

## Safeguarding and Child Protection Policy

**Reviewed August 2022**

### Introduction

Northumberland PRU is a school designated for children in education between years 7 – 10. It is intended that it will provide education for students between years 7 – 11 from January 2023.

Northumberland PRU recognises the responsibility they hold to have arrangements about safeguarding and promoting the welfare of young people.

Safeguarding and promoting the welfare of children is everyone's responsibility. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Safeguarding children and young people with Special Education Needs and Disabilities requires understanding, patience, foresight and reflection. Keeping children safe from harm in school, relies on all staff being able to recognise the raised risk factors, identify young people with the greatest level of risk and create focussed action plans that sufficiently respond to their needs. Keeping open dialogue between staff and raising the importance of safeguarding across the school is essential.

### Rationale

Northumberland PRU believes that children have a fundamental right to be protected from harm and that learning cannot truly begin unless they feel secure. We also believe that all staff working in school have a right to personal support and guidance concerning the protection of children.

### There are four main elements to our policy:

1. **PREVENTION:** through the teaching and pastoral support offered to children and the creation and maintenance of a whole school protective ethos.
2. **PROCEDURES:** for identifying and reporting cases, or suspected cases, of abuse.
3. **SUPPORT TO STUDENTS:** who may have been abused.
4. **PREVENTING UNSUITABLE PEOPLE WORKING WITH YOUNG PEOPLE:**

Our policy applies to all staff and volunteers working in the school including secondary school/college/university students and Governors.

## **First Point of Contact**

The most likely first point of disclosure within school for a child will be staff within school -teachers, learning community managers, learning support assistants, administration staff, kitchen staff, caretakers and cleaners.

All pupils are brought into school by a number of Taxi and Private Hire companies, drivers and chaperones may also become first points of disclosure.

Staff within school should also be aware that other people outside the school environment whom have contact, either directly or indirectly with a child may disclose information or voice concerns about a child. These may include but are not limited to parents, family relatives, friends, neighbours and other professionals,

## **1. PREVENTION**

We recognise that instilling good self-esteem, confidence gained through supportive networks and clear lines of communication with trusted adults aids in prevention. We will raise awareness of child protection issues and help young people gain skills to keep them safe. The strong adult team, through the work in PSHCE (Personal, Social, Health Education), assemblies, pupils 1-1 work and interventions with other agencies supports the emotional wellbeing of our children.

### ***The school will therefore:***

- establish and maintain an environment and positive ethos where children feel secure, supported and are encouraged to talk and are listened to, can learn, develop and feel valued;
- ensure children know that there are adults in the school whom they can approach if they are worried or in difficulty;
- include in the curriculum, activities and opportunities for PSHCE which help the children to gain the skills they need to stay safe from abuse and to know to whom to turn for help;
- Work towards positive relationships with parents, working in partnership with them towards mutual trust. Family Support is available from Learning Community Managers to parents and carers if required. This can be done during a face to face conversation or a telephone call.
- Mobile phones and other forms of mobile technology should not be used in school unless in a professional capacity and in connection with that person's role. No photographs will be taken with any personal electronic devices.

## **2. PROCEDURES**

We will follow the procedures and consult with the inter-agency Procedures produced by the Northumberland Safeguarding Children Board. The procedure manual and its contents can be found at :- <http://www.northumberland.gov.uk/Children/Safeguarding.aspx>

### ***The School will ensure:***

- It has a designated member of staff appointed as Safeguarding Lead (**Karen Ayre**). Training should be updated every two years, and knowledge and skills refreshed yearly, in line with any advice/changes from Northumberland County Council. There are other nominated staff whom can make contingency arrangements should the designated member of staff not be available. The Safeguarding Governor and the Designated Officer are also contactable for advice.
- It recognises the importance of the role of the designated person, and will arrange support and training. Multi-agency training will also be undertaken by the designated person, the Safeguarding Deputies, and the Safeguarding Governor.

(A useful reference: [Keeping Children Safe in Education. Statutory Guidance for Schools and Colleges – September 2021](#))

- That the designated lead or deputy, will take advice from a child protection specialist when managing complex cases.
- Ensure every member of staff (including temporary and supply staff and volunteers, and on-site contracted services) and every governor knows the name of the designated person and her/his role.
- that the designated person has an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in the NSCB procedures (or in their absence, the deputy).
- that the school's Child Protection Procedures and the NSCB procedures are centrally located. At Northumberland PRU, the policy will be stored on the staff shared drive and a hard copy available in the Safeguarding & Attendance Office and on the school website. Other relevant documents are stored in the same place.)
- that parents/carers have an understanding of the responsibility placed on the school and staff for child protection by ensuring the policy is available on the school website. A safeguarding newsletter for parents is also released, termly.
- That training is provided for all staff from the point of their induction, and updated regularly, at least annually. They know:
  - *their personal responsibility,*
  - *Face to Face and/ or 'Online Training will be carried out Annually*
  - *the NSCB procedures and online guidance*
  - *the need to be vigilant in identifying signs of abuse*
  - *how to support and to respond to a young person who tells of abuse*

*Staff are also directed to Local Authority training via the NCC Learning Pool, and they can use NSPCC learning resources. All staff also have access to a copy of the 'Keeping Children Safe in Education - September 2022. This is available as a hard copy in the Safeguarding & Attendance Office and on the Staff Shared Drive. Staff have signed to confirm that they have received and read this document.*

- that there is appropriate discussion with parents/carers prior to involvement of another agency, unless the circumstances preclude this. (Further guidance on this can be found in the NSCB)
- that Northumberland County Council is notified if it should have to suspend or exclude a child on the child protection register (whether fixed-term or permanently)
- that Northumberland County Council is notified if there is an unexplained absence of a child on the child protection register of more than two days duration from school (or one day following a weekend); A 'Children Missing From Education' return is completed monthly and returned to Northumberland County Council. This is done as a matter of priority, and a NIL return must also be completed.
- That there is work to develop effective links with relevant agencies and there will be co-operation as required with their enquiries regarding child protection matters including attendance and written reports at initial child protection conferences, core groups and child protection review conferences;
- That clear written records of concerns about young people are kept (noting the date, time, event and action taken).
- that all records are kept secure and in locked locations or password protected on a PC.
- that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to young people and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

- that supply teachers and visitors to the school are made aware of who the Safeguarding Team are in school. Visitors who sign in will be shown the 'Safeguarding Guidelines'.

### **3. SUPPORTING THE STUDENT AT RISK**

Children with Special Education Needs and Disabilities, have an increased vulnerability to abusive situations because they may need intimate care and may have cognitive impairments that prevent an understanding of appropriate adult behaviour. A lack of effective communication skills to share concerns and a reliance on adults can also be important factors, even children with mild communication difficulties may not know a sign or symbol to allow them to make complaints or describe how injuries occurred.

We recognise that our pupils may find it difficult to develop a sense of self-worth and to view the world as benevolent. They may feel helpless, have some sense of self-blame and be angry. This school may be the only stable, secure and predictable element in the lives of children who could be at risk.

The school will endeavour to support the child through:

- The content of the curriculum to encourage self-esteem and self-motivation (see section 1)
- The school ethos which promotes a positive, supportive and secure environment, gives the children a sense of being valued.
- The school's behaviour policy is aimed at supporting vulnerable children in the school. All staff will agree on a consistent approach, which focuses on the behaviour of the young person but does not damage the child's sense of self-worth. The school will endeavour to ensure that the child knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse that has occurred.
- Liaising with other services which support the child such as the CYPS (Children and Young People's Service), Social Services, School Health, and the Education Welfare Service and Police. Nominated staff will attend multi-agency meetings when required to ensure consistent ongoing information sharing, awareness of Care Plans and to assist and when required to be actively involved in the decision making processes of such meetings.
- A commitment to develop productive and supportive relationships with parents/ carers.
- Recognition that children who live in a home environment where there could be domestic violence, drug or alcohol abuse are vulnerable, and in need of support and protection.
- Carefully monitoring the children's welfare, keeping records and notifying Children's Services as soon as there is a concern.
- Ensuring pupils do not leave the school premises with any adult not known to them as having parental responsibility or permission to take the child from school without prior arrangement and consent. Pupils are currently all brought in by taxi or private hire companies which are organised by the Special Education Needs and Disabilities Transport team at Northumberland County Council. Pupils will remain on designated routes set by County and will only change routes as authorised by County.
- When children on the child protection register leave, transferring information to the new school will be under separate cover to any main file. The receipt of the file will be affirmed by the designated lead at the new school.

### **OPERATION ENCOMPASS**

- Operation Encompass Is a joint operation between NCC Children's Services, NCC Education and Skills, Northumbria Police and the Police and Crime Commissioner?
- The purpose is to safeguard children and young people 4 – 16 Years old, who are affected by

Domestic abuse, by ensuring the appropriate services are made aware of an incident at the earliest possible opportunity.

- An email alert will be sent to the members of the Safeguarding Team.
- Parents have been informed via a letter, and information is posted on the website and is available in the information pack for new parents.

## **SEXTING or Sending Nudes**

### **Definition of 'Sexting' or 'Send Nudes'**

- Sexting or as it is now referred to as 'Sending Nudes' is when a young person takes an indecent image of themselves and sends this to their friends or boy/girlfriends via mobile phones.
- There are a number of definitions of sexting but for the purposes of this advice sexting is simply defined as images or videos generated:
  - by children under the age of 18, or
  - of children under the age of 18 that are of a sexual nature or are indecent.
- These images are shared between young people and/or adults via a mobile phone, handheld device or website with people they may not even know.
- The problem is that once taken and sent, the sender has lost control of these images and these images could end up anywhere. They could be seen by a child's future employer, their friends or even by child sex offenders. By having in their possession, or distributing, indecent images of a person under 18 on to someone else – young people are not even aware that they could be breaking the law as these are offences under the Sexual Offences Act 2017.
- There are many different types of sexting and it is likely that no two cases will be the same. It is necessary to carefully consider each case on its own merit. It is important to apply a consistent approach when dealing with an incident to help protect yourself, the school and the child. The range of contributory factors in each case also needs to be considered in order to determine an appropriate and proportionate response. All staff should be familiar with this policy.

**Whilst children are encouraged to leave mobile devices at home or place them in their lockers phones whilst at school, these are the steps to take in the case of an incident.**

### **STEP 1 - Disclosure by a child**

- Sexting disclosures should follow the normal safeguarding practices and protocols. A child is likely to be very distressed especially if the image has been circulated widely and if they don't know who has shared it, seen it or where it has ended up. They will need pastoral support during the disclosure and after the event. They may even need immediate protection or a referral to Children's Services.

**The following questions will help decide upon the best course of action:**

- Is the pupil disclosing about themselves receiving an image, sending an image or sharing an image?
- What sort of image is it? Is it potentially illegal or is it inappropriate?
- Are the school, child protection and safeguarding policies and practices being followed? For example, is the Designated Safeguarding Lead (DSL) for child protection on hand and is their advice and support available?
- How widely has the image been shared and is the device in the pupil's possession?

- Is it a school device or a personal device?
- Does the pupil need immediate support and or protection? Are there other young people involved? Do they know where the image has ended up? This situation will need to be handled very sensitively. Whatever the nature of the incident, ensure school safeguarding and child protection policies and practices are adhered to.
- Does the pupil need immediate support and or protection? Are there other pupils and or young people involved? Do they know where the image has ended up? This situation will need to be handled very sensitively. Whatever the nature of the incident, ensure school safeguarding and child protection policies and practices are adhered to.

## STEP 2

### Searching a device – what are the rules?

In a school-based context, it is highly likely that the image will have been created and potentially shared through mobile devices. It may be that the image is not on one single device: it may be on a website or on a multitude of devices; it may be on either a school-owned or personal device. It is important to establish the location of the image but be aware that this may be distressing for the young person involved, so be conscious of the support they may need. The revised Education Act 2011 brought significant new powers and freedoms for teachers and schools. Essentially, the Act gives schools and/or teachers the power to seize and search an electronic device if they think there is good reason for doing so. The interpretation of this Act has not yet been tested and many schools ban personal devices in schools.

- A device can be examined, confiscated and securely stored if there is reason to believe it contains indecent images or extreme pornography. When searching mobile devices, the following conditions should apply:
  - The action is in accordance with the school's child protection and safeguarding policies
  - The search is conducted by the Head or a person authorised by them
  - A member of the safeguarding team is present
  - The search is conducted by a member of the same sex
- If any illegal images of a child are found, you should consider whether to inform the police. Any conduct involving, or possibly involving, the knowledge or participation of adults should always be referred to the police. If an "experimental" incident is not referred to the police the reasons for this should be recorded in writing. Always put the child first. Do not search the device if this will cause additional stress to the pupil/person whose image has been distributed.

### Never

- Search a mobile device even in response to an allegation or disclosure if this is likely to cause additional stress to the child/young person UNLESS there is clear evidence to suggest that there is an immediate problem
- Print out any material for evidence
- Move any material from one storage device to another

### Always

- Inform the school's Designated Safeguarding Lead for child protection (DSL)
- Record the incident
- Act in accordance with school safeguarding policy and procedure

- Inform relevant colleagues/senior management team about the alleged incident before searching a device
- If there is an indecent image of a child on a website or a social networking site, then you should report the image to the site hosting it. Under normal circumstances, you would follow the reporting procedures on the respective website. However, in the case of a sexting incident involving a child or young person where you feel that they may be at risk of abuse, then you should report the incident directly to the police so that law enforcement can make an assessment, expedite the case with the relevant provider and ensure that appropriate action is taken to safeguard the child.

### **STEP 3 - What to do and not do with the image.**

#### **If the image has been shared across a personal mobile device:**

##### **Always**

- Confiscate and secure the device(s)

##### **Never**

- View the image unless there is a clear reason to do so (see bullet 2 above)
- Send, share or save the image anywhere
- Allow child to do any of the above

#### **If the image has been shared across a school network, a website or a social network:**

##### **Always**

- Block the network to all users and isolate the image

##### **Never**

- Send or print the image
- Move the material from one place to another
- View the image outside of the protocols in your safeguarding and child protection policies and procedures.

### **STEP 4 - Who should deal with the incident?**

- Often, the first port of call for a pupil is a class teacher. To whoever the initial disclosure is made must act in accordance with the school safeguarding policy, ensuring that the Designated Safeguarding Lead (DSL) and a senior member of staff are involved in dealing with the incident.
- The DSL should always record the incident. Senior Management should also always be informed. There may be instances where the image needs to be viewed and this should be done in accordance with protocols. **The best interests of the child should always come first.** If viewing the image is likely to cause additional stress, professionals should make a judgement about whether or not it is appropriate to do so.

## STEP 5

### Deciding on a response

- There may be a multitude of reasons why a child has engaged in sexting – it may be a romantic/sexual exploration scenario or it may be due to coercion.
- It is important to remember that it won't always be appropriate to inform the police; this will depend on the nature of the incident. However, as a school it is important that incidents are consistently recorded. It may also be necessary to assist the young person in removing the image from a website or elsewhere.
- Act in accordance with your child protection and safeguarding policy, e.g. notify DSP/SMT team
- Store the device securely
- Carry out a risk assessment in relation to the young person
- Make a referral to the DO (Designated Officer), if needed
- Contact the police (if appropriate)
- Put the necessary safeguards in place for the pupil, e.g. they may need counselling support, immediate protection and parents must also be informed.
- Inform parents and/or carers about the incident and how it is being managed. *(Depending on the nature of the image and the family circumstances of the young person, communication with parents will need to be carefully handled.)*

## STEP 6

### Contacting other agencies (making a referral)

- If the nature of the incident is high-risk, consider contacting your local children's social care team. Depending on the nature of the incident and the response you may also consider contacting your local police or referring the incident to [Child Exploitation Online Protection \(CEOP\)](#).

## **FEMALE GENITAL MUTILATION**

Northumberland PRU is a mixed-gender school and staff should always be aware that our children may have female relatives or friends whom may be subjected to female genital mutilation.

*Female Genital Mutilation is a form of child abuse and as such is dealt with under the Child Protection/Safeguarding policy. The school uses the World Health Organisation definition as written below. Definition of FGM: "Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non therapeutic reasons." (World Health Organisation-1997) The UK Government has written advice and guidance on FGM that states; 'FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child.' Girls are at particular risk of FGM during school summer holidays. This is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of undergoing FGM. UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However women from non-African communities that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women." The Child Protection Designated Person is aware of guidance that is available in respect of FGM and should be vigilant to the risk of it being practised.*

Key questions for designated staff:

- Are your staff aware of the potential risks?
- Do staff know the possible signs that a child has been subject to female genital mutilation or is at risk of being abused through it?
- Do staff know how to take timely and appropriate action in respect of concerns about particular children?

Procedures in place to raise awareness and protect and prevent girls being forced to undertake FGM.

1. FGM training for staff in school.
2. FGM information discussions by Child Protection Designated Person with parents of children, from practising communities who could be at risk.
3. A PSHE curriculum is delivered to all pupils throughout school and appropriate Relationship/Sex Education is included in this.

### **Indications that FGM may have taken place:**

- Prolonged absence from school with noticeable behaviour change – especially after a return from holiday.
- Spending long periods of time away from the class during the day.
- In conversation a child may talk about FGM.
- A child may express anxiety about a special ceremony.
- The child may talk or have anxieties about forthcoming holidays to their country of origin.
- Parent/Guardian requests permission for authorised absence for overseas travel or you are aware that absence is required for vaccinations.
- If a woman has already undergone FGM – and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications e.g. for younger siblings, extended family members and a referral made to Social Care or the Police if appropriate. If we have concerns that children in our school community are at risk or victims of Female Genital Mutilation then we refer to asking children to tell you about their holiday. Sensitively and informally ask the family about their planned extended holiday ask questions like;
- Who is going on the holiday with the child?
- How long they plan to go for and is there a special celebration planned?
- Where are they going?
- Are they aware that the school cannot keep their child on roll if they are away for a long period?
- Are they aware that FGM including Sunnah (verbally transmitted record of the teachings, deeds and sayings, silent permissions) is illegal in the U.K even if performed abroad?

### **If you suspect that a child is a victim of FGM you may ask the child;**

- Your family is originally from a country where girls or women are circumcised – Do you think you have gone through this?
- Has anything been done to you down there or on your bottom?

- Do you want to talk to someone who will understand you better?
- Would you like support in contacting other agencies for support, help or advice? These questions and advice are guidance and each case should be dealt with sensitively and considered individually and independently using this guidance is at the discretion of the DSL and Headteacher. All interventions must be recorded correctly.

### 3. PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH YOUNG PEOPLE

#### Disclosure and Barring Service (DBS).

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

DBS is an executive non-departmental public body of the Home Office

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Schools and Colleges have a legal duty to refer to the DBS, anyone who has harmed, or poses risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is a reason to believe that the individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Northumberland PRU would contact the DBS on 03000 200190.

#### DO (Designated Officer)

##### What is the Designated Officer?

*The DO works within Children's Services and should be alerted to all cases, in which it is alleged that a person that works with children has:*

- *Behaved in a way that has harmed, or may have harmed a child.*
- *Possibly committed criminal offence against children, or related to a child.*
- *Behaved towards a child or children in a way that indicates that s/he is unsuitable to work with children.*

*The DO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences; this can include concerns against their own personal life eg: incidents of domestic violence or child protection concerns relating to their own family.*

*The DO is involved from the initial phase of the allegation through to the conclusion of the case.*

*They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.*

*The DO coordinates information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.*

*The DO is available to offer advice.*

The school will consult with the Local Authority Designated Officer in the event of an allegation being made against a member of staff.

LADO Carol Gasper

Contact details: Telephone: 01670 623979

LADO@northumberland.gov.uk

**The school will ensure that:**

- Any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- All staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with students and parents as advised by the County Council's Code of Conduct. (all staff have a copy)
- All staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2017 (Abuse of position of trust).
- staff embarking on personal relationships with each other, if this does arise, then there should be no evidence of this displayed either at work or on social media. The children should not be aware of this.
- If a member of staff embarks on a relationship with another member of staff who is under the age of 18, then this could potentially be a safeguarding issue. The Designated Safeguarding Lead will seek advice from the Designated Officer at Northumberland County Council for guidance and advice (refer to Staff Code of Conduct)

All staff will be aware of the responsible use of social networking sites.

## 1. **OTHER RELEVANT POLICIES/GUIDELINES**

### **Physical Intervention**

All relevant staff receive training in physical intervention. Only trained staff will use physical intervention. However, it is recognised that some situations may spontaneously arise where trained Team Teach staff are not immediately at hand to assist. In these rapidly developing or escalating situations staff should be aware of the potential of harm to the child and others and act in the best interests of the child and those involved to minimise harm having regard to the risks that present themselves at the time.

### **Anti-Bullying**

Our policy on bullying is set out in a separate document. We acknowledge, that to allow or condone bullying may lead to consideration under child protection procedures; e.g. peer on peer abuse

### **Racist, Homophobic, Anti-disability Incidents**

We acknowledge that repeated racist, homophobic or anti-disability incidents or a single serious incident may lead to consideration under safeguarding procedures. In the event of a Racist, homophobic or anti-disability incident, a report must be forwarded to Northumberland County Council. The School will then receive an annual statement of Incidents and this must be presented to the Governing Body. This is covered in our Anti-Bullying Policy and our Equal Opportunities Policy.

### **Health & Safety**

Our Health & Safety policy is set out in a separate document. It reflects the consideration we give to the protection of our young people both within the school environment and when away from the school when undertaking school trips and visits.

### **E-safety**

Our e-safety guidelines are available on the school website. The e-Safety policy is available to all staff on the school drive. This reflects the consideration we give to the protection of our students within the school

environment and how we raise their awareness regarding e-safety risks. There are appropriate filters and monitoring systems in place to protect learners from harmful online material.

### **Whistle Blowing Policy**

Our Whistle Blowing Policy gives guidance to Staff, students and visitors on how to raise a concern regarding the code of conduct of anyone in school. We follow guidance from Northumberland County Council regarding this policy.

### **Confidentiality and information sharing in line with GDPR**

Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the Head Teacher.

The Headteacher or designated person will disclose any information about a student to other members of staff on a need to know basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard young people.

All staff must be aware that they cannot promise a young person to keep secrets.

### **Missing from Education**

A return must be completed monthly and sent to Northumberland County Council.  
A 'nil' return must also be completed.

### **GOVERNING BODY SAFEGUARDING RESPONSIBILITIES**

The Governing Body fully recognises its responsibilities with regard to safeguarding and promoting the welfare of young people.

It will:

- designate a Governor for safeguarding / child protection who will oversee the schools' child protection and safeguarding policy and practice and champion child protection and safeguarding issues;
- ensure termly report is made to the governing body. This will give details of any referrals Children's Services, and Safeguarding Issues, Staff Training, Racist Incidents, Children Missing from Education, and any other relevant information.
- ensure that this policy is annually updated and reviewed
- attend administrative meetings with the DSL/DEPUTY DSL and Safeguarding Administrator
- If the Governing Body provides extended school facilities or before or after school activities directly under the supervision or management of school staff, the school's arrangements for child protection as written in this policy, shall apply.
- Where services or activities are provided separately by another body the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding young people and child protection and there are arrangements to liaise with the school on these matters where appropriate.

### **SAFER RECRUITMENT**

- We follow the guidelines and procedures from Northumberland County Council.



## APPENDIX A

### CATEGORIES OF ABUSE *(Working Together to Safeguard Children, 2013)*

The following categories of abuse are recognised for the purposes of the child protection register. All staff should be aware of these categories and report any concerns to the designated person.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Physical Injury:** 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 feigns the symptoms of, or deliberately causes ill health to a child they are looking after. This situation is commonly described using terms such as Factitious Illness by proxy or Fabricated Induced Illness.

**Sexual Abuse:** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Emotional Abuse:** is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless and unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill-treatment of a child, though it may occur alone.

The designated person will ensure that all staff, through training and discussion, are familiar with the above categories including signs and symptoms for recognising possible abuse.

#### Easy to follow steps:

- ☐ Report any suspicious injury or suspect dialogue **no matter how small** to the designated person.
- ☐ In cases of disclosure **never** mention to parents what a student has disclosed before reporting to the designated person and Children's Services.
- ☐ **Never** investigate further or take action beyond that agreed in the procedures established by the Northumberland Safeguarding Children Board (NSCB).
- ☐ The Northumberland Safeguarding Children's Board Procedure Manual and Contents has extensive information and guidelines for practitioners.  
<http://www.northumberland.gov.uk/Children/Safeguarding.aspx>.