS) in incidences where an allegation leads to the removal an individual from regulated activity (or would have removed an individual had they not left), if the school believe the individual has:

- engaged in relevant conduct in relation to children and/or adults,
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

Ark John Keats Academy also recognises the duty to consider referring to the Teaching Regulation Agency (TRA) as set out in KCSIE 2021 paras. 329 to 334.

The People Business Partner should also be informed as soon as possible on any allegations which meet the criteria as defined above against staff so that they can provide advice.

Ark John Keats Academy also recognises that, at times, malicious allegations may be made against staff. In such cases, it is important to safeguard the member of staff and support their wellbeing, alongside investigating the reasons why the malicious allegation was made and supporting the child and family through the process of investigation and resolution, in line with KCSIE 2021 Part 4. Further information in relation to Ark John Keats' response to malicious allegations can be found in Appendix A of this policy.

Ark John Keats Academy also refer to 'Developing and implementing a low-level concerns policy' (Farrer & Co) <https://www.farrer.co.uk/globalassets/clients-and-sectors/safeguarding/low-level-concerns-guidance-2020.pdf>

Further information in relation to the Ark procedure on 'Managing Allegations made against/ Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors' can be found in Appendix A of this policy and KCSIE 2021 Part four.

## **19. WHISTLEBLOWING**

A whistleblowing disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.



All staff and volunteers should feel able to raise concerns about poor or unsafe practice and the senior leadership team will always take such concerns seriously.

All members of staff are made aware of the school's Whistleblowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child, young person or vulnerable adult at risk.

Decisions never have to be taken in isolation considerations should be given to consult with the [Ark Whistleblowing Policy](#)

The NSPCC runs a whistleblowing helpline on behalf of the government. Members of Staff can also access this helpline if they do not feel able to raise concerns regarding failures internally. Staff can call: **0800 028 0285** (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## **20. PEER ON PEER /CHILD ON CHILD ABUSE (*Allegations of abuse made against other children*)**

At Ark John Keats Academy all staff should be aware that children can abuse other children (often referred to as peer on peer abuse), and that it can happen both inside and outside of school and online.

At Ark John Keats Academy It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports.

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

At Ark John Keats Academy we will support the victims of peer on peer /child on child abuse.

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

It is essential that all staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

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

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;

- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Further information about peer on peer /child on child abuse including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to peer on peer /child on child abuse can be found in Appendix A of this policy.

### **Consensual and non-consensual sharing of nudes and semi-nudes images and/or videos**

- In cases of sharing of nudes and semi-nudes images we follow the advice: Sharing nude and semi-nudes: advice for education settings working with children and young people (Dec 2020)
- This advice uses the term 'sharing nudes and semi-nudes' to mean the sending or posting of nude or semi-nude images, videos or live streams by young people under the age of 18 online. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline.

Further information about **Consensual and non-consensual sharing of nudes and semi-nudes images and/or videos** including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach can be found in Appendix A of this policy and in the school's Behaviour Management, Anti-bullying, and digital safety/awareness guidance.

### **Up-skirting**

Ark John Keats Academy recognises 'Up-skirting' as a criminal offence under changes to the Voyeurism (Offences) Act 2019 which criminalise 'up-skirting'. This refers to the act of placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission.

Further information about up-skirting is included in KCSIE '21 Annex B and in relation to the school's approach to up-skirting can be found in Appendix A of this policy.

## **21. SEXUAL VIOLENCE and SEXUAL HARASSMENT BETWEEN CHILDREN in SCHOOLS**

Ark John Keats Academy recognise that staff should read Part five (KCSIE '21) alongside the Departmental advice: Sexual Violence and Sexual Harassment Between Children in Schools and Colleges.

At Ark John Keats Academy all staff are aware of sexual violence and Sexual Harassment and that it can happen here.

At Ark John Keats Academy all staff are aware that sexual violence and sexual harassment can occur between two children of any age and sex and the fact children can, and sometimes

do, abuse their peers in this way from primary to secondary stage and into colleges. It may exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally). It can happen both inside and outside of school. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. At Ark John Keats Academy in whichever form it takes it is never acceptable.

At Ark John Keats Academy all staff understand that children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attend Ark John Keats Academy .

At Ark John Keats Academy All staff understand when referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003 as described below:

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

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

**Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (Schools should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

**Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

All staff understand when referring to Sexual Harassment include:

- **Unwanted conduct of a sexual nature**
- **including sexual remarks**
- **sexual taunts**
- **physical behaviour or**
- **online sexual harassment**

At Ark John Keats Academy all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. Staff are aware that some groups are potentially more at risk and that evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

Ark John Keats Academy staff are aware of the importance of:

- challenging inappropriate behaviours and dismissing or tolerating such behaviours due to risks of normalising them.
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and,

- challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts.

Ark John Keats Academy protects all pupils and engage social care, support services and the police as required. Whilst the criminal age of responsibility is ten, schools should nonetheless report incidents of peer-on-peer abuse involving children younger than ten to the police where appropriate, who will adopt a welfare rather than a criminal response.

Alongside working with external agencies, Ark Burlington Danes Academy follows KSCIE 2021 guidance in putting into place risk assessments for children who may have been, or who are alleged to have been, victims or perpetrators of sexual harassment and sexual violence, in order to ensure that these students' physical and emotional wellbeing is protected during and following any investigations into incidents of this nature.

All staff must recognise that a child abusing another child may have been abused themselves; therefore, the need may be to support the alleged perpetrator.

Full advice and guidance can be found in: Sexual Violence and Sexual Harassment Between Children in Schools and Colleges (SVSH), May 2018. Further information about Sexual Violence and Sexual Harassment is included in KCSIE '21 Part 5 & Annex B and in relation to the school's approach to Sexual Violence and Sexual Harassment can be found in Appendix A of this policy.

## **22. SERIOUS VIOLENCE**

Ark John Keats Academy staff should be aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime.

These may include:

- increased absence from school,
- a change in friendships or relationships with older individuals or groups,
- a significant decline in performance,
- signs of self-harm or a significant change in wellbeing,
- signs of assault or unexplained injuries.

Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

Ark John Keats Academy should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as:

- being male,
- having been frequently absent or permanently excluded from school,
- having experienced child maltreatment
- having been involved in offending, such as theft or robbery.

Advice for schools is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

Further information about serious crime is included in KCSIE '21 Annex B and in relation to the school's approach to serious crime can be found in Appendix A of this policy.

## **23. SAFEGUARDING CHILDREN WITH SPECIAL EDUCATION NEEDS AND DISABILITIES (SEND) or CERTAIN HEALTH CONDITIONS**

Ark John Keats Academy acknowledges that children with special educational needs (SEN) and disabilities or certain health conditions can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs, which may make it difficult to tell others what is happening, may be abused more than their abled peers, may find it difficult to express their views, needs and opinions, could be a PA student or parent elects to home educate.

Ark John Keats Academy will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

Children and young people with special educational needs and disabilities can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- difficulties may arise in overcoming communication barriers.

At Ark John Keats Academy we identify pupils who might need more support to be kept safe or to keep themselves safe.

Childnet - STAR SEND Toolkit equips, enables and empowers our staff with the knowledge they need to support young people with special educational needs and disabilities.

Further information in relation to the school's approach to SEND can be found in Appendix A policy.

## **24. LOOKED AFTER CHILDREN (LAC) AND PREVIOUSLY LOOKED AFTER CHILDREN**

Ark John Keats Academy recognise that most children living in care are kept safe from harm. However, a small number remain at risk of abuse or neglect. Children may enter care for all sorts of reasons but most enter because they have been abused or neglected. These experiences can leave children with complex emotional and mental health needs.

Many children also move repeatedly in and out of care, or between placements. This can prevent them from forming stable relationships with the staff, adults and peers.

A previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously LAC safe.

Schools must appoint a Designated Teacher for LAC who has responsibility for promoting the educational achievement of registered pupils who are looked after and certain previously looked after children.

The Designated Teacher for LAC will maintain details of the child's social worker and information of the virtual school head in the authority.

The Virtual Headteacher has responsibility to promote the education of children who have a social worker and should liaise closely with the Designated Teacher for LAC and DSL on how this is implemented at school level.

Further information in relation to the school's approach to LAC and Previously LAC can be found in Appendix A of this policy.

## **25. MENTAL HEALTH AWARENESS**

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

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

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

Ark John Keats Academy can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the mental health and behaviour in schools guidance. The academy may also wish to follow this guidance as best practice. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among children.

All staff at Ark John Keats Academy are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect, exploitation or other potentially traumatic adverse childhood experiences that can leave them vulnerable to further harm.

School staff are not expected or trained to diagnose mental health conditions or issues but may notice behaviours that may be of concern.

Exam or assessment time can also be a time when children experience increased levels of stress and may need extra emotional support; as well as being educationally disadvantaged in facing barriers to attendance, learning and behaviour.

Where staff have a mental health concern about a child that may also be a safeguarding concern, immediate action should be taken in reporting this concern to the designated safeguarding lead or a deputy.

The DSL will ensure at induction and through regular training that staff are aware of the processes for reporting and escalating concerns about mental health. If a member of staff has a concern about the mental health of a pupil, they should speak to the DSL in the first instance.

The DSL may instigate the completion of a mental health 'Strengths and Difficulties Questionnaire (SDQ)' to assess the child's behaviour which is produced by the DfE non-statutory advice for schools in England Mental health and behaviour in schools (DfE, 2018).

The government guidance: Preventing and Tackling Bullying, and Mental Health and Behaviour in Schools and the Rise Above resources underpin our work to safeguard our pupils' mental health.

Further information about Mental Health including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to peer on peer /child on child abuse can be found in Appendix A of this policy.

## 26. ONLINE SAFETY

It is recognised by Ark John Keats Academy that the use of technology presents particular challenges and risks to children and adults both inside and outside of school.

Ark John Keats Academy identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes harm

Ark John Keats Academy therefore has a responsibility for the following:

### Staff Training

- Ensure that all staff receive regular and updated safeguarding and child protection training (including online safety) at least once a year (at minimum during induction) (\* DFE Guidance).
- Ensure that in addition to induction training, all staff receive regular online safety (for example, via email, e-bulletins, staff meetings) as required to provide them with relevant skills and knowledge to safeguard children effectively (\*DFE Guidance).

### Filtering and Monitoring

- Ensure appropriate filters and monitoring of devices. Whilst it is essential to ensure that appropriate filters and monitoring systems are in place, Ark John Keats Academy will be careful that “over blocking” does not lead to unreasonable restrictions as to what children can be taught (\*DFE Guidance).
- Ensure robust safeguarding support and follow up is in place to act on any issues raised from the filtering and monitoring process

### Delivery of a well-planned online safety curriculum

- It is crucial that pupils learn to balance the benefits offered by technology with a critical awareness of their own and other’s online behavior and develop effective strategies for staying safe and making a positive contribution online. Ark John Keats Academy will integrate opportunities into the curriculum for every pupil to learn about the following key areas of Digital Awareness and Resilience (as identified in the UKCIS 2020 Framework)
  - a. Self-image and identity
  - b. Online relationships
  - c. Online reputation
  - d. Online bullying
  - e. Managing online information
  - f. Health, well-being and lifestyle
  - g. Privacy and security
  - h. Copyright and ownership

There are different situations in which pupils access the internet. The table below clarifies the different levels of protection that Ark John Keats Academy will ensure is in place.

Scenario	Protection
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Pupils on a school device in school (including their Chromebook)	When pupils use the school's network to access the internet, they are protected from inappropriate content by our filtering systems. Ark John Keats Academy needs to maintain a Safeguarding Monitoring tool.
Pupils on their Chromebook outside of school	When pupils use their school-provided Chromebook to access the internet outside of the school's network, they are still protected from inappropriate content by our filtering systems. Ark John Keats Academy needs to maintain a Safeguarding Monitoring tool.
Pupils on a personal device using the school's internet	When pupils use the school's wireless system on personal devices their internet traffic is filtered to prevent accessing inappropriate content.
Pupils on personal devices using their own data plan, or public Wi-Fi	Schools can limit the use of personal devices through local policies, there are no technical controls to protect pupils on their own device in this situation.

Ark John Keats Academy will ensure that the pupils are informed of how to access online learning safely while out of school. Home school agreement.

Further information about Online safety/resilience including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to Online safety/resilience can be found in Appendix A of this policy.

## 27. MOBILE PHONES AND CAMERAS

We recognise that personal mobile phones have the potential to be used inappropriately and therefore Ark John Keats Academy has developed a guidance to outline the required protocol for all employees, pupils, supply, volunteers, governors and parents/carers. Staff, volunteers, parents **must not** use personal phones or devices to take pictures of pupils while in the school environment or on educational visits.

For further information on the use of mobile phones, cameras and sharing of images please see Ark IT Acceptable Use Agreement.

## 28. CHILDREN WITH A SOCIAL WORKER

At Ark John Keats Academy we recognise that when a child has a social worker, it is an indicator that the child is more at risk than most pupils.

This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health.

We take these needs into account when making plans to support pupils who have a social worker.

Further information in relation to the school's approach to support pupils with a social worker can be found in Appendix A of this policy.



## 29. CHILDREN MISSING EDUCATION

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about others safeguarding issues, including the criminal exploitation of children.

At Ark John Keats Academy we monitor attendance carefully and address poor or irregular attendance without delay.

At Ark John Keats Academy we follow the Ark **School leavers management and statutory guidance** and ensure our processes keep track of students leaving our school for any reason and offer better support management of any at risk cases.

At Ark John Keats Academy when pupils leave, we make sure leavers are correctly processed through the MIS and visible on our systems and record the name of the pupil's new school and their expected start date.

We will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contacts numbers for parents/carers. Parents should remember to update the school as soon as possible if the numbers change.

In response to the guidance in Keeping Children Safe in Education (2021) the school has:

1. Staff who understand what to do when children do not attend regularly
2. Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions).
3. Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
4. Procedures to inform the local authority when we plan to take pupils off-roll when they:
  - a. leave school to be home educated
  - b. move away from the school's location
  - c. remain medically unfit beyond compulsory school age
  - d. are in custody for four months or more (and will not return to school afterwards); or
  - e. are permanently excluded
  - f. Covid-19 related non- attendance

We will ensure that pupils who are expected to attend the school but fail to take up the place will be referred to the local authority.

Further information about CME including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to peer on peer /child on child abuse can be found in Appendix A of this policy.

## 30. COUNTER TERRORISM AND SECURITY ACT 2015 (The Prevent Duty)

As part of the Counter Terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where staff are concerned that children and young people are developing extremist views or show signs of becoming radicalised, they should discuss this with the Designated Safeguarding Lead.

Staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately.

The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have. The DSL will consider the level of risk and decide which agency this concern should be referred. This could include Channel guidance, the government's programme for identifying and supporting individuals at risk of being drawn into terrorism.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, that staff and governors can call to raise concerns about extremism with respect to a pupil. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321

At Ark John Keats Academy we use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet. We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the school's core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

Further information about the Prevent Duty and to Prevent Radicalisation including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to the Prevent Duty and to Prevent Radicalisation can be found in Appendix A of this policy.

### **31. CHILD SEXUAL EXPLOITATION (CSE)**

The statutory definition of Child Sexual Exploitation (CSE) can be found in the guidance document Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

Further information about CSE including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to CSE can be found in Appendix A of this policy.

### **32. CHILD CRIMINAL EXPLOITATION (CCE)**

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/ committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite

the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Further information about CCE including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to CCE can be found in Appendix A of this policy.

### **33. COUNTY LINES**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

Further information about County lines including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to County lines can be found in Appendix A of this policy.

### **34. DOMESTIC ABUSE**

The statutory definition, for Domestic Abuse can be found in the Domestic Abuse Act 2021.

Definition

The Domestic Abuse Act 2021 (Part 1) defines domestic abuse as any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

- (a) physical or sexual abuse;
- (b) violent or threatening behaviour;
- (c) controlling or coercive behaviour;
- (d) economic abuse (adverse effect of the victim to acquire, use or maintain money or other property; or obtain goods or services); and
- (e) psychological, emotional or other abuse.

People are 'personally connected' when they are or have been married to each other or civil partners; or have agreed to marry or become civil partners. If the two people have been in an intimate relationship with each other, have shared parental responsibility for the same child, or they are relatives.

The definition of Domestic Abuse applies to children if they see or hear, or experience the effects of, the abuse; and they are related to the abusive person.

(The definition can be found here:

<https://www.legislation.gov.uk/ukpga/2021/17/part/1/enacted>)

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

At Ark John Keats Academy we are part of Operation Encompass.

The National Domestic Abuse helpline can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.

Further information about Domestic Abuse including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to Domestic Abuse can be found in Appendix A of this policy.

### **35. HONOUR BASED ABUSE (HBA)**

So-called 'honour-based' abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Where staff are concerned that a child might be at risk of HBA, they must inform the Designated Safeguarding Lead as a matter of urgency.

Further information about 'honour-based' abuse (HBA) including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to 'honour-based' abuse (HBA) can be found in Appendix A of this policy.

### **36. FEMALE GENITAL MUTILATION (FGM)**

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that in the majority of cases, this happens between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers.

If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police.

Further information about 'FGM including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to FGM can be found in Appendix A of this policy.

### **37. PRIVATE FOSTERING**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and stepparents. It does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

All staff are aware that there is a mandatory duty to inform the local authority of children in such arrangements.

On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.

Further information about 'private fostering' including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to 'private fostering' can be found in Appendix A of this policy.

### **38. CONTEXTUAL SAFEGUARDING**

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

At Ark John Keats Academy we work closely with children's social care practitioners, child protection systems and wider safeguarding partnerships to engage with individuals and sectors who do have influence over/within extra-familial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices. Contextual Safeguarding, therefore, expands the objectives of child protection systems in recognition that young people are vulnerable to abuse beyond their front doors.

At Ark John Keats Academy all staff assess the risks and issues in the wider community when considering the well-being and safety of its pupils.

Further information about 'Contextual safeguarding including definitions and indicators is included in KCSIE '21 Annex B and in relation to the school's approach to Contextual safeguarding can be found in Appendix A of this policy

### **39. CURRICULUM AND STAYING SAFE**

Ark John Keats Academy recognise that schools 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.

At Ark John Keats Academy pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

Ark John Keats Academy will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others. This will include online safety.

Ark John Keats Academy pupils will be educated at a level appropriate to their age and ability about a range of safeguarding concerns through personal, social, health and economic education (PSHE), tutorials (if appropriate) and through sex and relationship education (RSE). This will include, but is not limited, to bullying (including cyber bullying), radicalisation, child sexual exploitation (CSE), stranger danger, road safety, sexual abuse, neglect, online safety, peer on peer bullying, sexual violence, sexual harassments and Consensual and non-consensual sharing of nudes and semi-nudes images.

Ark John Keats Academy PSHE curriculum and Relationship Education, pupils will be taught the knowledge they need to recognise and report abuse, including emotional, physical and sexual abuse. This will be delivered in a sensitive way focusing on boundaries and privacy, ensuring young people understand they have rights over their bodies. This will include understanding boundaries with their peers, friendships and families in all contexts including online. Pupils should know who to report concerns and seek advice when they suspect or know something is wrong.

The delivery of RHSE is monitored by SLT and the subject lead. Pupils' development in RHSE is monitored by teachers as part of internal assessment systems. Pupils will reflect on their own work and their voice will be influential in adapting and amending school curriculum design. Any concerns raised by pupils within discussions or through the delivery of the curriculum must be logged and reported to the DSL.

Ark John Keats Academy RSHE/PSHE policy must be made available on school website.

Further information in relation to the school's approach to curriculum, Relationship education, relationships and sex education (RSE) and health education and staying safe can be found in Appendix A of this policy.

### **40. THE USE OF SCHOOL PREMISES BY OTHER ORGANISATIONS**

Ark John Keats Academy should ensure when hire or rent out of school facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) that appropriate arrangements are in place to keep children safe.

When services or activities are provided under the direct supervision or management of Ark John Keats Academy staff, their arrangements for child protection will apply.

Where services or activities are provided separately by another body using the school premises, the Principal/Head of School will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate.

Safeguarding requirements should also be included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

All external services using school premises will adhere to the school's lettings agreement. If this assurance is not achieved, then an application to use premises will be refused.

School to seek advice from their Regional Facilities Manager.

#### **41. SECURITY**

All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may become known. Ark John Keats Academy operate within a whole-school community ethos and welcome comments from students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within guidance. Visitors will be expected to sign in and out via the school's visitors log system and to display a visitor's badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.

The school will not accept the behaviour of any individual (parent or other) that threatens school staff /security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual onto the school site.

Further information in relation to the school's approach to security and summary on Coping with a school emergency can be found in Appendix A of this policy.

#### **42. PROCEDURE IN THE CASE OF A COMPULSORY CLOSURE/COVID CONTINGENCY**

In the case of the school being closed due to a compulsory full or partial closure, the school should follow their Coping with a school emergency protocol outlined in their guidance. At Ark John Keats Academy we ensure that our high level of vigilance and surveillance continues at all times during any emergency to safeguard our pupils.

Principals and DSLs are required to read and implement the Ark John Keats Academy **Outbreak Management Plan** and related guidance and risk assessments attached to safeguarding measures as a result of Covid '19.

In addition, at Ark John Keats Academy we will provide a risk assessment relating to the care of vulnerable pupils to ensure that they continue to receive the best possible care.

Further information in relation to the school's approach in case of a compulsory closure or emergency can be found in Appendix A of this policy.

### 43. ALTERNATIVE PROVISION (AP) /MANAGED MOVES

At Ark John Keats Academy we are responsible for the safeguarding of our pupils when they are placed in an alternative provision or arranging a managed move.

There are different situations in which pupils are placed in an alternative provision, schools can use such provision to try to prevent exclusions, or to re-engage pupils in their education, or to improve behaviour.

At Ark John Keats Academy when it is decided to place a pupil at an AP we will ensure:

- non-registered provisions **should not** be used
- carefully considering the provision for vulnerable pupils or pupils where there are any safeguarding concerns at home, pupils with an EHCP, certain health conditions or LAC.
- to carry out a risk assessment on the alternative provisions.
- use of the provision should be time-limited (i.e. review regularly, clear timescales)
- to obtain written confirmation from the AP provider that they have completed all the vetting and barring checks that are necessary on their staff.
- To appoint designated teacher at school to track pupil progress and to make sure the pupil is attending daily, completing work and accessing tutors when necessary.
- It should be really clear at the commissioning meeting, and put in writing, where the day-to-day responsibility is going to lie in locating a missing pupil.
- Outside of the safeguarding remit, schools should also have a sense of how the alternative provider is helping the young person with their personal development.

**Managed move** is a voluntary agreement between schools, parents/carers and a pupil, for that pupil to change school or educational programme under controlled circumstances. A managed move is different to the power of a school to direct a pupil off-site for the improvement of their behaviour.

At Ark John Keats Academy when it is agreed to arrange a managed move placement for a pupil we follow our managed move protocol. As schools have to rely on the safeguarding procedures of the new school, at Ark John Keats Academy we ensure that the managed move protocol of the new school/borough has a safeguarding paragraph, the policy and training of staff is adequate and these checks are completed before a child moves to the new school.

Under the Education Inspection Framework Sept 2019, school is aware that in their pre-inspection phone call, Ofsted will ask how many alternative providers does the school use, and how many children are placed there. Inspectors may visit AP's and assess their safeguarding procedures, the quality of education and how effectively the provision helps to improve pupil's behaviour, learning, attendance and safeguarding.

Further information in relation to the school's approach to Alternative provision and AP risk assessments and schools managed move protocol. can be found in Appendix A of this policy.

### 44. LOCAL, REGIONAL AND NATIONAL SUPPORT SERVICES

All members of staff at Ark John Keats Academy are made aware of the local, regional and national support available.

Further information in relation to a list of local, regional and national support services can be found in Appendix A of this policy and within KCSIE 2021 - Additional advice, information & support pgs. 140-142 and 150-152.



## 45. SCHOOL LOCAL PROCEDURES AND PRACTICE GUIDELINES –Appendix A-D

### APPENDIX A

#### APPENDIX A

#### Child Protection and Wider Safeguarding

#### What is Child Abuse? Definitions, signs and symptoms

The following definitions are taken from ‘*Working together to safeguard children* HM Government (2015)’. In addition to these definitions, children can also be abused by honour-based violence, peer on peer abuse, forced marriage or female genital mutilation.

#### *What is abuse and neglect?*

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

#### Physical abuse

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

#### *Indicators of physical abuse / factors that should increase concern*

- Multiple bruising or bruises and scratches (especially on the head and face)
- Clusters of bruises – e.g., fingertip bruising (caused by being grasped)
- Bruises around the neck and behind the ears – the most common abusive injuries are to the head
- Bruises on the back, chest, buttocks, or on the inside of the thighs
- Marks indicating injury by an instrument – e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object – e.g., electric fire, cooker, cigarette
- Scalds with upward splash marks or *tide marks*
- Untreated injuries
- Recurrent injuries or burns
- Bald patches
- Serious Violence

*In the social context of the school, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So, most of all, concern should be increased when:*

- the explanation given does not match the injury
- the explanation uses words or phrases that do not match the vocabulary of the child (adult's words)
- no explanation is forthcoming
- the child (or the parent/carer) is secretive or evasive
- the injury is accompanied by allegations of abuse or assault

You should be concerned if the child or young person

- is reluctant to have parents/carers contacted
- runs away or shows fear of going home
- is aggressive towards themselves or others
- flinches when approached or touched
- is reluctant to undress to change clothing for sport
- wears long sleeves during hot weather
- is unnaturally compliant in the presence of parents/carers.
- has a fear of medical help or attention
- admits to a punishment that appears excessive.

### **Emotional abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### *Indicators of emotional abuse*

- *Developmental issues*
- Delays in physical, mental and emotional development
- Poor school performance
- Speech disorders, particularly sudden disorders or changes.

### *Behaviour*

- Acceptance of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
- Self-mutilation

- Suicide attempts
- Drug/solvent abuse
- Running away
- Compulsive stealing, scavenging
- Acting out
- Poor trust in significant adults
- Regressive behaviour – e.g., wetting
- Eating disorders
- Destructive tendencies
- Over attachment or over-protective behaviour
- Arriving early at school, leaving late
- Self-harm

#### *Social issues*

- Withdrawal from physical contact
- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour
- Poor social relationships

#### *Emotional responses*

- Extreme fear of new situations
- Inappropriate emotional responses to painful situations
- Fear of parents being contacted
- Self-disgust
- Low self-esteem
- Unusually fearful with adults
- Lack of concentration, restlessness, aimlessness
- Extremes of passivity or aggression

#### **Sexual abuse**

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

#### *Characteristics of child sexual abuse:*

it is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic  
grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent

grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

### *Indicators of sexual abuse*

- *Physical observations*
- Damage to genitalia, anus or mouth
- Sexually transmitted diseases
- Unexpected pregnancy, especially in very young girls
- Soreness in genital area, anus or mouth and other medical problems such as chronic itching
- Unexplained recurrent urinary tract infections and discharges or abdominal pain

### *Behavioural observations*

- Sexual knowledge inappropriate for age
- Sexualised behaviour or affection inappropriate for age
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Inexplicable decline in school performance
- Depression or other sudden apparent changes in personality as becoming insecure or clinging
- Lack of concentration, restlessness, aimlessness
- Socially isolated or withdrawn
- Overly-compliant behaviour
- Acting out, aggressive behaviour
- Poor trust or fear concerning significant adults
- Regressive behaviour, Onset of wetting, by day or night; nightmares
- Onset of insecure, clinging behaviour
- Arriving early at school, leaving late, running away from home
- Suicide attempts, self-mutilation, self-disgust
- Suddenly drawing sexually explicit pictures
- Eating disorders or sudden loss of appetite or compulsive eating
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Become worried about clothing being removed
- Trying to be 'ultra-good' or perfect; overreacting to criticism.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Neglect is a lack of parental care, but poverty and lack of information or adequate services can be contributory factors.

### *Indicators of neglect*

#### *Physical indicators of neglect*

- Constant hunger and stealing food
- Poor personal hygiene - unkempt, dirty or smelly
- Underweight
- Dress unsuitable for weather
- Poor state of clothing
- Illness or injury untreated

#### *Behavioural indicators of neglect*

- Constant tiredness
- Frequent absence from school or lateness
- Missing medical appointments
- Isolated among peers
- Frequently unsupervised
- Stealing or scavenging, especially food
- Destructive tendencies
- Specific Safeguarding Issues

### Signs and symptoms of Child Sexual Exploitation

Child 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, affection, gifts, money) because of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur using 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 their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Both girls and boys are at risk of sexual exploitation, and it is seriously harmful to children both emotionally and physically. Children and young people often find it very hard to understand or accept that they are being abused through sexual exploitation, and this increases their risk of being exposed to violent assault and life-threatening events by those who abuse them.

#### *Signs to look out for include*

- Going missing for periods of time or regularly returning home late.
- Going places that you know they cannot afford.
- Skipping school or being disruptive in class.
- Suddenly acquiring expensive gifts such as mobile phones, jewellery – even drugs – and not being able to explain how they came by them.

- Having mood swings and changes in temperament.
- Noticeable changes in behaviour – becoming secretive, defensive or aggressive when asked about their personal life.
- Wearing age inappropriate clothing
- Displaying inappropriate sexualised behaviours, such as over familiarity with strangers, dressing in a sexualised manner or sending sexualised images by mobile phone ('sexting').
- Getting into trouble with the police. Bruises, marks on the body, sexually-transmitted diseases, pregnancy, drug and alcohol abuse or self-harm.
- Repeated phone calls, letters, emails from adults outside family social circle.

## Signs and symptoms of female genital mutilation/mandatory reporting

FGM is an illegal, extremely harmful practice and a form of child abuse and violence against women and girls.

Each NHS organisation will have local safeguarding protocols and procedures for helping children and young people who are at risk of or facing abuse. These should include multi-agency policies and procedures, consistent with those developed by their Local Safeguarding Children Board. If organisations have not already done so, these should be reviewed to include handling cases where FGM is alleged or known about or where there is a potential risk of FGM identified. These policies and procedures should consider the characteristics around FGM, ensuring that the response to FGM includes the sharing of information with multi-agency partners throughout the girl's childhood, and that if, or when, the risk facing the girl changes (which may mean it escalates or even becomes less immediate), this is identified and consideration is given as to whether or not a change in subsequent safeguarding actions are required. It must always be remembered that fears of being branded 'racist' or 'discriminatory' must never weaken the protection that professionals are obliged to provide to protect vulnerable girls and women.

As FGM is a form of child abuse, professionals have a statutory obligation under national safeguarding protocols (e.g. Working Together to Safeguard Children 2015) to protect girls and women at risk of FGM. Since October 2015 registered professionals in health, social care and teaching also have a statutory duty (known as the Mandatory Reporting duty) to report cases of FGM to the police non-emergency number 101 in cases where a girl under 18 either discloses that she has had FGM or the professional observes physical signs of FGM.

One specific consideration when putting in place safeguarding measures against FGM is that the potential risk to a girl born in the UK can usually be identified at birth, because through the antenatal care and delivery of the child, NHS professionals can and should have identified that the mother has had FGM. However, FGM can be carried out at any age throughout childhood, meaning that identifying FGM at birth can have the consequence that any safeguarding measures adopted may have to be in place for more than 15 years over the course of the girl's childhood. This is a significantly different timescale and profile compared with many of the other forms of harm against which the safeguarding framework provides protection. This difference in approach should be recognised when putting in place policies and procedures to protect against FGM.

This guidance has been developed to provide information about the specific issues frequently encountered when dealing with FGM. In addition, it provides a framework which organisations may wish to adopt to support professionals in the ongoing consideration of risks pertaining to FGM.

Once concerns have been raised about FGM, there should also be a consideration of potential risk to other girls in the family and practicing community. Professionals should be alert to the fact that any one of the girl children amongst these groups could be identified as being at risk of FGM and may need to be safeguarded from harm.

### *Information sharing in relation to FGM*

Given the need to potentially safeguard over several years, it is appropriate to recognise here that there are several different responses to safeguard against FGM, and appropriate courses of action should be decided on a case by case basis, with expert input from all agencies involved. Sharing information in line with agreed policies and procedures is critical to safeguarding effectively. This is often sharing information to support safeguarding across organisational boundaries.

Staff should follow the FGM Mandatory reporting duty to report when a girl under 18 discloses she has FGM. Ark John Keats procedure is that staff will inform the DSL and the DSL will make a report via 101 police non-emergency number immediately.

#### [Duties under the Counter Terrorism and Security Act 2015 \(The ‘Prevent Duty’\)](#)

Ark John Keats Academy understands that it has a duty and a responsibility to protect pupils from gang involvement and youth violence. It also recognises that it is well established that success in learning is one of the most powerful indicators in the prevention of youth crime.

All Academy Staff must be able to recognise the signs and symptoms of gang involvement and therefore, must understand the groups which could be identified as ‘gangs’. There are three such groups:

**Organised Criminal Gangs** – usually made up of adults and are involved in targeted organised crime (robbery, extortion, burglary, kidnapping etc).

**Street Gangs** – made up of adolescents and young adults, usually centred around a common identity, or territory, or ethnic group/religion, and whose activity is centred on criminal activity and violence. Such violence can include [Serious Violence](#). In such cases the Academy response is informed by relevant guidance’s such as the [Consultation on a new legal duty to support a multi-agency approach to preventing and tackling serious violence](#)

**Peer Groups** – young people who associate with each other in groups, only some of whom may be involved in the fringes of delinquency, or actual acts of delinquency.

Ark John Keats Academy understands that pupils who are exposed to any such group listed above, either through peers or through family members, are at risk of abuse (emotional, physical and/or sexual abuse or sexual exploitation) and that any pupils involved in a Peer Group (as defined above) are at risk of their involvement with gangs escalating to Street Gangs or Organised Criminal Gangs.

For Primary School aged children, Home Office guidance published in March 2015 ‘Preventing youth violence and gang involvement’ highlights some specific risk factors relating to likely involvement with gangs and youth violence:



Factor	Strong risk factors for youth violence (age group)	Strong risk factors for gang involvement (age group)
Child	<ul style="list-style-type: none"> <li>* Troublesome (7-9; 10-12)</li> <li>* High daring (10-12)</li> <li>* Positive attitude towards delinquency (10-12)</li> <li>* Previously committed offences (7-9)</li> <li>* Involved in anti-social behaviour (10-12)</li> <li>* Substance use (7-9)</li> <li>* Aggression (7-9)</li> <li>* Running away and truancy (7-9; 10-12)</li> </ul>	<ul style="list-style-type: none"> <li>* Marijuana use (10- 12)</li> </ul>
Child's Family	<ul style="list-style-type: none"> <li>* Disrupted family (7- 9; 10-12)</li> <li>* Poor supervision (10-12)</li> </ul>	
School		<ul style="list-style-type: none"> <li>* Low academic achievement (10- 12)</li> <li>* Learning disability (10-12)</li> </ul>
Child's peer Group	<ul style="list-style-type: none"> <li>* Peers involved in crime and/or anti-social behaviour (7-9; 10-12)</li> </ul>	
Community		<ul style="list-style-type: none"> <li>* Marijuana availability (10-12)</li> <li>* Young people in the community involved in ASB (10-12)</li> </ul>

More broadly, Ark John Keats Academy staff must be able to recognise the following as indicators of possible gang involvement:

- Sudden loss of interest in school, loss of attendance or achievement
- Starting to use new or unknown slang words
- Coming into unexplained money or possessions
- Staying out late without reason
- Changes in appearance, wearing a style or “uniform” that is the same as other young people
- New nickname
- Unexplained injuries
- Graffiti style “tags” on possessions, school books, walls
- Constantly talking about another young person who has a lot of influence over them
- Broken off from old friends and now spends most of time with one group.
- Increased use of social work network sites
- Adopting certain codes of group behaviour, ways of talking, gestures or hand movements
- Scared when entering certain areas, and anxious about the presence of unknown youths
- Expressing aggressive or intimidating views towards other groups of young people, some of whom may have been friends before

When a pupil is identified as being at risk of being involved with gangs or youth violence, these concerns must be shared with the designated senior person for child protection using the safeguarding procedures detailed within this policy and where a judgement is made that input from external agencies is needed, the designated person will seek advice from the local authority.

Ark John Keats Academy is committed to develop pupil's character and issues relating to peer pressure and crime are taught explicitly through our character programme.

Ark John Keats recognises that children who become involved in gangs or youth violence pose a risk to themselves and others and may at times be in possession of prohibited items. As a result, we will search pupils and confiscate prohibited items if school leaders believe a pupil may be in possession of a weapon (including knives), alcohol, illegal drugs, tobacco (and related paraphernalia), pornographic material, fireworks or stolen items. Referrals to the local authority will be made by the DSL as necessary.

School leaders will use the powers provided in the Department of Education guidance '*Use of Reasonable Force – guidance for headteachers, staff and governing bodies (July 2013)*' to search pupils without consent if a concern is raised that the pupil(s) in question may be in possession of a weapon or illegal drugs

At Ark John Keats Academy, all searches of pupils will be conducted in the presence of at least two members of staff and in the presence of a senior leader; in all instances of physical intervention, the staff involved are required to record the use of physical intervention with a written report completed on the academy proforma for recording the use of physical intervention. This report must be given directly to the relevant senior designated person for child protection immediately.

#### [Anti-Bullying Policy Peer on Peer Abuse](#)

Upskirting is now a criminal offence. The safeguarding and pastoral team at Ark John Keats have been trained on how to respond to such incidents. At Ark John Keats, Peer on Peer Abuse is also addressed in our [anti bullying policy](#).

Bullying is defined as deliberately hurtful behaviour, repeated over a period, where it is difficult for those being bullied to defend themselves. Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
- Physical: pushing, kicking, hitting, punching or any use of violence.
- Racist: racial taunts, graffiti, gestures.
- Sexual: unwanted physical contact or sexually abusive comments. Upskirting also falls under this, however the follow up for such offences will consider legal actions required.
- Homophobic: because of or focussing on the issue of sexuality.
- Verbal: name-calling, sarcasm, spreading rumours, teasing.
- Cyber: all areas of internet, such as email and internet chat room misuse, mobile threats by text messaging and calls, misuse of associated technology, i.e. camera & video facilities.

It is important to understand that bullying is not odd occasion falling out with friends, name calling, arguments or when the occasional 'joke' is played on someone. Pupils do sometimes fall out or say things because they are upset. When occasional problems of this kind arise, it is not classed as bullying. It is an important part of a child's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all must learn how to deal with these situations and develop social skills to repair relationships. Pupils who are being bullied may show changes in behaviour, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be evidence of changes in work patterns, lacking concentration or truanting. These behaviours, however, do

not in and of themselves mean that bullying is taking place. Likewise, bullying may occur without these behaviours appearing.

Pupils must be encouraged to report bullying at Ark John Keats Academy. All staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with this policy. The Principal has a legal duty under the School Standards and Framework Act 1998 to draw up procedures to prevent bullying among pupils and to bring these procedures to the attention of staff, parents/carers and pupils. Each Ark Academy will develop bespoke procedures for the reporting of, dealing with and prevention of bullying.

#### What we do to prevent bullying

Everyone involved in the life of the academy must take responsibility for promoting a common anti-bullying approach. We aim to:

- Be supportive of each other.
- Provide positive role models.
- Convey a clear understanding that we disapprove of unacceptable behaviour.
- Be clear that we all follow the rules and shared values of Ark John Keats Academy.
- Be fully involved in the development of the Anti-Bullying Policy and support antibullying practice.
- Support each other in the implementation of this policy.
- Have a zero-tolerance and no excuses approach to all instances of bullying

All members of the academy community are expected to report incidents of bullying. All Staff have a vital role to play as they are at the forefront of behaviour management and supporting pupils' sense of well-being. They have the closest knowledge of the pupils in their care, and should build up a relationship involving mutual support, trust and respect.

All Ark John Keats Academy staff will:

- Provide pupils with a framework of behaviour including rules and routines which support the whole academy policy.
- always conduct themselves in a respectful and caring manner with pupils and colleagues so a positive atmosphere is always palpable.
- Raise awareness of bullying through activities, stories, role-play, discussion, peer support, academy council, PSHE etc.
- Keep the governing body informed through the Principal/Head of Primary School/senior staff member
- Provide a key staff member who is responsible for the monitoring of the policy.

For more information on the anti-bullying policy and the implementation of it, please see our [anti bullying policy](#).

#### ALTERNATIVE PROVISION (AP)

Ark John Keats Academy is responsible for safeguarding of their pupils when they are placed in an alternative provision. Schools should obtain a written statement from the AP provider that they have completed all the vetting and barring checks that are necessary on their staff. Further information on this can be found by contacting a member of the safeguarding team or specifically contacting Aaron Collingwoode-Williams for our policy on AP.

#### [Pupil Attendance and Children Missing from Education](#)

Ark John Keats Academy takes a thorough and systematic approach towards attendance. This includes preventative and proactive methods to address CME. The [Attendance policy](#) is found on our website.

### [RSE Policy](#)

The RSE can be obtained by visiting our [website](#) or by asking for it at reception.

### [E- Safety Policy](#)

Ark John Keats Academy has a comprehensive e-safety policy which can be viewed on the website. We understand online safety precautions and sessions need to be revisited since lockdown, where pupils have been exposed to more online time than pre COVID. Pupils will be completing a tailored online safety session to address this.

### [IT Policy](#)

The IT Policy can be obtained by contacting the school, where a member of the safeguarding team can provide you with a copy.

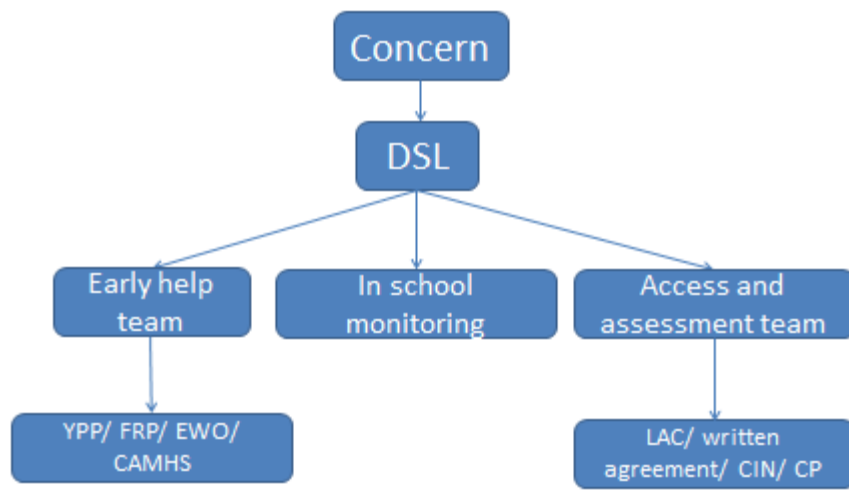
### [Dealing with Disclosures](#)

All members of staff at Ark John Keats Academy receive Level 1 Safeguarding Training annually and are trained in how to receive, record and report child protection disclosures.

A member of staff who is approached by a child should listen positively and try to reassure them. They cannot promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

Additional consideration needs to be given to children with communication difficulties and for those whose preferred language is not English. It is important to communicate with them in a way that is appropriate to their age, understanding and preference.

All staff should know who the Designated Safeguarding Lead (DSL) is and who to approach if the DSL is unavailable. The DSL or DDSL should be approached first to raise any concerns or safeguarding issues. All disclosures are recorded on Impero Edaware as soon as possible by the member of staff. Ultimately, all staff have the right to contact Ark Head of Safeguarding directly or make a referral to the police or social care directly and should do this if, for whatever reason, there are difficulties following the agreed protocol, e.g. they are the only adult on the school premises at the time and have concerns about sending a child home or an aggressive/violent parent on the premises.



### *What happens next?*

Above is the outline for the procedure following a concern being raised. Academy staff are aware that they may be required to assist at any level of the process if they raised the concern or if they are best placed to follow up as advised by the DSL.

After raising a concern, the member of staff should be informed by the DSL what has happened following the report being made. If they do not receive this information they should be proactive in seeking it out. The DSL may only be able to share information on a need to know basis to staff which will not cover everything but will be enough to provide support to the child.

If staff have concerns that the disclosure has not been acted upon appropriately they might inform the safeguarding governor of the school and/or may ultimately contact the children's services department.

Receiving a disclosure can be upsetting for the member of staff and schools should have a procedure for supporting them after the disclosure. This might include reassurance that they have followed procedure correctly and that their swift actions will enable the allegations to be handled appropriately. All staff are trained annually on how to receive, respond to and report child protection disclosures and all referrals to the DSL are responded to initially and then follow-up contact is made to ensure that the member of staff understands what has happened to the information that they have shared. The DSL is available to support staff following disclosures being made.

### Whistleblowing

The Ark Schools Whistleblowing Policy found on the school website ensures that procedures are in place to enable staff to raise concerns regarding serious wrongdoing without fear of reprisal and to do so with confidence that there will be a fair and impartial investigative procedure through which they will receive appropriate feedback.

The Ark Schools Whistleblowing Policy is applicable to concerns regarding wrongdoing within Ark Schools in relation to matters such as fraud, malpractice, mismanagement, breach of health and safety law or any other illegal or unethical act either on the part of management, the Governing Body or by fellow employees.

All employees and volunteers at Ark John Keats will be directed as to where to find the Ark Schools Whistleblowing Policy as part of the induction process and/or staff meetings.

Similarly, all Ark John Keats employees and volunteers are issued with the most recent edition of Keeping Children Safe in Education which informs readers that where they are concerned that the designated senior person is not taking appropriate steps to keep a child or children safe, they should contact social care directly.

### Definition of Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) with someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. It is not private fostering if the arrangement was made by social services. Examples of private fostering situations include:

- children and teenagers living apart from their families for a variety of reasons e.g. if a parent is ill, has had to temporarily move for work or there has been an argument within the family
- children with parents working or studying elsewhere in the UK
- children with parents overseas
- children on holiday exchanges.

### Local Authority Requirements

Current arrangements for the regulation of private fostering originate from concern following the death of Victoria Climbié in 2000. Victoria was privately fostered by her great aunt. Arrangements were codified in the Children Act 2004. Following this, the Children (Private Arrangement for Fostering) Regulations 2005 set out the duties of local authorities in their arrangements for private fostering, and national minimum standards for local authorities were published in 2005.

### SEND

Ark John Keats Academy has a comprehensive [SEND Policy](#) which can be viewed on the website or by following the link.

### Children/Young People with Medical Needs

There will be occasions when children are temporarily unable to attend school on a full-time basis because of their medical needs. These children and young people are likely to be:

- children and young people suffering from long-term illnesses
- children and young people with long-term post-operative or post-injury recovery periods
- children and young people with long-term mental health problems (emotionally vulnerable)

The phrase “long-term” defines any period exceeding 15 continuous school days of absence from school because of medical needs.

Where an absence will be for more than 15 continuous school days then the school should discuss further with Ark Central and their Local Authority and should not automatically be delayed until the 16<sup>th</sup> day of absence.

It is important that the referring school must notify the School Nurse service at the point it is identified that the child or young person medical need is preventing their attendance at school.

At all times during the period of absence the young person will remain on the roll of their home school and the home school will retain ultimate educational responsibility for the young person.

#### *Referral to the Local Authority Education Inclusion Service:*

Referral to the Education Inclusion Service (EIS) must be made by the young person's home school and must be made via the Education and Inclusion Service referral form. Referrals should normally be supported by either:

- a Hospital Consultant
- a Senior Clinical Medical Officer
- a Consultant Child Psychiatrist
- a General Practitioner (GP)
- an Education Psychologist

#### **Responding to self-harm, suicide, mental health**

Ark John Keats Academy recognises that for pupils to be successful, the academy and all academy staff have a role to play in supporting them to be resilient and mentally healthy. In addition, it is understood that mental health problems can themselves be a sign or symptom of connected safeguarding concerns for a young person and/or leave them vulnerable to other specific safeguarding issues.

Ark John Keats Academy also recognises that the early identification of mental health problems is critical in seeking to prevent the dangerous outcomes they can lead to such as suicide, self-harm or suicidal ideation.

The PSHE Character curriculum at Ark John Keats Academy actively teaches pupils to approach matters of mental health in the same manner they would approach matters of physical health: seek advice from medical professionals, allow time for healing or recovery, plan to manage any symptoms as effectively as possible and seek support and comfort. The academy also acknowledges that any stigma which can be associated with mental health problems and any condemnation of young people presenting with self-harming behaviours undermines all attempts to promote good mental health and to address mental health problems.

Academy staff will also challenge the expression of views from pupils, colleagues or parents that mental health problems and self-harming behaviours are unimportant or dishonourable and where necessary, escalate such matters to the senior leadership team.

#### **Contextual Safeguarding**

Ark John Keats Academy acknowledges the location and culture of the school and assess the risks that young people may be exposed to, both inside and outside of the school or college community. A proactive and in other cases reactive approach is taken to support pupils on a wider level. A Contextual Safeguarding approach is taken to recognise that children and young people's risk experiencing significant harm in



extra-familial contexts, and seek to include these contexts within prevention, identification, assessment and intervention safeguarding activities. “

Ark John Keats Academy staff recognise that pupils experiencing a range of behaviour or emotional problems that are outside of the normal range of their age or gender could be displaying signs or symptoms of mental health problems. Such problems could include emotional disorders (phobias or anxiety states), conduct disorders (defiance or ASB), hyperkinetic disorders (attention and disturbance), developmental delays, attachment difficulties or eating disorders.

Form Teachers, Heads of Year and other school leaders involved in pastoral care and safeguarding meet on a weekly basis at Ark John Keats Academy. Where concerns are raised that a pupil may be experiencing mental health problems, the concerns will be shared with the designated safeguarding lead and then with the pupil and with the family before deciding together the best approach. This might involve making a referral to the school-based counselling services or making a referral to local healthcare professionals such as CAHMS or the local GP.

Where mental health problems present a persistent barrier to learning, it may be appropriate to identify the pupil has having SEN (Special Educational Needs) and such a decision should be taken by the academy SENCO in collaboration with the designated safeguarding lead. All staff at Ark John Keats Academy understand that certain individuals or groups are more at risk of mental health problems than others and that the risk factors are cumulative. Ark John Keats Academy staff also understand that there are many protective factors and therefore work together with colleagues, pupils, families and other professionals to promote such protective factors.

At Ark John Keats Academy, in addition to the whole-academy character curriculum, protective factors are also promoted in our [behaviour policy](#) and [bullying policy](#).

Counselling services such are also provided and there is an emphasis on positive classroom management based around using the least invasive form of intervention. Most importantly the academy has high expectations for all pupil's academic success and has robust systems and procedures in place for supporting pupil wellbeing and achievement.

Staff at Ark John Keats Academy recognise that significant life events can lead to mental health problems for some children regardless of the number of risk and protective factors in their lives. These may include loss or separation; life changes or traumatic events and staff are alert to the need to offer immediate intervention where necessary in response to such events and know to seek advice about such matters from the designated safeguarding lead or pastoral team.

Despite the best efforts of all staff at Ark John Keats Academy, the more dangerous outcomes of mental health problems (self-harm and suicidal ideation) cannot always be prevented. In such instances, Ark John Keats Academy will make every effort to address them sensitively and effectively in partnership with families, healthcare professionals and other extended services. 11.13 Where self-harm, threats of self-harm or suicidal ideation are known to have taken place, staff at Ark John Keats Academy must inform the designated safeguarding lead immediately. It may be necessary in such circumstances for the pupil to be taken to the local accident and emergency centre, to receive first aid at school or to have an emergency GP appoint arranged by the family. All such decisions would be taken by the designated safeguarding lead in collaboration with the pupil and the family where appropriate to do so.



### Staff Code of Conduct

All Ark John Keats Academy Staff are issued with the Academy hand book, which includes the code of conduct during Induction, where they familiarize themselves with its contents.

### Anti-Discrimination

Ark John Keats Academy has a comprehensive [Equal Opportunities Policy](#) which can be viewed by following the link or accessing it via our website.

### Images/photography of students

Ark John Keats has a [Responsible use of student image policy](#) it adheres to. Our aim is to equip every pupil with the knowledge, passion, inspiration and character necessary for success at university and beyond. We are committed to keeping children safe and to the welfare and protection of young people to ensure that all pupils thrive and reach their potential. Every person working at the Academy shares the objective of helping to keep pupils safe by ensuring that all images of pupils are taken and stored in line with the Data Protection Act. The safe and appropriate use of images is covered as part of staff safeguarding training. At Ark John Keats Academy we ensure that all images taken of pupils are used in a manner respectful of Data Protection Principles.

This means that images are:

- fairly and lawfully processed and only used for limited, specifically stated purposes
- retained for no longer than is necessary
- processed in line with an individual's legal rights
- kept securely • adequately protected if transferred outside the Academy.

Parental consent to take images Parents/carers have the right to opt their child out of any images or video being taken of their child when starting at Ark John Keats Academy. Parents can be able to opt when they complete the Pupil Information Form which has opt out option and is kept on the pupil's file. Should permission be refused by a parent/carer, all members of staff are made aware and any images for public use are scrutinised to ensure that the pupil does not appear in them. If permission is withdrawn by parents/carers at any point during a pupil's time at Ark John Keats Academy, any images of them will be removed.

### Use of images/videos by the Academy

Any images or videos of pupils that are displayed on the website or used for public display are carefully selected. Pupils' full names are never given in association with images/videos placed on the website. No images of any pupil are taken against their wishes. All images of pupils are always retained on site unless arrangements have been made otherwise (such as for the taking of annual portrait photographs of the children). Any member of staff who needs to take images of children off site for work purposes, appropriately protects and logs in and out of the academy any storage device containing the images and ensures it is returned. The Academy has the authority to view any images taken and/or to withdraw or modify a member of staff's authorisation to take or make images at any time. Ark John Keats Academy ensures that all photographs are permanently wiped from computer hard and portable drives or other relevant devices once the images are no longer of use.

Use of photos/videos by children Still and video cameras provided for use by children (e.g. for fieldwork and other supervised off- site learning) and the images produced themselves will not be removed from the Academy. Use of images by professional photographers' Professional photographers who are engaged to record any events work according to the terms of the Academy's e-Safety policy.

They sign an agreement which ensures compliance with the Data Protection Act and they do not have unsupervised access to pupils. Responsible Use of Pupil Images Policy © Copyright 2016 ARK Schools 4 Use of images by the media Only pre-agreed personal information (e.g.

first names only) can be published alongside images and videos. No authorisation will be given to unscheduled visits by the press under any circumstances. Staff use of personal devices to take photos/videos of pupils Staff should endeavour to use the school cameras and devices to take photos/videos, however in rare cases this may not be possible, and staff may miss an opportunity to capture a positive moment. If staff need to take photos/videos on their personal devices, they should upload it to the T: drive within 24 hours and wipe the data from their personal devices at the same time.

Where pupils are found to have used their phone on the academy premises their phone will be immediately confiscated. If it is believed that pupils have used their phone to make inappropriate recordings, the confiscated phone will not be returned until senior teachers are confident such recordings have been removed and deleted and in line with the behaviour policy. Where relevant, the Anti-bullying procedures outlined above in Section One of this appendix will be implemented.

The academy uses CCTV in some areas of the school property to ensure the safety and security of pupils, staff, parents and the safety and security of academy buildings and equipment.

CCTV footage is only reviewed by senior teachers and members of the site-staff to review matters of safety and security including, but not limited to: pupils and adults entering and exiting the building, incidents of theft, violence or vandalism and incidents of trespassing. Through the [Character curriculum](#) and through individual pupil specific interventions Ark John Keats Academy educates pupils about the importance of understanding both the potential positive and negative implications of different types of images of them themselves. Also, to educate pupils about the importance of controlling the availability of images of themselves and other young.

### Character Curriculum

Ark John Keats Academy has a robust character curriculum taught to all pupils, covering PSHE & Citizenship /Relationship & Sex Education (RSE)/Spiritual, moral, social and cultural (SMSC) topics. Further information on this curriculum can be found [here](#).

### Visitor Management

Access into the school building via the main access points will be controlled and supervised by the Main reception / admin staff. A register / record of all visitors to the school will be maintained. All visitors should wear an official visitor's identification red badge. All visitors will be asked to read a summary of the schools safeguarding procedures on arrival. This Commitment Agreement is clearly visible at the reception desk and on the visitor sign in sheet.

The Commitment Agreement states the following:

Everybody working or visiting the academy has a responsibility and duty to report any concern. All concerns for Secondary must be reported to Aaron Collingwoode-Williams and all concerns for Primary must be reported to Bradley David.

Primary School	Secondary School
Bradley David (DSL)	Aaron Collingwoode-Williams (DSL)

*You are expected to abide by the following protocol during your visit. This is to safeguard both yourself and our pupils and to ensure that your visit to the school is a positive experience. We ask that you:*

- Raise any immediate concern about a child's welfare with the DSL. In the absence of DSL, please inform any member of the Safeguarding team outlined in the Safeguarding poster (this is displayed by the reception desk and around the school).
- Report all concerns by completing a referral form found in reception. The referral form must state only the facts, not opinions, of what happened. It must also be signed and dated. A written record is essential, along with speaking to the DSL.
- Ensure that you wear a visitor's badge or lanyard, always displayed prominently.
- Report to a member of staff or reception if you find yourself alone with students (unless it is a legitimate part of your visit to the school and the school hold a record of your DBS certificate).

For more information about this document or our whistleblowing procedure, please read our Safeguarding Policy which can be found by the reception desk or speak with a member of the Safeguarding team.

### Safer Recruitment

The purpose of this document is to provide a summary of the checks and information needed for the Single Central Register. The Department for Education advises that the following checks must be made on all people before working in an education service. For further guidance please see [here](#).

All ARK Schools employees must have received the following checks prior to starting employment with ARK Schools:

- enhanced DBS disclosures;
- List 99 check (for staff in working regulated activity only);
- right to work documents;
- identity;
- overseas criminal record checks (if applicable),
- medical checks,
- qualifications; including QTS status and prohibition orders check for teachers,
- two references, one being most recent line manager.

For the safer Recruitment Policy, please contact the school to speak to our head of HR.

### Complaints policy

Ark John Keats Academy has a comprehensive [Complaints Policy](#) which can be viewed on our website or by following the link.

### Health and Safety

Ark John Keats Academy has a Health and Safety policy, which can be accessed by contacting our head of HR.

### Managing allegations against other pupils

DfE guidance 'Keeping children safe in education (2020)' says that '*there are procedures in place to handle allegations against other children*'. The guidance also states the importance

of minimising the risks of peer-on- peer abuse. In most instances, the conduct of students towards each other will be covered by the school's [behaviour policy](#). Some allegations may be of such a serious nature that they may raise safeguarding concerns. These allegations are most likely to include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is also likely that incidents dealt with under this policy will involve older students and their behaviour towards younger students or those who are vulnerable.

The intervention of child protection agencies in situations involving sexual activity between children can require difficult professional judgments. Some situations are statutorily clear – for example, a child under the age of 13 cannot consent to sexual activity. But it will not necessarily be appropriate to initiate safeguarding procedures where sexual activity involving children and young people below the age of legal consent (16 years) comes to notice. In our society generally, the age at which children become sexually active has steadily dropped. It is important to distinguish between consensual sexual activity between children of a similar age (where at least one is below the age of consent), and sexual activity involving a power imbalance, or some form of coercion or exploitation. It may also be difficult to be sure that what has or has been alleged to have taken place does have a sexual component. As usual, important decisions should be made on a case by case basis, based on an assessment of the children's best interests. Referral under safeguarding arrangements may be necessary, guided by an assessment of the extent to which a child is suffering, or is likely to suffer, significant harm. Key specific considerations will include:

- The age, maturity and understanding of the children;
- Any disability or special needs of the children;
- Their social and family circumstance;
- Any evidence in the behaviour or presentation of the children that might suggest they have been harmed;
- Any evidence of pressure to engage in sexual activity;
- Any indication of sexual exploitation;
- There are also contextual factors. Gender, sexuality, race and levels of sexual knowledge can all be used to exert power. A sexual predator may sometimes be a woman or girl and the victim a boy.

### *Procedure*

At Ark John Keats we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's behaviour policy.

### *Prevention*

As a school we will minimise the risk of allegations against other pupils by: -

Providing a developmentally appropriate Character programme which develops students understanding of acceptable behaviour and keeping themselves safe

Having systems in place for any student to raise concerns with staff, knowing that they will be listened to, believed and valued

Delivering targeted work on assertiveness and keeping safe to those pupils identified as being at risk

Developing robust risk assessments & providing targeted work for pupils identified as being a potential risk to other pupils.

### *Allegations against other pupils which are safeguarding issues*

Occasionally, allegations may be made against students by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse,

emotional abuse, sexual abuse and sexual exploitation. It is likely that, to be considered a safeguarding allegation against a pupil, some of the following features will be found.

If the allegation: -

Is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil

Is of a serious nature, possibly including a criminal offence

Raises risk factors for other pupils in the school

Indicates that other pupils may have been affected by this student

Indicates that young people outside the school may be affected by this student

Examples of safeguarding issues against a student could include:

#### *Physical Abuse*

- Violence, particularly pre-planned
- Forcing others to use drugs or alcohol

#### *Emotional Abuse*

- Blackmail or extortion
- Threats and intimidation

#### *Sexual Abuse*

- Indecent exposure, indecent touching or serious sexual assaults
- Forcing others to watch pornography or take part in sexting

#### *Sexual Exploitation*

- Encouraging other children to engage in inappropriate sexual behaviour (For example - having an older boyfriend/girlfriend, associating with unknown adults or other sexually exploited children, staying out overnight)
- Photographing or videoing other children performing indecent acts

#### *Practice*

When an allegation is made by a pupil against another student, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern:

- The designated safeguarding lead (DSL) should be informed
- A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances
- The DSL should contact their local children's social care team or Ark Head of Safeguarding to discuss the case
- The DSL will follow through the outcomes of the discussion and make a referral where appropriate
- If the allegation indicates that a potential criminal offence has taken place, a referral to the multi-agency safeguarding hub (MASH) and the Police should be made
- Parents, of both the student being complained about and the alleged victim, should be informed and kept updated on the progress of the referral
- The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files
- It may be appropriate to exclude the pupil being complained about for a period according to the school's behaviour policy and procedures
- Where neither social services nor the police accept the complaint, a thorough school investigation should still take place into the matter using the school's usual disciplinary procedures

- In situations where the school considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan
- The plan should be monitored, and a date set for a follow-up evaluation with everyone concerned

## Procedure for managing allegations of abuse against teachers, other staff working in and for schools, and volunteers

### Introduction

This procedure sets out Ark Schools' procedure for managing allegations of abuse made against any member of school staff, supply staff or volunteers. It should be followed wherever an allegation of abuse is made and it should be noted that that a member of staff could be subject to an allegation even if they have not harmed a child or intended to harm a child. It is sufficient that the staff member's conduct could pose a risk to the child.

This procedure applies to teachers, senior leaders, supply teachers, other professionals and staff working in or for an Ark school and volunteers, including governors.

### Aims

To set out the procedure for managing allegations of abuse in compliance with statutory requirements and to set out the support available to staff and volunteers who may be the subject of an allegation of abuse.

### Purpose

The framework for managing cases of allegations of abuse against teachers and other staff is set out in the statutory guidance 'Keeping Children Safe in Education' (September 2020) (KCSIE). The guidance can be found [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf).

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/892394/Keeping\\_children\\_safe\\_in\\_education\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892394/Keeping_children_safe_in_education_2020.pdf)

This procedure should be read alongside the statutory guidance KCSIE September 2020 Part 4 and Ark Schools Safeguarding & Child Protection Policy s.18. This guidance should be followed where it is alleged that anyone working in the school or college that provides education for children 18 years of age and under, including supply teachers and volunteers 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 they may pose a risk of harm to children or to a particular child;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

This guidance relates to members of staff, supply staff and volunteers who are currently working in any school or college regardless of whether the school or college is where the alleged abuse took place. Allegations against a teacher who is no longer teaching should be referred to the police.

An allegation against a member of staff, supply staff or volunteer may arise from a number of sources e.g.:

- a report from a child victim
- a concern raised by another child/adult in the school/organisation/agency
- a concern raised by a parent or carer.

It is essential that any Safeguarding issue, concern or allegation made against staff, supply staff, volunteers or other professionals in a school is dealt with very quickly, in a fair and



consistent way that provides effective protection for the child and at the same time support the person who is the subject of the concern or allegation.

An overview of how allegations must be handled is relevant for the purposes of Section 175/157 of the Education Act 2002.

### **Supply Staff**

You may have to consider an allegation when the individual is not directly employed by the academy and the disciplinary procedures do not fully apply. The academy must ensure the allegations are dealt with properly and in no circumstances should a school or college decide to cease the use of a supply staff member due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome.

When using an agency, schools and colleges should inform the agency of its process for managing allegations. This should include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

### **Defining an allegation**

In the first instance whenever an allegation is made against a member of staff, supply staff or volunteer that meets any of the above criteria, the Principal must be informed immediately. It is the Principal's responsibility to immediately consult the Designated Officer (LADO) and inform the Regional Director and Head of Safeguarding as necessary (Please refer to Appendix A for contact details).

If the allegation is made against a Principal, the person receiving the information must contact the Executive Principal and inform the Head of Safeguarding. If the allegation is against an Executive Principal or Regional Director, the person receiving the information must contact the Director of Primary or Secondary Education and inform the Head of Safeguarding.

The People Business Partner should also be informed as soon as possible on any allegations against staff so that they can provide advice.

The Principal must advise the People Business Partner if an allegation:

could result in, or has resulted in, a strategic case meeting being called by a Designated Officer (LADO);

relates to a member of staff and, without prejudice to the case, the Principal judges that it may result in disciplinary action being taken.

Where a safeguarding concern or allegation triggers another procedure such as a grievance or disciplinary, the academy should refer to the appropriate policy and contact the Regional People Business Partner who will provide HR advice in these circumstances

If an allegation requires immediate attention, but is received outside of normal office hours, the Principal should consult the Social Care Emergency Duty Team or the Child Abuse Investigation Team (CAIT) via local Police. The Principal should also inform relevant people (see section 9.3) as soon as possible following this action.

Please refer to the following flow chart which sets out a summary of the overall procedure to be followed.

**Allegation raised**

**Allegation involves a member of staff, supply staff or volunteer**

**Allegation involves Principal**

The Principal consults the Designated Officer (LADO).

Contact and inform Regional Director, Head of Safeguarding & People Business Partner.

Consult the Designated Officer (LADO) if not already done so.

Step 1: Initial considerations

Step 2: Fact finding exercise and further discussion with Designated Officer (LADO).

Step 3: Responses to fact finding

The pupil is alleged to have suffered, or is likely to suffer, significant

Criminal offence is alleged.

The allegation relates to poor or inappropriate behaviour.

The allegation is clearly and demonstrably without foundation and no further action is required.

Designated Officer (LADO) to organise strategy discussion.

Where allegation of criminal offence, requires referral to police. In case of serious harm, referral required to social care.

Follow the Ark Schools Disciplinary or Capability procedures (where appropriate).

The staff member should be told orally and in writing that the allegation is without foundation and no further action will be taken. Details of allegations that are found to have been malicious should be



The Principal will consult the Designated Officer (LADO) to discuss the next action points. Advice may also be sought from social care and the police as required. The case manager in the first instance should be the Principal/Head of school and should inform the accused person about the allegation as soon as possible after consulting the designated officer(s), unless advised by LADO not to do so. It is extremely important that the case manager provides the accused with as much information as possible can at that time.

### **Step 2: Conducting a fact-finding exercise**

- After a discussion with the Designated Officer (LADO), the Principal should not conduct an investigative process on the matter. S/he should undertake a fact-finding exercise and:
  - obtain written details of the concern/allegation
  - countersign and date the written details
  - record any information about times, dates and location of alleged incident(s) and names of any potential witnesses
  - make a record of any discussion about the child and/or member of staff, any decisions made, and the reasons for those decisions onto the safeguarding recording system – Impero EdAware
  - if more information is required than the initial disclosure, the principal may obtain any additional information which may be relevant such as previous history, risk assessments, whether the child or their family have made similar allegations and the individual's current contact with children.
- In cases of an allegation against the Principal, Regional Director or Executive Principal, s/he should not be asked to gather the above information themselves. (Refer to point 4.2)
- The following definitions should be used when determining the outcome of allegation investigations:
  - Substantiated: there is sufficient evidence to prove the allegation;
  - Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
  - False: there is sufficient evidence to disprove the allegation;
  - Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
  - Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.
- After the fact-finding exercise and further discussion with the Designated Officer (LADO), and determined outcome one or more of the following may be applicable:
  - The pupil is alleged to have suffered, or is likely to suffer, significant harm - this requires an immediate referral to social care.
  - A criminal offence is alleged - this requires referral to the police.
  - The allegation relates to poor or inappropriate behaviour and requires an investigation to be completed. The People Business Partner should be notified. In addition, the Head of Safeguarding should be informed to ensure staff/pupil support/external referral (as necessary)
  - The allegation is clearly and demonstrably without foundation and no further action is required.
    - Where it is clear that an investigation by the police or Local Authority children's social care is unnecessary, or the strategy discussion or initial evaluation decides that is the case, in those circumstances the options open to the school are dependent on the nature and circumstances of the allegation and the evidence and information available. The school should refer to the Ark Schools Disciplinary or Capability Policy as appropriate.
    - The Principal will continue to update the Regional Director as well as the Head of Safeguarding and HR Business partner during the initial consideration process.

- **Responding to fact finding outcomes**
- **Step 3: Responding to the fact finding outcomes**
- Following the fact-finding exercise, one or more of the outcomes set out in section 4.10 (a) to (e) below may be applicable.
  - **Outcome where either 4.11 (a) the pupil is alleged to have suffered, or is likely to suffer, significant harm or 4.11 (b) a criminal offence is alleged.**

#### **Strategy discussion**

- If the conclusion relates to either 4.10 (a) or 4.10 (b) above, the Designated Officer (LADO) will arrange a strategy discussion. The Principal, police, social care, Regional People Business Partner must be invited and Head of Safeguarding should be invited (if matter relates to SLT/Principal). The staff member should not attend. The discussion will:
  - focus on the needs of the pupil(s) who may be at risk; and
  - determine what action should be taken regarding further investigation
  - decide on who will inform the parents/carers of the child or young person

#### **5.1.2 Strategy meeting**

- Following the outcome of the strategy discussion, a strategy meeting will be convened. The Designated Officer (LADO) will convene the meeting with any other relevant people, such as the Principal, social care, police, and Regional People Business Partner. The staff member against whom the allegations is made against should not attend. The general purpose of the meeting is to consider evidence and discuss next steps.
- The LADO will send out a letter inviting attendees to the meeting, detailing what will be discussed. At the end of the strategy meeting, it will be agreed how and who will inform the staff member of the outcome.
- Subsequent strategy meetings will be held fortnightly, or at a minimum, monthly, to review progress. Each strategy discussion outcome will depend on the facts of the matter and the particular agencies which may be involved.
- **Important note:** where there is an allegation of harm or a crime has been committed, please also refer to sections 8 and 9 below.
  - **Outcome where 4.11 (c) the allegation relates to poor or inappropriate behaviour**
- In the course of an investigation, several elements may be followed:
  - the Principal to liaise with the Regional People Business Partner to arrange for an investigation to be conducted. Guidance on who should undertake an investigation and how one must be completed can be found in The Ark Schools Disciplinary Policy point 5.
  - Enquires and assessment by social care about whether a child is in need of protection or in need of services.

#### **Suspension during an investigation**

- Refer to [Ark Schools Disciplinary Policy Pt 9](#).
- Discuss suspension with your Regional People Business Partner prior to taking action. If your Regional People Business Partner is unavailable, please ensure you contact the AskHR team for advice. You must ensure the Regional Director and Head of Safeguarding are informed.

- At the conclusion of the investigation the possible outcomes are as follows:
  - No further action
  - Refer the matter to Informal management guidance and/or training
  - Refer to a disciplinary hearing and whether the case is potentially one of gross Misconduct
  - Refer to the Ark Schools Capability Policy and Procedure
  - **Outcome where 4.10 (e) the allegation is clearly and demonstrably without foundation:** If the conclusion relates to 4.10 (e), the staff member should be told orally and in writing that the allegation is without foundation and no further action will be taken.

Details of allegations that are found to have been malicious should be removed from personnel records

- **Informing the individual and others**

- The Principal should inform the member of staff against whom the allegation has been made against, about the allegation as soon as possible after consulting the Designated Officer (LADO), Head of Safeguarding and People Business Partner.
- The Principal will discuss with the Designated Officer (LADO) at the initial consideration stage on how to inform parents or carers of the allegation. Thereafter, parents/carers should also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome.

- **If a referral to children's social care is required**

- As set out in section 4.10 (a), a referral is required:
  - if a pupil has suffered, is suffering, or is likely to suffer significant or serious harm
  - a pupil alleges a criminal offence has been committed
  - where there is an allegation of a sexual nature
  - These referrals are managed in accordance with referral processes and thresholds established by the local safeguarding partners.
- The Principal will liaise with the DSL when a referral to social care and or external body is required.

- **If a crime has been committed**

- As set out in section 4.10 (b), if a crime has been committed, and there is no reason to suspect significant harm, the Designated Officer (LADO) will immediately inform the police and organise a strategy discussion to decide if a police investigation is needed.
- If it is not necessary to work with social care, but a police investigation is required, the Designated Officer (LADO) will then agree with the police, the school and any other agencies the nature of the allegation and how it should be addressed. The discussion will take place within one working day of the referral. The police will continue to monitor the case.
- If the member of staff is not charged, the Principal and Designated Officer (LADO) will decide how to handle the case. If a charge is necessary, the police will inform the member of staff.

- **Suspension**

- In cases where suspension is a consideration refer to [Ark Schools Disciplinary Policy Pt 9](#).
- You **must** discuss suspension with your Regional People Business Partner prior to taking action.

- **Record keeping and information sharing**

- **Records**

- The Principal will record any allegation, concern and discussions on a permission only part of Impero EdAware the safeguarding all-in-one online recording tool. Records should be completed as soon as possible after the allegation. This includes:
  - incident details
  - follow up action

- how it was resolved
- action taken
- any sanctions
  - Even if no police or disciplinary action is taken, a record will be kept of the allegation on the Impero EdAware online tool.
  - If the actions of the member of staff, and the consequences of the actions, do not raise credible allegation concerns, but do raise other issues in relation to the conduct of the member of staff or the pupil(s), this will be addressed in accordance with internal procedures.
  - Any information or referral forms submitted to the Designated Officer (LADO) or investigation agencies should be scanned into the file.
- **Information sharing: need to know**
  - Other staff will only be informed on a 'need to know' basis. Notification may be delayed if the police believe it could prejudice an investigation. Those who will be told are likely to include:
    - staff member;
    - pupil concerned and their parent(s)/carers;
    - individual making the allegation;
    - principal and regional director;
    - head of safeguarding and People Business Partner;
    - head of communications;
    - designated officer (LADO) and investigating agencies
  - If a staff member's suspension results in disciplinary action, the investigating officer and members on the disciplinary chair (if appropriate) will be given all information with redactions to protect the identity of pupils.
  - The individuals outlined above will be informed of the outcome/actions of any meeting, as well as Ark's Education Directors, the Chair of the governing body and Safeguarding link governor (as necessary).
- **False allegations**
  - If an allegation is found to be false, action will be taken to see if the person making the allegation is in need of services. If it is a deliberately malicious allegation made by:
    - a pupil, the Principal will take action in line with the Behavioural Policy.
    - a staff member, it will be handled in accordance with the Disciplinary Policy – the police may also consider taking action in this situation.
  - If it is clear an allegation is false and /or unfounded, the accused staff member will be informed orally and in writing that no further action will be taken. Details of allegations that are found to have been malicious should be removed from personnel records.
- **Supporting those involved**
  - Ark has a duty of care to staff, supply staff and volunteers. The school aims to support the individual throughout the allegation process and will do all it can to manage and minimise stress. If the individual is external to the school, contact will be made with the relevant agency or service provider.
  - Information will be provided to the individual as soon as possible in line with the guidance set out in this procedure and throughout the allegation process. A named representative will be appointed to keep the individual informed of the progress of the allegation.
  - The member of staff or supply staff may wish to contact their Trade Union Representative, if they have one, or a colleague for support. Staff should also be reminded about the

confidential counselling support, which is available through the Employee Assistance Programme (section 13).

- Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence. The staff member should be advised not to discuss the case with any staff members.

- **Employee Assistance Programme**

- The service is available 24 hours a day, 7 days a week, and 365 days a year and is accessible by phone, email, instant messaging and website. The service offers assistance with any work, personal or family issue and includes professional consultation, access to face-to-face counselling (up to six sessions), information, resources and referrals to local services. EAP can be accessed, in the following ways:

- FREEPHONE:           ● 0800 243 458
- EMAIL                 ● [assistance@workplaceoptions.com](mailto:assistance@workplaceoptions.com)
- WEBSITE             ● [www.workplaceoptions.com](http://www.workplaceoptions.com) (Username: **Ark Schools**,  
Password: **employee**)
- SMS (for call back):   ● **07909 341 229**

- Should medical advice and guidance be required this can be arranged through the member of staff responsible for HR within the academy, who will arrange for a referral to Ark's Occupational Health providers.

- **Confidentiality**

- It is extremely important that when an allegation is made, the school makes every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. Schools should take advice from Ark Central on:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any, information can be reasonably given to the wider community to reduce speculation; and
- how to manage press interest, if and when it should arise.

- **On conclusion of a case and exit arrangements: possible referrals required**

- If an allegation is founded, the KCSIE guidance should be consulted in conjunction with this procedure as to which referrals to professional bodies may be required.

- **Referral to Disclosure and Barring Service (DBS)**

- Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- the harm test is satisfied in respect of that individual. To satisfy the harm test there needs to be credible evidence of a risk of harm to children or vulnerable adults such as statements made by an individual regarding conduct/behaviour, etc.
- For a case to be considered as a risk of harm, relevant conduct would not have occurred but there must be tangible evidence rather than a "feeling" that a person represents a risk to children and / or vulnerable adults. For example, a teacher who confides in their head teacher that they are sexually attracted to children (but who had not engaged in 'relevant conduct') would satisfy the harm test.
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and

- the individual has ceased working in a regulated activity or would have been removed had they not left.
  - **Referral to Teaching Regulation Agency (TRA) for consideration**
- Where an allegation is substantiated and the member of staff is dismissed or resigns, school should consider referring the matter to the TRA for consideration for a prohibition order.
- **Lessons learnt**
- If there is a substantiated allegation against a member of staff, the Principal, Regional Director, Head of Safeguarding, People Business Partner, DSL and Director of External Relations will work with the Designated Officer (LADO) to identify any changes, lessons learnt and improvements which could be made to help prevent similar events in the future.

## USEFUL CONTACT DETAILS

Position	Name	Contact details
Principal	Jo Facer	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113
Secondary Headteacher	Katie Marshall	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113
Primary Head Teacher/ Deputy Designated Safeguarding Lead (P)	Mide Ola-Said	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113
Executive Principal	Rebecca Curtis	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113
Regional Director	Amit Hathi	T: +44 20 3116 7192 M: +44 (0)7958417703 <a href="mailto:Amit.Hathi@arkonline.org">Amit.Hathi@arkonline.org</a>
Director of Primary	Venessa Williams	T: +44 20 3116 7192 M: +44 (0)7958417703 <a href="mailto:Venessa.Willms@arkonline.org">Venessa.Willms@arkonline.org</a>
Director of Secondary	Jerry Collins	T: +44 20 3116 7192 M: +44 (0)7958417703 <a href="mailto:jerry.collins@arkonline.org">jerry.collins@arkonline.org</a>
Head of Safeguarding	Joycelyn Thompson	T: +44 20 3116 7192 M: +44 (0)7958417703 <a href="mailto:Joycelyn.Thompson@arkonline.org">Joycelyn.Thompson@arkonline.org</a>
Designated Officer (LADO)	Andreas Kyriacou	<a href="mailto:safeguardingservice@enfield.gov.uk">safeguardingservice@enfield.gov.uk</a> 0208 379 2850/0208 379 4392
Designated Safeguarding Lead/Vice Principal (S)	Aaron Collingwoode- Williams	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113
Designated Safeguarding Lead/Vice Principal (P)	Bradley David	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113
Deputy Designated Safeguarding Lead (S)	Lydia Socrates	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113
Deputy Designated Safeguarding Lead (S)	Anna Samad	Ark John Keats Academy Bell Lane, EN3 5PA 020 8443 3113

## APPENDIX B

### Statutory legislation and guidance documents links

[Keeping Children Safe in Education \(KCSIE\) DfE \(Sept 2021\)](#)

[Working together to Safeguard Children July 2018](#)

[What to do if you are worried a child is being abused \(March 2015\)](#)

[Education and Training \(Welfare of Children\) Act 2021](#)

[Use of reasonable force: advice for head teachers, staff and governing bodies \(July 2013\)](#)

[Information Sharing: Advice for Practitioners \(DfE, 2018\)](#)

[Prevent Duty Guidance for England and Wales' \(2015\)](#)

[Early years \(under 5s\) foundation stage framework \(EYFS\) \(2017\)](#)

[The Children Act 1989](#)

[The Children Act 2004](#)

[DfE's Data Protection: A Toolkit for Schools \(2018\)](#)

[Domestic Abuse Act 2021](#)

[Education Act 2002](#)

[The Children and Families Act 2014](#)

[Inspecting Safeguarding in early years, education and skills setting \(2019\)](#)

[SEND code of practice: 0 to 25 years \(DfE 2017\)](#)

[Mental Health & Behaviour in Schools Nov 2018](#)

[Disqualification under the Childcare Act \(DfE, 2006\)](#)

[The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)

[School attendance August 2020](#)

[Exclusion from maintained schools, academies and pupil referral units in England \(Sept 2017\)](#)

[Criminal Exploitation of children and vulnerable adults: County Lines guidance \(July 2017\)](#)

[Education Inspection Framework \(Sept 2019\)](#)

[Inspecting safeguarding in early years, education and skills settings \(Sept 2019\)](#)

[Safeguarding in schools, colleges and other providers](#)

[Safeguarding and Remote Education](#)

[Sharing nude and semi-nudes: advice for education settings working with children and young people \(Dec 2020\)](#)

[Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 which defines what 'regulated activity' is in relation to children](#)

[The Equality Act 2010](#)

[The Data Protection Act 2018 and General Data Information Protection Regulations](#)

[The Serious Crime Act 2015 \(sets out a duty on professionals \(including teachers\) to notify police when they discover that FGM appears to have been carried out on a girl under 18\).](#)

[The Voyeurism \(Offences\) Act, 2019 \(which is commonly known as the Upskirting Act\)](#)

['When to call the police' Guidance for schools and colleges, produced by the National Police Chiefs Council \(NPCC \) 2020.](#)

[Home Office's Preventing youth violence and gang involvement](#)



## APPENDIX C

### **Abuse / Safeguarding Issues that can place children at risk of harm (link to guidance/advice)**

Abuse

Bullying including cyberbullying

Children and the Court System (Ages 5-11)

Children and the Court System (Ages 12-17)

Children with family members in prison

Child Missing from Education

Child Missing from home or care

Child Sexual Exploitation (CSE)

Criminal exploitation of children and vulnerable adult's county lines

Domestic Abuse

Drug Advice for Schools

Fabricated or Induced Illness

Faith or Belief Based Abuse

Female Genital Mutilation (FGM)

Forced Marriage

Gangs and Youth Violence

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

Hate

Homelessness

Mental health

Peer on Peer / child on child

Private fostering

Preventing radicalisation

Protecting children from radicalisation

Consensual and non-consensual Sharing nude and semi-nudes

Sexual violence and sexual harassment between children in schools and colleges

Serious Violence

Trafficking and modern slavery

Up-skirting

## APPENDIX D

**[RECRUITMENT & APPOINTMENT POLICY 2021-23](#)**