

Belmont Castle Academy

Child Protection and Safeguarding Policy

Revised Autumn 2019

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• Statement of intent

Belmont Castle Academy is committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of Belmont Castle academy premises. We implement a Whole school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance.

It will be achieved by:

- Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
- Teaching pupils how to keep safe and recognise behaviour that is unacceptable.
- Identifying and making provision for any pupil that has been subject to abuse.
- Ensuring that members of the governing board, the Principal and staff members understand their responsibilities under safeguarding legislation and statutory guidance, are alert to the signs of child abuse and know to refer concerns to the DSL.
- Ensuring that the Principal and any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

The DSL is: **Mark Jones**. At BCA, we work cohesively as a safeguarding team, child protection matters will be dealt with by **Angela Rawlings** Deputy Safeguarding Lead's and **Nella Murthen** Vice Principal.

Signed by:

Principal

Date:

Chair of governors

Date:

• Definitions

- 1.1 The terms “**children**” and “**child**” refer to anyone under the age of 18.
- 1.2 For the purposes of this policy, “safeguarding and protecting the welfare of children” is defined as:
 - Protecting pupils from maltreatment.
 - Preventing the impairment of pupils’ health or development.
 - Ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care.
 - Taking action to enable all pupils to have the best outcomes.
- 1.3 For the purposes of this policy, the term “**harmful sexual behaviour**” includes, but is not limited to, the following actions:
 - Using sexually explicit words and phrases
 - Inappropriate touching
 - Sexual violence or threats
 - Full penetrative sex with other children or adults
- 1.4 In accordance with the DfE’s guidance, ‘Sexual violence and sexual harassment between children in schools and colleges’ (2018), and for the purposes of this policy, the term “**sexual harassment**” is used within this policy to describe any unwanted conduct of a sexual nature, both online or offline, which violates a child’s dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or offensive environment.
- 1.5 For the purpose of this policy, the term “**sexual violence**” encompasses the definitions provided in the Sexual Offences Act 2003, including those pertaining to rape, assault by penetration and sexual assault.
- 1.6 For the purposes of this policy, “**upskirting**” refers to the act of taking a picture or video under another person’s clothing, without their knowledge or consent, with the intention of viewing that person’s genitals or buttocks (with or without clothing). Despite the name, anyone (including both pupils and teachers), and any gender, can be a victim of upskirting.
- 1.7 The term “**teaching role**” is defined as planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. These activities are not teaching work if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Principal to provide such direction and supervision.

• Legal framework

- 1.8 This policy has been created with due regard to all relevant legislation including, but not limited to, the following:

Legislation

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Voyeurism (Offences) Act 2019

Statutory guidance

- HM Government (2013) 'Multi-agency practice guidelines: Handling cases of Forced Marriage'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2015) 'The Prevent duty'
- DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Disqualification under the Childcare Act 2006'

Non-statutory guidance

- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2018) 'Information sharing'
- DfE (2017) 'Child sexual exploitation'
- DfE (2018) 'Sexual violence and sexual harassment between children in schools and colleges'

1.9 Other relevant Belmont Castle Academy policies include:

- Keeping Children Safe in Education – September 2019 (version)
- Guidance for safer working practice for those working with children and young people in education settings - October 2015
- The Prevent Duty – June 2015
- What to do if you are worried a child is being abused – March 2015
- Code of Conduct – Autumn 2015
- 'Health and Safety'
- 'Promoting Positive Behaviour'
- 'Prevention of bullying'
- 'PSHE'
- 'Restraint'

1.10 The governing board has a duty to:

- Ensure that Belmont Castle academy complies with its duties under the above child protection and safeguarding legislation.
- Guarantee that the policies, procedures and training opportunities in Belmont Castle academy are effective and comply with the law at all times.

- Guarantee that Belmont Castle academy contributes to inter-agency working in line with the statutory guidance 'Working Together to Safeguard Children'.
- Confirm that Belmont Castle academy's safeguarding arrangements take into account the procedures and practices of the LA as part of the inter-agency safeguarding procedures.
- Understand the local criteria for action and the local protocol for assessment, and ensure these are reflected in Belmont Castle academy's policies and procedures.
- Comply with its obligations under section 14B of the Children Act 2004 to supply the local safeguarding arrangements with information to fulfil its functions.
- Ensure that staff members have due regard to relevant data protection principles which allow them to share personal information.
- Ensure that a member of the governing board is nominated to liaise with the LA and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Principal or another governor.
- Guarantee that there are effective child protection policies and procedures in place together with a Staff Code of Conduct.
- Ensure that there is a senior board level lead responsible for safeguarding arrangements.
- Appoint a member of staff from the SLT to the role of DSL as an explicit part of the role-holder's job description.
- Appoint one or more deputy DSL(s) to provide support to the DSL and ensure that they are trained to the same standard as the DSL and that the role is explicit in their job description(s).
- Ensure all relevant persons are aware of Belmont Castle academy's local safeguarding arrangements, including the governing board itself, the SLT and DSL.
- Make sure that pupils are taught about safeguarding, including protection against dangers online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Adhere to statutory responsibilities by conducting pre-employment checks on staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.
- Ensure that staff members are appropriately trained to support pupils to be themselves at Belmont Castle Academy.
- Guarantee that volunteers are appropriately supervised.
- Make sure that at least one person on any appointment panel has undertaken safer recruitment training.
- Ensure that all staff members receive safeguarding and child protection training updates, such as e-bulletins, emails and staff meetings, as required, but at least annually.
- Certify that there are procedures in place to handle allegations against members of staff or volunteers.

- Confirm that there are procedures in place to make a referral to the DBS and the Teaching Regulation Agency (TRA), where appropriate, if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.
- Guarantee that there are procedures in place to handle pupils' allegations against other pupils.
- Ensure that appropriate disciplinary procedures are in place, as well as policies pertaining to the behaviour of pupils and staff.
- Ensure that procedures are in place to eliminate unlawful discrimination, harassment and victimisation, including those in relation to peer-on-peer abuse.
- Make sure that pupils' wishes and feelings are taken into account when determining what action to take and what services to provide to protect individual pupils.
- Guarantee that there are systems in place for pupils to express their views and give feedback.
- Establish an early help procedure and ensure all staff understand the procedure and their role in it.
- Appoint a designated teacher to promote the educational achievement of LAC and ensure that this person has undergone appropriate training.
- Ensure that the designated teacher works with the Head of the Virtual school to discuss how the pupil premium funding can best be used to support LAC.
- Introduce mechanisms to assist staff in understanding and discharging their roles and responsibilities.
- Make sure that staff members have the skills, knowledge and understanding necessary to keep LAC safe, particularly with regards to the pupil's legal status, contact details and care arrangements.
- Put in place appropriate safeguarding responses for pupils who go missing from Belmont Castle Academy, particularly on repeat occasions, to help identify any risk of abuse and neglect, including sexual abuse or exploitation, and prevent the risk of their disappearance in future.
- Ensure that all members of the governing board have been subject to an enhanced DBS check.
- Create a culture where staff are confident to challenge senior leaders over any safeguarding concerns.

1.11 The Principal has a duty to:

- Safeguard pupils' wellbeing and maintain public trust in the teaching profession.
- Ensure that the policies and procedures adopted by the governing board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff members.
- Provide staff, upon induction, with the Child Protection and Safeguarding Policy, Staff Code of Conduct, part one of the 'Keeping children safe in education' (KCSIE) guidance, Behavioural Policy, online safety training, and the identity of the DSL and any deputies.

1.12 The DSL has a duty to:

- Understand and keep up-to-date with local safeguarding arrangements.
- Act as the main point of contact with the three safeguarding partners.
- Make the necessary child protection referrals to appropriate agencies.
- Liaise with the Principal to inform them of safeguarding issues and ongoing enquiries.
- Liaise with the deputy DSL(s) to ensure effective safeguarding outcomes.
- Act as a source of support, advice and expertise to staff members on matters of safeguarding by liaising with relevant agencies.
- Understand the assessment process for providing early help and intervention.
- Support staff members in liaising with other agencies and setting up inter-agency assessment where early help is deemed appropriate.
- Keep cases of early help under constant review and refer them to the MASH if the situation does not appear to be improving.
- Have a working knowledge of how LAs conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands Belmont Castle academy's Child Protection and Safeguarding Policy and procedures – this will be discussed during the staff induction process.
- Be alert to the specific requirements of children in need, including those with SEND and young carers.
- Keep detailed, accurate and secure records of concerns and referrals.
- Secure access to resources and attend any relevant training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Work with the governing board to ensure Belmont Castle academy's Child Protection and Safeguarding Policy is reviewed annually and the procedures are updated regularly.
- Ensure Belmont Castle academy's Child Protection and Safeguarding Policy is available publicly, and parents are aware that Belmont Castle academy may make referrals for suspected cases of abuse or neglect, as well as the role Belmont Castle academy plays in these referrals.
- Link with local safeguarding arrangements to make sure that staff members are aware of the training opportunities available and the latest local policies on safeguarding.
- Ensure that a pupil's child protection file is shared with new DSL when transferring to a new school.
- Be available at all times during Belmont Castle Academy hours to discuss any safeguarding concerns.
- Hold the details of the LA personal advisor and liaise with them as necessary.

1.13 The designated teacher has a responsibility for promoting the educational achievement of LAC and previously LAC, and for children who have left care through

adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.

1.14 Other staff members have a responsibility to:

- Safeguard pupils' wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Provide a safe environment in which pupils can learn.
- Act in accordance with Belmont Castle Academy procedures with the aim of eliminating unlawful discrimination, harassment and victimisation, including those in relation to peer-on-peer abuse.
- Maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Be aware of the signs of abuse and neglect.
- Be aware of the early help process and understand their role in it.
- Act as the lead professional in undertaking an early help assessment, where necessary.
- Be aware of, and understand, the process for making referrals to Children's Social Care, as well as for making statutory assessments under the Children Act 1989 and their role in these assessments.
- Be confident of the processing conditions under relevant data protection legislation, including information which is sensitive and personal, and information that should be treated as special category data.
- Make a referral to Children's Social Care and/or the police immediately, if at any point there is a risk of immediate serious harm to a child.
- Be aware of and understand the procedure to follow in the event that a child confides they are being abused or neglected.
- Support social workers in making decisions about individual children, in collaboration with the DSL.
- Maintain appropriate levels of confidentiality when dealing with individual cases, and always act in the best interest of the child.
- Follow Belmont Castle academy's procedure for, and approach to, preventing radicalisation as outlined in the Extremism and Anti-Radicalisation Policy.
- Challenge senior leaders over any safeguarding concerns, where necessary.

- **Inter-agency working**

1.15 Belmont Castle Academy contributes to inter-agency working as part of its statutory duty.

1.16 Belmont Castle Academy is aware of and will follow the local safeguarding arrangements.

1.17 Belmont Castle Academy will work with Children's Social Care, the police, health services and other services to protect the welfare of its pupils, through the early help process and by contributing to inter-agency plans to provide additional support.

- 1.18 Where a need for early help is identified, Belmont Castle academy will allow access for Children's social Care from the host LA and, where appropriate, a placing LA, for that LA to conduct (or consider whether to conduct) a section 17 or 47 assessment.
- 1.19 Belmont Castle academy recognises the importance of proactive information sharing between professionals and local agencies in order to effectively meet pupils' needs and identify any need for early help.
- 1.20 Considering 4.3, staff members are aware that whilst the GDPR and the Data Protection Act 2018 place a duty on Belmont Castle Academy's to process personal information fairly and lawfully, they also allow for information to be stored and shared for safeguarding purposes – data protection regulations do not act as a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm.
- 1.21 Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of pupils.
- 1.22 If staff members are in doubt about sharing information, they will speak to the DSL or deputy DSL.
- 1.23 Belmont Castle academy also recognises the particular importance of inter-agency working in identifying and preventing child sexual exploitation (CSE).

- **Abuse and neglect**

- 1.24 All members of staff will be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be given a specific label and multiple issues often overlap one another.
- 1.25 All staff members will be aware of the indicators of abuse and the appropriate action to take following a pupil being identified as at potential risk of abuse or neglect.
- 1.26 When identifying pupils at risk of potential harm, staff members will look out for a number of indicators including, but not limited to, the following:
- Injuries in unusual places, such as bite marks on the neck, that are also inconsistent with their age
 - Lack of concentration and acting withdrawn
 - Knowledge ahead of their age, e.g. sexual knowledge.
 - Use of explicit language
 - Fear of abandonment
 - Depression and low self-esteem
- 1.27 All members of staff will be aware of the indicators of peer-on-peer abuse, such as those in relation to bullying, gender-based violence, sexual assaults and sexting.
- 1.28 All staff will be aware of the necessary procedures to follow to prevent peer-on-peer abuse, as outlined in [section 28](#) of this policy.
- 1.29 All staff will be aware of the behaviours linked to drug taking, alcohol abuse, truancy and sexting, and will understand that these put pupils in danger.
- 1.30 Staff members will be aware of the effects of a pupil witnessing an incident of abuse, such as witnessing domestic violence at home.

• Types of abuse and neglect

- 1.31 **Abuse:** A form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or, more rarely, by others, e.g. via the internet.
- 1.32 **Physical abuse:** A form of abuse which may involve actions such as hitting, throwing, burning, drowning and poisoning, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.
- 1.33 **Emotional abuse:** A form of abuse which involves the emotional maltreatment of a child to cause severe and adverse effects on the child's emotional development. This may involve telling a child they are worthless, unloved, inadequate, not giving them the opportunities to express their views, deliberately silencing them, or often making them feel as though they are in danger.
- 1.34 **Sexual abuse:** A form of abuse which involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, and whether or not the child is aware of what is happening. This may involve physical assault, such as penetrative assault and touching, or non-penetrative actions, such as looking at sexual images or encouraging children to behave in inappropriate ways.
- 1.35 **Neglect:** A form of abuse which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve providing inadequate food, clothing or shelter, or the inability to protect a child from physical or emotional harm or ensure access to appropriate medical treatment.

• FGM

- 1.36 For the purpose of this policy, FGM is defined as the partial or total removal of the external female genitalia, or any other injury to the female genital organs.
- 1.37 FGM is considered a form of abuse in the UK and is illegal.
- 1.38 All staff will be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. If staff members are worried about someone who is at risk of FGM or who has been a victim of FGM, they are required to share this information with social care and/or the police.
- 1.39 Teaching staff are **legally required** to report to the police any discovery, whether through disclosure by the victim or visual evidence, of FGM on a girl under the age of 18. Teachers failing to report such cases will face disciplinary action.

NB. The above does not apply to any suspected or at-risk cases, nor if the individual is over the age of 18. In such cases, local safeguarding procedures will be followed.

- 1.40 There are a range of potential indicators that a pupil may be at risk of FGM. While individually they may not indicate risk, if two or more indicators are present, this could signal a risk to the pupil.
- 1.41 Victims of FGM are most likely to come from communities that are known to adopt this practice. It is important to note that the pupil may not yet be aware of the practice or that it may be conducted on them, so staff will be sensitive when broaching the subject.

- 1.42 Indicators that may show a heightened risk of FGM include the following:
- The socio-economic position of the family and their level of integration into UK society
 - Any girl with a mother or sister who has been subjected to FGM
 - Any girl withdrawn from PSHE
- 1.43 Indicators that may show FGM could take place soon include the following:
- When a female family elder is visiting from a country of origin
 - A girl may confide that she is to have a 'special procedure' or a ceremony to 'become a woman'
 - A girl may request help from a teacher if she is aware or suspects that she is at immediate risk
 - A girl, or her family member, may talk about a long holiday to her country of origin or another country where the practice is prevalent
- 1.44 Staff will be vigilant to the signs that FGM has already taken place so that help can be offered, enquiries can be made to protect others, and criminal investigations can begin.
- 1.45 Indicators that FGM may have already taken place include the following:
- Difficulty walking, sitting or standing
 - Spending longer than normal in the bathroom or toilet
 - Spending long periods of time away from a classroom during the day with bladder or menstrual problems
 - Prolonged or repeated absences from Belmont Castle Academy followed by withdrawal or depression
 - Reluctance to undergo normal medical examinations
 - Asking for help, but not being explicit about the problem due to embarrassment or fear
- 1.46 Teachers will not examine pupils, and so it is rare that they will see any visual evidence, but they will report to the police where an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also consider and discuss any such case with the DSL and involve CHILDREN'S SOCIAL CARE as appropriate.
- 1.47 FGM is also included in the definition of 'honour-based' violence (HBV), which involves crimes that have been committed to defend the honour of the family and/or community, alongside forced marriage and breast ironing.
- 1.48 All forms of HBV are forms of abuse and will be treated and escalated as such.
- 1.49 Staff will be alert to the signs of HBV, including concerns that a child is at risk of HBV, or has already suffered from HBV, and will consult with the DSL who will activate local safeguarding procedures if concerns arise.
- **Forced marriage**
- 1.50 For the purpose of this policy, a "**forced marriage**" is defined as a marriage that is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Forced marriage is classed as a crime in the UK.

1.51 As part of HBV, staff will be alert to the signs of forced marriage including, but not limited to, the following:

- Becoming anxious, depressed and emotionally withdrawn with low self-esteem
- Showing signs of mental health disorders and behaviours such as self-harm or anorexia
- Displaying a sudden decline in their educational performance, aspirations or motivation
- Regularly being absent from Belmont Castle Academy
- Displaying a decline in punctuality
- An obvious family history of older siblings leaving education early and marrying early

1.52 If staff members have any concerns regarding a child who may have undergone, is currently undergoing, or is at risk of, forced marriage, they will speak to the DSL and local safeguarding procedures will be followed – this could include referral to CHILDREN'S SOCIAL CARE, the police or the Forced Marriage Unit.

- **Child sexual exploitation (CSE)**

1.53 For the purpose of this policy, “**child sexual exploitation**” is defined as: a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity, for either, or both, of the following reasons:

- In exchange for something the victim needs or wants
- For the financial advantage or increased status of the perpetrator or facilitator

1.54 CSE does not always involve physical contact, as it can also occur online. It is also important to note that a child can be sexually exploited even if the sexual activity appears consensual.

1.55 Belmont Castle Academy has adopted the following procedure for handling cases of CSE, as outlined by the DfE:

Identifying cases

1.56 Belmont Castle Academy staff members are aware of and look for the key indicators of CSE; these are as follows:

- Going missing for periods of time or regularly going home late
- Regularly missing lessons
- Appearing with unexplained gifts and new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Undergoing mood swings or drastic changes in emotional wellbeing
- Displaying inappropriate sexualised behaviour
- Suffering from sexually transmitted infections or becoming pregnant
- Displaying changes in emotional wellbeing
- Misusing drugs or alcohol

Referring cases

- 1.57 Where CSE, or the risk of it, is suspected, staff will discuss the case with the DSL. If after discussion a concern still remains, local safeguarding procedures will be triggered, including referral to the LA.

Support

- 1.58 The LA and all other necessary authorities will then handle the matter to conclusion. Belmont Castle academy will cooperate as needed.

• Homelessness

- 1.59 The DSL and deputy(s) will be aware of the contact details and referral routes into the Local Housing Authority so that concerns over homelessness can be raised as early as possible.

- 1.60 Indicators that a family may be at risk of homelessness include the following:

- Household debt
- Rent arrears
- Domestic abuse
- Anti-social behaviour
- Any mention of a family moving home because “they have to”

- 1.61 Referrals to the Local Housing Authority do not replace referrals to Children’s social Care where a child is being harmed or at risk of harm.

• County lines criminal activity

- 1.62 For the purpose of this policy, “**County lines criminal activity**” refers to drug networks or gangs grooming and exploiting children to carry drugs and money from urban areas to suburban areas, rural areas and market and seaside towns.

- 1.63 Staff will be made aware of pupils with missing episodes who may have been trafficked for the purpose of transporting drugs.

- 1.64 Staff members who suspect a pupil may be vulnerable to, or involved in, this activity will immediately report all concerns to the DSL.

- 1.65 The DSL will consider referral to the National Referral Mechanism on a case-by-case basis.

- 1.66 Indicators that a pupil may be involved in county lines active include the following:

- Persistently going missing or being found out of their usual area
- Unexplained acquisition of money, clothes or mobile phones
- Excessive receipt of texts or phone calls
- Relationships with controlling or older individuals or groups
- Leaving home without explanation
- Evidence of physical injury or assault that cannot be explained
- Carrying weapons
- Sudden decline in Belmont Castle Academy results
- Becoming isolated from peers or social networks
- Self-harm or significant changes in mental state

- Parental reports of concern

- **Serious violence**

1.67 Through training, all staff will be made aware of the indicators which may signal a pupil is at risk from, or is involved with, serious violent crime. These indicators include, but are not limited to, the following:

- Increased absence from Belmont Castle Academy
- A change in friendships
- New relationships with older individuals or groups
- A significant decline in academic performance
- Signs of self-harm
- A significant change in wellbeing
- Signs of assault
- Unexplained injuries
- Unexplained gifts or new possessions

1.68 Staff will be made aware of some of the most significant risk factors that could increase a pupil's vulnerability to becoming involved in serious violent crime. These risk factors include, but are not limited to, the following:

- A history of committing offences
- Substance abuse
- Anti-social behaviour
- Truancy
- Peers involved in crime and/or anti-social behaviour

1.69 Staff members who suspect a pupil may be vulnerable to, or involved in, serious violent crime will immediately report their concerns to the DSL.

- **Pupils with family members in prison**

1.70 Pupils with a family member in prison will be offered pastoral support as necessary.

1.71 They will receive a copy of [‘Are you a young person with a family member in prison’](#) from Action for Prisoners’ Families where appropriate and allowed the opportunity to discuss questions and concerns.

- **Pupils required to give evidence in court**

1.72 Pupils required to give evidence in criminal courts, either for crimes committed against them or crimes they have witnessed, will be offered appropriate pastoral support.

Pupils will also be provided with the booklet [‘Going to Court’](#) from HM Courts and Tribunals Service (HMCTS) where appropriate and allowed the opportunity to discuss questions and concerns.

- **Contextual safeguarding**

1.73 Safeguarding incidents can occur outside of Belmont Castle Academy and can be associated with outside factors. Belmont Castle Academy staff, particularly the DSL and their deputy(s), will always consider the context of incidents – this is known as contextual safeguarding.

1.74 Assessment of pupils' behaviour will consider whether there are wider environmental factors that are a threat to their safety and/or welfare.

1.75 Belmont Castle Academy will provide as much contextual information as possible when making referrals to Children's Social Care.

- **Preventing radicalisation**

1.76 For the purpose of this policy, "**radicalisation**" refers to the process by which a person comes to support terrorism and extremist ideologies.

1.77 Protecting children from the risk of radicalisation is part of Belmont Castle academy's wider safeguarding duties.

1.78 Belmont Castle Academy will actively assess the risk of pupils being drawn into terrorism.

1.79 Staff will be alert to changes in pupils' behaviour which could indicate that they may be in need of help or protection.

1.80 Staff will use their professional judgement to identify pupils who may be at risk of radicalisation and act appropriately, which may include making a referral to the Channel programme. Belmont Castle Academy will work with local safeguarding arrangements as appropriate.

Belmont Castle Academy will ensure that they engage with parents and families, as they are in a key position to spot signs of radicalisation. In doing so, Belmont Castle Academy will assist and advise family members who raise concerns and provide information for support mechanisms.

1.81 Any concerns over radicalisation will be discussed with a child's parents, unless Belmont Castle Academy has reason to believe that the child would be placed at risk as a result.

Training

1.82 The DSL will undertake Prevent awareness training to be able to provide advice and support to other staff on how to protect children against the risk of radicalisation. The DSL will hold formal training sessions with all members of staff to ensure they are aware of the risk indicators and their duties regarding preventing radicalisation.

Risk indicators of vulnerable pupils

1.83 Indicators of an identity crisis include the following:

- Distancing themselves from their cultural/religious heritage
- Uncomfortable with their place in society

1.84 Indicators of a personal crisis include the following:

- Family tensions
- A sense of isolation
- Low self-esteem
- Disassociation from existing friendship groups
- Searching for answers to questions about identity, faith and belonging

1.85 Indicators of vulnerability through personal circumstances includes the following:

- Migration
- Local community tensions
- Events affecting their country or region of origin
- Alienation from UK values
- A sense of grievance triggered by personal experience of racism or discrimination

1.86 Indicators of vulnerability through unmet aspirations include the following:

- Perceptions of injustice
- Feelings of failure
- Rejection of civic life
- Indicators of vulnerability through criminality:
- Experiences of dealing with the police
- Involvement with criminal groups

Making a judgement

1.87 When making a judgement, staff will ask themselves the following questions:

- Does the pupil have access to extremist influences?
- Does the pupil access the internet for the purposes of extremist activities (e.g. using closed network groups, accessing or distributing extremist material, contacting such groups covertly using Skype)?
- Is there a reason to believe that the pupil has been, or is likely to be, involved with extremist organisations?
- Is the pupil known to have possessed, or be actively seeking, extremist literature/other media likely to incite racial or religious hatred?
- Does the pupil sympathise with or support illegal/illicit groups?
- Does the pupil support groups with links to extremist activity?
- Has the pupil encountered peer, social, family or faith group rejection?
- Is there evidence of extremist ideological, political or religious influence on the pupil?
- Have international events in areas of conflict and civil unrest had a noticeable impact on the pupil?
- Has there been a significant shift in the pupil's outward appearance that suggests a new social, political or religious influence?
- Has the pupil come into conflict with family over religious beliefs, lifestyle or dress choices?
- Does the pupil vocally support terrorist attacks, either verbally or in their written work?
- Has the pupil witnessed or been the victim of racial or religious hate crimes?
- Is there a pattern of regular or extended travel within the UK?
- Has the pupil travelled for extended periods of time to international locations?
- Has the pupil employed any methods to disguise their identity?
- Does the pupil have experience of poverty, disadvantage, discrimination or social exclusion?

- Does the pupil display a lack of affinity or understanding for others?
- Is the pupil the victim of social isolation?
- Does the pupil demonstrate a simplistic or flawed understanding of religion or politics?
- Is the pupil a foreign national or refugee, or awaiting a decision on their/their family's immigration status?
- Does the pupil have insecure, conflicted or absent family relationships?
- Has the pupil experienced any trauma in their lives, particularly trauma associated with war or sectarian conflict?
- Is there evidence that a significant adult or other person in the pupil's life has extremist views or sympathies?

1.88 Critical indicators include where the pupil is:

- In contact with extremist recruiters.
- Articulating support for extremist causes or leaders.
- Accessing extremist websites.
- Possessing extremist literature.
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining extremist organisations.
- Making significant changes to their appearance and/or behaviour.

1.89 Any member of staff who identifies such concerns, because of observed behaviour or reports of conversations, will report these to the DSL.

1.90 The DSL will consider whether a situation may be so serious that an emergency response is required. In this situation, a 999 call will be made; however, concerns are most likely to require a police investigation as part of the Channel programme, in the first instance.

Channel programme

1.91 Safeguarding children is a key role for both Belmont Castle academy and the LA, which is implemented through the use of the Channel programme. This service shall be used where a vulnerable pupil is at risk of being involved in terrorist activities.

1.92 In cases where Belmont Castle academy believes a pupil is potentially at serious risk of being radicalised, the Principal or DSL will contact the Channel programme.

1.93 The DSL will also support any staff making referrals to the Channel programme.

1.94 The Channel programme ensures that vulnerable children and adults of any faith, ethnicity or background, receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist-related activity.

1.95 The programme identifies individuals at risk, assesses the extent of that risk, and develops the most appropriate support plan for the individuals concerned, with multi-agency cooperation and support from Belmont Castle academy.

- 1.96 The delivery of the Channel programme may often overlap with the implementation of the LA's or Belmont Castle Academy's wider safeguarding duty, especially where vulnerabilities have been identified that require intervention from CHILDREN'S SOCIAL CARE, or where the individual is already known to CHILDREN'S SOCIAL CARE.

Building children's resilience

- 1.97 Belmont Castle academy will:
- Provide a safe environment for debating controversial issues.
 - Promote fundamental British values, alongside pupils' spiritual, moral, social and cultural development.
 - Allow pupils time to explore sensitive and controversial issues.
 - Provide pupils with the knowledge and skills to understand and manage potentially difficult situations, recognise risk, make safe choices and recognise where pressure from others threatens their personal safety and wellbeing.
 - Equip pupils to explore political and social issues critically, weigh evidence, debate, and make reasoned arguments.
 - Teach pupils about how democracy, government and law making/enforcement occur.
 - Teach pupils about mutual respect and understanding for the diverse national, regional, religious and ethnic identities of the UK.

Resources

- 1.98 Belmont Castle academy will utilise the following resources when preventing radicalisation:

- Local safeguarding arrangements
- Local police (contacted via 101 for non-emergencies)
- The DfE's dedicated helpline (020 7340 7264)
- The Channel awareness programme
- The [Educate Against Hate](#) website

• A child missing from education

- 1.99 A child going missing from Belmont Castle Academy is a potential indicator of abuse or neglect and, as such, these children are increasingly at risk of being victims of harm, exploitation or radicalisation.
- 1.100 Staff will monitor pupils that go missing from Belmont Castle academy, particularly on repeat occasions, and report them to the DSL following normal safeguarding procedures, in accordance with the Children Missing Education Policy.
- 1.101 Belmont Castle academy will inform the LA of any pupil who fails to attend regularly or has been absent without Belmont Castle academy's permission for a continuous period of 10 Belmont Castle Academy days or more.

Admissions register

- 1.102 Pupils are placed on the admissions register at the beginning of the first day that is agreed by Belmont Castle academy, or when Belmont Castle academy has been notified that the pupil will first be attending.
- 1.103 Belmont Castle academy will notify the LA within five days of when a pupil's name is added to the admissions register.
- 1.104 Belmont Castle academy will ensure that the admissions register is kept up-to-date and accurate at all times and will inform parents when any changes occur.
- 1.105 Two emergency contact details will be held for each pupil where possible.
- 1.106 Staff will monitor pupils who do not attend Belmont Castle academy on the agreed date and will notify the LA at the earliest opportunity.
- 1.107 If a parent notifies Belmont Castle academy that their child will live at a different address, Belmont Castle academy will record the following information on the admissions register:
- The full name of the parent with whom the pupil will live
 - The new address
 - The date from when the pupil will live at that address
- 1.108 If a parent notifies Belmont Castle academy that their child will be attending a different school, or is already registered at a different school, the following information will be recorded on the admissions register:
- The name of the new school
 - The date on which the pupil first attended, or is due to attend, the new school. Where a pupil moves to a new school, Belmont Castle academy will use a secure internet system (CPOMS) to securely transfer pupils' data.
- 1.109 To ensure accurate data is collected to allow effective safeguarding, Belmont Castle academy will inform the LA of any pupil who is going to be deleted from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended), where they:
- Have been taken out of school by their parents, and are being educated outside the national education system, e.g. home education.
 - Have ceased to attend Belmont Castle academy, and no longer live within a reasonable distance of the premises.
 - Have been permanently excluded.
- 1.110 Belmont Castle academy will also remove a pupil from the admissions register where the school and LA has been unable to establish the pupil's whereabouts after making reasonable enquiries into their attendance.
- 1.111 If a pupil is to be removed from the admissions register, Belmont Castle academy will provide the LA with the following information:
- The full name of the pupil
 - The full name and address of any parent with whom the pupil lives

- At least one telephone number of the parent with whom the pupil lives
- The full name and address of the parent with whom the pupil is going to live, and the date that the pupil will start living there, if applicable
- The name of the pupil's new school and the pupil's expected start date there, if applicable
- The grounds for removal from the admissions register under regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 (as amended)

1.112 Belmont Castle academy will work with the LA to establish methods of making returns for pupils back into school.

1.113 Belmont Castle academy will highlight to the LA where they have been unable to obtain necessary information from parents, e.g. where an address is unknown.

1.114 Belmont Castle academy will also highlight any other necessary contextual information including safeguarding concerns

• **Pupils with SEND**

1.115 Belmont Castle academy recognises that pupils with SEND can face additional safeguarding challenges and understands that further barriers may exist when determining abuse and neglect in this group of pupils.

1.116 Staff will be aware of the following:

- Certain indicators of abuse, such as behaviour, mood and injury, may relate to the pupil's disability without further exploration; however, it should never be assumed that a child's indicators relate only to their disability
- Pupils with SEND can be disproportionately impacted by things like bullying, without outwardly showing any signs
- Communication barriers may exist, as well as difficulties in overcoming these barriers

1.117 When reporting concerns or making referrals for pupils with SEND, the above factors will always be taken into consideration.

1.118 When managing a safeguarding issue relating to a pupil with SEND, a member of the safeguarding team will liaise with the SENCO, as well as the pupil's family where appropriate, to ensure that the pupil's needs are effectively met.

• **Alternative provision**

1.119 Belmont Castle academy will remain responsible for a pupil's welfare during their time at an alternative provider.

1.120 When placing a pupil with an alternative provider, Belmont Castle academy will obtain written confirmation that the provider has conducted all relevant safeguarding checks on staff.

• **Work experience**

1.121 When a pupil is sent on work experience, Belmont Castle academy will ensure that the provider has appropriate safeguarding policies and procedures in place.

1.122 Where Belmont Castle academy has pupils conduct work experience at Belmont Castle academy, an enhanced DBS check will be obtained if the pupil is over the age of 16.

- **Private fostering**

1.123 Where Belmont Castle academy becomes aware of a pupil being privately fostered, they will notify the LA as soon as possible to allow the LA to conduct any necessary checks.

- **Concerns about a pupil**

1.124 If a member of staff has any concern about a child's welfare, they will act on them immediately by speaking to the DSL or a deputy.

1.125 All staff members are aware of the procedure for reporting concerns and understand their responsibilities in relation to confidentiality and information sharing, as outlined in [section 28](#) of this policy.

1.126 Where the DSL is not available to discuss the concern with, staff members will contact one of the deputy DSLs with the matter.

1.127 If a referral is made about a child by anyone other than the DSL, the DSL will be informed as soon as possible.

1.128 Thurrock MASH will make a decision regarding what action is required within one working day of the referral being made and will notify the referrer.

1.129 Staff are required to monitor a referral if they do not receive information from the MASH team regarding what action is necessary for the pupil.

1.130 If the situation does not improve after a referral, the DSL will ask for reconsideration to ensure that their concerns have been addressed and that the situation improves for the pupil.

1.131 If early help is appropriate, the case will be kept under constant review. If the pupil's situation does not improve, a referral will be considered.

1.132 All concerns, discussions and decisions made, as well as the reasons for making those decisions, will be recorded on CPOMS.

1.133 If a pupil is in immediate danger, a referral will be made to Thurrock MASH and/or the police immediately.

1.134 If a pupil has committed a crime, such as sexual violence, the police will be notified without delay.

1.135 Where there are safeguarding concerns, Belmont Castle academy will ensure that the pupil's wishes are always taken into account, and that there are systems available for pupils to provide feedback and express their views.

1.136 When responding to safeguarding concerns, staff members will act calmly and supportively, ensuring that the pupil feels like they are being listened to and believed.

1.137 An inter-agency assessment will be undertaken where a child and their family could benefit from coordinated support from more than one agency. These assessments will

identify what help the child and family require in preventing needs escalating to a point where intervention would be needed.

- **Early help**

1.138 Early help means providing support as soon as a problem emerges, at any point in a child's life.

1.139 Any pupil may benefit from early help, but in particular staff will be alert to the potential need for early help for pupils who:

- Have SEND (whether or not they have a statutory EHC plan).
- Are young carers.
- Show signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Are frequently missing/going missing from care or from home.
- Misuse drugs or alcohol.
- Are at risk of modern slavery, trafficking or exploitation.
- Are in a family circumstance presenting challenges such as substance abuse, adult mental health problems or domestic abuse.
- Are returned home to their family from care.
- Show early signs of abuse and/or neglect.
- Are at risk of being radicalised or exploited.
- Are privately fostered.

1.140 Early help will also be used to address non-violent harmful sexual behaviour to prevent escalation.

1.141 All staff will be made aware of the local early help process and understand their role in it.

1.142 The DSL will take the lead where early help is appropriate.

- **Managing referrals**

1.143 The reporting and referral process outlined in [Appendix B](#) will be followed accordingly.

1.144 All staff members, in particular the DSL and deputy DSL's, will be aware of the LA's arrangements in place for managing referrals. They will provide staff members with clarity and support where needed.

1.145 When making a referral to Thurrock MASH or other external agencies, information will be shared in line with confidentiality requirements and will only be shared where necessary to do so.

1.146 The DSL/Deputy DSL's will work alongside external agencies, maintaining continuous liaison, including multi-agency liaison where appropriate, in order to ensure the wellbeing of the pupils involved.

1.147 The DSL/Deputy DSL's will work closely with the police to ensure Belmont Castle academy does not jeopardise any criminal proceedings, and to obtain help and support as necessary.

1.148 Where a pupil has been harmed or is in immediate danger or at risk of harm, the referrer will be notified of the action that will be taken within one working day of a

referral being made. **Where this information is not forthcoming, the referrer will contact the assigned social worker for more information.**

- 1.149 Belmont Castle academy will not wait for the start or outcome of an investigation before protecting the victim and other pupils: this applies to criminal investigations as well as those made by Children's social Care.
- 1.150 Where Thurrock MASH team decide that a statutory investigation is not appropriate, Belmont Castle academy will consider referring the incident again if it is believed that the pupil is at risk of harm.
- 1.151 Where Thurrock MASH decide that a statutory investigation is not appropriate and Belmont Castle academy agrees with this decision, Belmont Castle academy will consider the use of other support mechanisms, such as early help and pastoral support.
- 1.152 Discussions of concerns with parents will only take place where this would not put the pupil or others at potential risk of harm.
- 1.153 Belmont Castle academy will work closely with parents to ensure that the pupil, as well as their family, understands that the arrangements in place, such as in-school interventions, are effectively supported and know where they can access additional support.

- **Concerns about staff members and safeguarding practices**

- 1.154 If a staff member has concerns about another member of staff, it will be raised with the Principal.
- 1.155 If the concern is with regards to the Principal, it will be referred to the chair of governors.
- 1.156 Any concerns regarding the safeguarding practices at Belmont Castle academy will be raised with the SLT, and the necessary whistleblowing procedures will be followed, as outlined in the Whistleblowing Policy.
- 1.157 If a staff member feels unable to raise an issue with the SLT, they should access other whistleblowing channels such as the NSPCC whistleblowing helpline (0800 028 0285).
- 1.158 Any allegations of abuse made against staff members will be dealt with in accordance with Belmont Castle Academy's Allegations of Abuse Against Staff Policy.

- **Dealing with allegations of abuse against staff**

- 1.159 All allegations will be dealt with in line with Belmont Castle Academy's Allegations of Abuse Against Staff Policy, a copy of which will be provided to, and understood by, all staff.
- 1.160 Where an allegation is substantiated, and the individual is dismissed or resigns, Belmont Castle academy will refer it to the DBS. They will also consider referring the matter to the TRA for consideration for a prohibition order.

- 1.161 If a case manager is concerned about the welfare of other children in the community following a staff member's suspension, they may report this concern to Thurrock MASH.
- 1.162 Belmont Castle academy will preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry in question.

- **Allegations of abuse against other pupils (peer-on-peer abuse)**

Sexual harassment

1.163 Sexual harassment refers to unwanted conduct of a sexual nature that occurs online or offline. Sexual harassment violates a pupil's dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or offensive environment. If left unchallenged, sexual harassment can create an atmosphere that normalises inappropriate behaviour and may lead to sexual violence.

1.164 Sexual harassment includes:

- Sexual comments.
- Sexual "jokes" and taunting.
- Physical behaviour, such as deliberately brushing against another pupil.
- Online sexual harassment, including non-consensual sharing of images and videos and consensual sharing of sexual images and videos (often known as sexting), inappropriate comments on social media, exploitation, coercion and threats – online sexual harassment may be isolated or part of a wider pattern.

Sexual violence

1.165 Sexual violence refers to the three following offences:

- **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.
- Harmful sexual behaviours

1.166 The term "**harmful sexual behaviour**" is used to describe behaviour that is problematic, abusive and violent, and that may cause developmental damage. Harmful sexual behaviour may include:

- Using sexually explicit words and phrases.
- Inappropriate touching.
- Sexual violence or threats.
- Full penetrative sex with other children or adults.
- Sexual interest in adults or children of very different ages to their own.
- Forceful or aggressive sexual behaviour.
- Compulsive habits.
- Sexual behaviour affecting progress and achievement.
- Using sexually explicit words and phrases.
- Inappropriate touching.
- Sexual violence or threats.

1.167 Sexual behaviour can also be harmful if one of the children is much older (especially where there is two years or more difference, or where one child is pre-pubescent and the other is not) and where the child may have SEND.

A preventative approach

1.168 In order to prevent peer-on-peer abuse and address the wider societal factors that can influence behaviour, Belmont Castle academy will educate pupils about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies and PSHE lessons.

1.169 Belmont Castle academy will also ensure that pupils are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in PSHE lessons, RSE and group sessions. Such content will be age and stage of development specific, and tackle issues such as the following:

- Healthy relationships
- Respectful behaviour
- Gender roles, stereotyping and equality
- Body confidence and self-esteem
- Prejudiced behaviour
- That sexual violence and sexual harassment is always wrong
- Addressing cultures of sexual harassment

1.170 Pupils will be allowed an open forum to talk about concerns and sexual behaviour. They are taught how to raise concerns and make a report, including concerns about their friends or peers, and how a report will be handled

Awareness

1.171 All staff will be aware that pupils of any age and sex are capable of abusing their peers and will never tolerate abuse as “banter” or “part of growing up”.

1.172 All staff will be aware that peer-on-peer abuse can be manifested in many different ways, including sexting and gender issues, such as girls being sexually touched or assaulted, and boys being subjected to hazing/initiation type of violence which aims to cause physical, emotional or psychological harm.

1.173 All staff will be made aware of the heightened vulnerability of pupils with SEND, who are three times more likely to be abused than their peers. Staff will not assume that

possible indicators of abuse relate to the pupil's SEND and will always explore indicators further.

- 1.174 LGBTQ+ children can be targeted by their peers. In some cases, children who are perceived to be LGBTQ+, whether they are or not, can be just as vulnerable to abuse as LGBTQ+ children.
- 1.175 Belmont Castle academy's response to boy-on-boy and girl-on-girl sexual violence and sexual harassment will be equally as robust as it is for incidents between children of the opposite sex.
- 1.176 Pupils will be made aware of how to raise concerns or make a report and how any reports will be handled. This includes the process for reporting concerns about friends or peers.

Support available if a child has been harmed, is in immediate danger or at risk of harm

- 1.177 If a child has been harmed, is in immediate danger or is at risk of harm, a referral will be made to Thurrock MASH.
- 1.178 Within one working day, a social worker will respond to the referrer to explain the action that will be taken.

Support available if early help, section 17 and/or section 47 statutory assessments are appropriate

- 1.179 If early help, section 17 and/or section 47 statutory assessments (assessments under the Children Act 1989) are appropriate, Belmont Castle Academy staff may be required to support external agencies. The DSL and deputies will support staff as required.

Support available if a crime may have been committed

- 1.180 Rape, assault by penetration and sexual assaults are crimes. Where a report includes such an act, the police will be notified, often as a natural progression of making a referral to Thurrock MASH. The DSL/deputy DSL's will be aware of the local process for referrals to both Thurrock MASH and the police.
- 1.181 Whilst the age of criminal responsibility is 10 years of age, if the alleged perpetrator is under 10, the principle of referring to the police remains. In these cases, the police will take a welfare approach rather than a criminal justice approach.
- 1.182 Belmont Castle academy has a close relationship with the local police force and the DSL will liaise closely with the local police presence.

Support available if reports include online behaviour

- 1.183 Online concerns can be especially complicated. Belmont Castle academy recognises that there is potential for an online incident to extend further than the local community and for a victim, or the alleged perpetrator, to become marginalised and excluded both online and offline. There is also strong potential for repeat victimisation if the content continues to exist.
- 1.184 If the incident involves sexual images or videos held online, the [Internet Watch Foundation](#) will be consulted to have the material removed.

1.185 Staff will not view or forward illegal images of a child. If they are made aware of such an image, they will contact the DSL.

Managing disclosures

1.186 Victims will always be taken seriously, reassured, supported and kept safe. Victims will never be made to feel like they are causing a problem or made to feel ashamed.

1.187 If a friend of a victim makes a report or a member of staff overhears a conversation, staff will take action – they will never assume that someone else will deal with it. The basic principles remain the same as when a victim reports an incident; however, staff will consider why the victim has not chosen to make a report themselves and the discussion will be handled sensitively and with the help of Children’s social Care where necessary. If staff are in any doubt, they will speak to the DSL/deputy DSL’s.

1.188 Where an alleged incident took place away from Belmont Castle academy or online but involved pupils from Belmont Castle academy, Belmont Castle academy’s duty to safeguard pupils remains the same.

1.189 All staff will be trained to handle disclosures. Effective safeguarding practice includes:

- Never promising confidentiality at the initial stage.
- Only sharing the report with those necessary for its progression.
- Explaining to the victim what the next steps will be and who the report will be passed to.
- Recognising that the person the child chose to disclose the information to is in a position of trust.
- Being clear about boundaries and how the report will be progressed.
- Not asking leading questions and only prompting the child with open questions.
- Waiting until the end of the disclosure to immediately record a thorough summary on CPOMS. If notes must be taken during the disclosure, it is important to still remain engaged and not appear distracted.
- Only recording the facts as the child presents them – not the opinions of the note taker.
- Where the report includes an online element, being aware of searching, screening and confiscation advice and [UKCCIS sexting advice](#).
- Wherever possible, managing disclosures with two staff members present (preferably with the DSL or a deputy as one of the staff members).
- Informing the DSL or deputy as soon as possible after the disclosure if they could not be involved in the disclosure.

1.190 The DSL will be informed of any allegations of abuse against pupils with SEND. They will record the incident in writing and, working with the SENCO, decide what course of action is necessary, with the best interests of the pupil in mind at all times.

Confidentiality

1.191 Belmont Castle academy will only engage staff and agencies required to support the victim and/or be involved in any investigation. If a victim asks Belmont Castle academy not to tell anyone about the disclosure, our school cannot make this promise. Even

without the victim's consent, the information may still be lawfully shared if it is in the public interest and protects children from harm.

1.192 The DSL/deputy DSL will consider the following when making confidentiality decisions:

- Parents will be informed unless it will place the victim at greater risk.
- If a child is at risk of harm, is in immediate danger or has been harmed, a referral will be made to Thurrock MASH.
- Rape, assault by penetration and sexual assaults are crimes – reports containing any such crimes will be passed to the police.

1.193 The DSL will weigh the victim's wishes against their duty to protect the victim and others. If a referral is made against the victim's wishes, it will be done so extremely carefully and the reasons for referral will be explained to the victim. Appropriate specialist support will always be offered.

Anonymity

1.194 There are legal requirements for anonymity where a case is progressing through the criminal justice system. Belmont Castle academy will do all it can to protect the anonymity of children involved in any report of sexual violence or sexual harassment. It will carefully consider, based on the nature of the report, which staff will be informed and what support will be in place for the children involved.

1.195 When deciding on the steps to take, Belmont Castle academy will consider the role of social media in potentially exposing victims' identities and facilitating the spread of rumours.

Risk assessment

1.196 The DSL or a deputy will make an immediate risk and needs assessment any time there is a report of sexual violence. For reports of sexual harassment, a risk assessment will be considered on a case-by-case basis. Risk assessments are not intended to replace the detailed assessments of experts, and for incidents of sexual violence it is likely that a professional risk assessment by a social worker or sexual violence specialist will be required.

1.197 Risk assessments will consider:

- The victim.
- The alleged perpetrator.
- Other children at Belmont Castle academy, especially any actions that are appropriate to protect them.

Taking action following a disclosure

1.198 The DSL or a deputy will decide the school's initial response, taking into consideration:

- The nature of the incident.
- The ages and developmental stages of the children involved.
- Any power imbalance between the children.
- Whether the incident is a one-off or part of a pattern.
- Any ongoing risks.

- Any related issues and the wider context, such as whether there are wider environmental factors in a child's life that threaten their safety and/or welfare.
 - The best interests of the child.
 - That sexual violence and sexual harassment are always unacceptable and will not be tolerated.
- 1.199 Immediate consideration will be given as to how to support the victim, alleged perpetrator and any other children involved.
- 1.200 For reports of rape and assault by penetration, whilst Belmont Castle academy establishes the facts, the alleged perpetrator will be removed from any classes shared with the victim. Belmont Castle academy will consider how to keep the victim and alleged perpetrator apart on Belmont Castle Academy premises, and on transport where applicable. These actions will not be seen as a judgement of guilt on the alleged perpetrator.
- 1.201 For reports of sexual violence and sexual harassment, the proximity of the victim and alleged perpetrator and the suitability of shared classes, premises and transport will be considered immediately.
- 1.202 In all cases, the initial report will be carefully evaluated and the wishes of the victim, nature of the allegations and requirement to protect all children will be taken into consideration.

Managing the report

- 1.203 The decision of when to inform the alleged perpetrator of a report will be made on a case-by-case basis. If a report is being referred to Thurrock MASH or the police, Belmont Castle academy will speak to the relevant agency to discuss informing the alleged perpetrator.
- 1.204 There are four likely outcomes when managing reports of sexual violence or sexual harassment:
- Managing internally
 - Providing early help
 - Referring to Thurrock MASH
 - Reporting to the police
- 1.205 Whatever outcome is chosen, it will be underpinned by the principle that sexual violence and sexual harassment is never acceptable and will not be tolerated. All concerns, discussion, decisions and reasons behind decisions will be recorded either on paper or electronically.
- 1.206 The following situations are statutorily clear and do not allow for contrary decisions:
- A child under the age of 13 can never consent to sexual activity.
 - The age of consent is 16.
 - Sexual intercourse without consent is rape.
 - Rape, assault by penetration and sexual assault are defined in law.

- Creating and sharing sexual photos and videos of children under 18 is illegal – including children making and sending images and videos of themselves.

Managing internally

- 1.207 In some cases, e.g. one-off incidents, Belmont Castle academy may decide to handle the incident internally through behaviour and bullying policies and by providing pastoral support.

Providing early help

- 1.208 Belmont Castle academy may decide that statutory interventions are not required, but that pupils may benefit from early help – providing support as soon as a problem emerges. This approach can be particularly useful in addressing non-violent harmful sexual behaviour and may prevent escalation of sexual violence.

Referral to CHILDREN'S SOCIAL CARE

- 1.209 If a child has been harmed, is at risk of harm or is in immediate danger, Belmont Castle academy will make a referral to Thurrock MASH. Parents will be informed unless there is a compelling reason not to do so (if referral will place the victim at risk). This decision will be made in consultation with Thurrock MASH
- 1.210 Belmont Castle academy will not wait for the outcome of an investigation before protecting the victim and other children.
- 1.211 The DSL will work closely with Thurrock MASH to ensure that Belmont Castle academy's actions do not jeopardise any investigation. Any related risk assessment will be used to inform all decisions.
- 1.212 If the MASH team decide that a statutory investigation is not appropriate, Belmont Castle academy will consider referring the incident again if they believe the child to be in immediate danger or at risk of harm.
- 1.213 If Belmont Castle academy agrees with the decision made by the MASH Team, they will consider the use of other support mechanisms such as early help, pastoral support and specialist support.

Reporting to the police

- 1.214 Reports of rape, assault by penetration or sexual assault will be passed on to the police – even if the alleged perpetrator is under 10 years of age. Generally, this will be in parallel with referral to the MASH team. The DSL and deputies will follow the local process for referral.
- 1.215 Parents will be informed unless there is a compelling reason not to do so. Where parents are not informed, it is essential for school to support the child with any decision they take, in unison with Children's Social Care and any appropriate specialist agencies.
- 1.216 The DSL and governing board will agree what information will be disclosed to staff and others, in particular the alleged perpetrator and their parents. They will also discuss the best way to protect the victim and their anonymity.

- 1.217 The DSL/deputy DSL will be aware of local arrangements and specialist units that investigate child abuse.
- 1.218 Victims may not disclose the whole picture immediately and they may be more comfortable talking about the incident on a piecemeal basis; therefore, a dialogue will be kept open and the victim can choose to appoint a designated trusted adult.
- 1.219 Victims may struggle in a normal classroom environment. Whilst it is important not to isolate the victim, the victim may wish to be withdrawn from lessons and activities at times. This will only happen when the victim wants it to, not because it makes it easier to manage the situation.
- 1.220 Belmont Castle academy will provide a physical space for victims to withdraw to.
- 1.221 Victims may require support for a long period of time and Belmont Castle academy will be prepared to offer long-term support in liaison with relevant agencies.
- 1.222 Everything possible will be done to prevent the victim from bullying and harassment as a result of any report they have made.
- 1.223 If the victim is unable to remain in Belmont Castle academy, alternative provision or a move to another school will be considered – this will only be considered at the request of the victim and following discussion with their parents.
- 1.224 If the victim does move to another school, the DSL/deputy DSL will inform Belmont Castle academy of any ongoing support needs and transfer the child protection file.

Ongoing support for the alleged perpetrator

- 1.225 When considering the support required for an alleged perpetrator, Belmont Castle academy will take into account:
- The terminology they use to describe the alleged perpetrator or perpetrator.
 - The balance of safeguarding the victim and providing the alleged perpetrator with education and support.
 - The reasons why the alleged perpetrator may have abused the victim – and the support necessary.
 - Their age and developmental stage.
 - What a proportionate response looks like.
 - Whether the behaviour is a symptom of their own abuse or exposure to abusive practices and/or materials.
- 1.226 When making a decision, advice will be taken from Children's Social Care, specialist sexual violence services and the police as appropriate.
- 1.227 If the alleged perpetrator moves to another school (for any reason), the DSL will inform the destination school of any ongoing support needs and transfer the child protection file.
- 1.228 Belmont Castle academy will work with professionals as required to understand why the abuse took place and provide a high level of support to help the pupil understand and overcome the reasons for their behaviour and reduce the likelihood of them abusing again.

- 1.229 Belmont Castle academy will be clear whether action taken is disciplinary, supportive or both.

Shared classes

- 1.230 Once the DSL has decided to progress a report, they will again consider whether the victim and alleged perpetrator will be separated in classes, on Belmont Castle Academy premises and on school transport – balancing Belmont Castle academy's duty to educate against its duty to safeguard. The best interests of the pupil will always come first.
- 1.231 Where there is a criminal investigation into rape or assault by penetration, the alleged perpetrator will be removed from classes with the victim and potential contact on Belmont Castle Academy premises and transport will be prevented.
- 1.232 Where a criminal investigation into rape or assault by penetration leads to a conviction or caution, in all but the most exceptional circumstances, this will constitute a serious breach of discipline and result in the view that allowing the perpetrator to remain in Belmont Castle academy would harm the education or welfare of the victim and potentially other pupils.
- 1.233 Where a criminal investigation into sexual assault leads to a conviction or caution, Belmont Castle academy will consider suitable sanctions and permanent exclusion. If the perpetrator will remain at Belmont Castle academy, the school will keep the victim and perpetrator in separate classes and manage potential contact on Belmont Castle Academy premises and transport. The nature of the conviction or caution, alongside the wishes of the victim, will inform any discussions made.
- 1.234 Where a report of sexual assault does not lead to a police investigation, this does not mean that the offence did not happen or that the victim has lied. Both the victim and alleged perpetrator will be affected and appropriate support will be provided. Considerations regarding sharing classes and potential contact will be made on a case-by-case basis.
- 1.235 In all cases, Belmont Castle academy will record its decisions and be able to justify them. The needs and wishes of the victim will always be at the heart of the process.

Working with parents and carers

- 1.236 In most sexual violence cases, Belmont Castle academy will work with the parents of both the victim and alleged perpetrator. For cases of sexual harassment, these decisions will be made on a case-by-case basis.
- 1.237 Belmont Castle academy will meet the victim's parents with the victim present to discuss the arrangements being put in place to safeguard the victim, and to understand their wishes in terms of support arrangements and the progression of the report.
- 1.238 Belmont Castle Academy's will also meet with the parents of the alleged perpetrator to discuss arrangements that will impact their child, such as moving them out of classes with the victim. Reasons behind decisions will be explained and the support being made available will be discussed. The DSL or a deputy will attend such meetings, with agencies invited as necessary.

Safeguarding other children

- 1.239 Children who have witnessed sexual violence, especially rape and assault by penetration, will be provided with support.
- 1.240 It is likely that children will “take sides” following a report, and Belmont Castle academy will do everything in its power to protect the victim, alleged perpetrator and witnesses from bullying and harassment.
- 1.241 Belmont Castle academy will keep in mind that contact may be made between the victim and alleged perpetrator and that harassment from friends of both parties could take place via social media and do everything in its power to prevent such activity.
- 1.242 As part of Belmont Castle academy’s risk assessment following a report, transport arrangements will be considered, as it is a potentially vulnerable place for both a victim and alleged perpetrator. Belmont Castle Academy will consider any additional support that can be put in place.

• Communication and confidentiality

- 1.243 All child protection and safeguarding concerns will be treated in the strictest of confidence in accordance with Belmont Castle Academy data protection policies.
- 1.244 Where there is an allegation or incident of sexual abuse or violence, the victim is entitled to anonymity by law; therefore, Belmont Castle academy will consult its policy and agree what information will be disclosed to staff and others, in particular the alleged perpetrator and their parents.
- 1.245 Where a report of sexual violence or sexual harassment is progressing through the criminal justice system, Belmont Castle academy will do all it can to protect the anonymity of the pupils involved in the case.
- 1.246 Concerns will only be reported to those necessary for its progression and reports will only be shared amongst staff members and with external agencies on a need-to-know basis.
- 1.247 During disclosure of a concern by a pupil, staff members will not promise the pupil confidentiality and will ensure that they are aware of what information will be shared, with whom and why.
- 1.248 Where it is in the public interest, and protects pupils from harm, information can be lawfully shared without the victim’s consent, e.g. if doing so would assist the prevention, detection or prosecution of a serious crime.
- 1.249 Before doing so, the DSL will weigh the victim’s wishes against their duty to protect the victim and others.
- 1.250 Where a referral is made against the victim’s wishes, it is done so carefully with the reasons for the referral explained to the victim and specialist support offered.
- 1.251 Depending on the nature of a concern, the DSL will discuss the concern with the parents of the pupils involved.
- 1.252 Discussions with parents will not take place where they could potentially put a pupil at risk of harm.

- 1.253 Discussion with the victim's parents will relate to the arrangements being put in place to safeguard the victim, with the aim of understanding their wishes in terms of support arrangements and the progression of the report.
- 1.254 Discussion with the alleged perpetrator's parents will have regards to the arrangements that will impact their child, such as moving classes, etc., with the reasons behind decisions being explained and the available support discussed.
- 1.255 External agencies will be invited to these discussions where necessary.
- 1.256 Where confidentiality or anonymity has been breached, Belmont Castle academy will implement the appropriate disciplinary procedures as necessary and will analyse how damage can be minimised and future breaches be prevented.
- 1.257 Where a pupil is leaving Belmont Castle academy, the DSL will consider whether it is appropriate to share any information with the pupil's new provider, in addition to the child protection file, that will allow the new provider to support the pupil and arrange appropriate support for their arrival.

- **Online safety**

- 1.258 As part of a broad and balanced curriculum, all pupils will be made aware of online risks and taught how to stay safe online.
- 1.259 Through training, all staff members will be made aware of the following:
- Pupil attitudes and behaviours which may indicate they are at risk of potential harm online
 - The procedure to follow when they have a concern regarding a pupil's online activity
- 1.260 Belmont Castle academy will ensure that suitable filtering systems are in place to prevent children accessing terrorist and extremist material.
- 1.261 The use of mobile phones by staff and pupils is closely monitored by Belmont Castle academy, in accordance with the Code of Conduct Policy.
- 1.262 Belmont Castle academy will ensure that the use of filtering and monitoring systems does not cause "over blocking" which may lead to unreasonable restrictions as to what pupils can be taught regarding online teaching.

- **Mobile phone and camera safety**

- 1.263 Staff members will not use personal mobile phones or cameras when pupils are present.
- 1.264 Staff may use mobile phones on Belmont Castle Academy premises outside of working hours when no pupils are present.
- 1.265 Staff may use mobile phones in the staffroom during breaks and non-contact time.
- 1.266 Mobile phones will be safely stored and in silent mode whilst pupils are present.
- 1.267 Staff will use their professional judgement in emergency situations.
- 1.268 Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when pupils are present.

- 1.269 Mobile devices will not be used to take images or videos of pupils or staff in any circumstances.
- 1.270 The sending of inappropriate messages or images from mobile devices is strictly prohibited.
- 1.271 Staff who do not adhere to this policy will face disciplinary action.
- 1.272 ICT technicians and the e-safety officer will review and authorise any downloadable apps – no apps or programmes will be downloaded without express permission from an ICT technician or the e-safety officer.
- 1.273 Belmont Castle academy will adhere to the terms of the E-Safety Policy at all times.
- 1.274 Photographs and videos of pupils will be carefully planned before any activity with particular regard to consent and adhering to Belmont Castle Academy's Data Protection Policy.
- 1.275 The DPO will oversee the planning of any events where photographs and videos will be taken.
- 1.276 Where photographs and videos will involve LAC pupils, adopted pupils, or pupils for whom there are security concerns, the Principal will liaise with the Safeguarding team to determine the steps involved.
- 1.277 The DSL will, in known cases of a pupil who is a LAC or who has been adopted, liaise with the pupil's social worker, carers or adoptive parents to assess the needs and risks associated with the pupil.
- 1.278 Belmont Castle academy will adhere to its Code of Conduct Policy at all times.
- Staff will report any concerns about another staff member's use of mobile phones to the DSL.

Upskirting

- 1.279 Under the Voyeurism (Offences) Act 2019, it is an offence to operate equipment and to record an image beneath a person's clothing without consent and with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks (whether exposed or covered with underwear), in circumstances where their genitals, buttocks or underwear would not otherwise be visible, for a specified purpose.
- 1.280 A "specified purpose" is namely:
- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear).
 - To humiliate, distress or alarm the victim.
- 1.281 "Operating equipment" includes enabling, or securing, activation by another person without that person's knowledge, e.g. a motion activated camera.
- 1.282 Upskirting will not be tolerated by Belmont Castle academy.
- 1.283 Any incidents of upskirting will be reported to the DSL who will then decide on the next steps to take, which may include police involvement.

• **Sports clubs and extracurricular activities**

- 1.284 Clubs and extracurricular activities hosted by external bodies, e.g. charities or companies, will work in collaboration with Belmont Castle academy to effectively safeguard pupils and adhere to local safeguarding arrangements.
- 1.285 Paid and volunteer staff running sports clubs and extracurricular activities are aware of their safeguarding responsibilities and promote the welfare of pupils.
- 1.286 Paid and volunteer staff understand how they should respond to child protection concerns and how to make a referral to Children's Social Care or the police, if necessary.
- 1.287 All national governing bodies of sport that receive funding from either Sport England or UK Sport, must aim to meet the Standards for Safeguarding and Protecting Children in Sport.

• **Safer recruitment**

- 1.288 An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:
- Are responsible on a daily basis for the care or supervision of children.
 - Regularly work in Belmont Castle academy at times when children are on the premises.
 - Regularly come into contact with children under 18 years of age.
- 1.289 The DfE's [DBS Workforce Guides](#) will be consulted when determining whether a position fits the child workforce criteria.

Pre-employment checks

- 1.290 The governing board will assess the suitability of prospective employees by:
- Verifying the candidate's identity, preferably from the most current photographic ID and proof of address.
 - Obtaining a certificate for an enhanced DBS check with barred list information where the person will be engaged in regulated activity.
 - Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
 - Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the [TRA Teacher Services' System](#).
 - Verifying the candidate's mental and physical fitness to undertake their working responsibilities, including asking relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
 - Checking the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, the advice set out on the [Gov.UK](#) website will be followed.
 - If the person has lived or worked outside the UK, making any further checks that Belmont Castle academy considers appropriate; this includes

checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed.

- Checking professional experience, QTS and qualifications as appropriate using Teacher Services.
- Confirming that an individual taking up a management position is not subject to a section 128 direction.

1.291 An enhanced DBS certificate will be obtained from candidates before or as soon as practicable after appointment. An online update check may be undertaken through the DBS update service if an applicant has subscribed to it and gives their permission.

Internal candidates

1.292 References from internal candidates will always be scrutinised before appointment.

ITT candidates

1.293 Where applicants for ITT are salaried by Belmont Castle academy, Belmont Castle academy will ensure that enhanced DBS checks with barred list information are carried out.

1.294 Written confirmation will be obtained to ensure that an enhanced DBS certificate and barred list check has been carried out for all fee-funded trainees.

Governors

1.295 The trust requires enhanced DBS checks on all members of the academy trust, individual charity trustees, and the chair of the board of charity trustees. Before an individual becomes a trustee, Belmont Castle academy will carry out an enhanced DBS check and confirm their identity. Where a trustee also engages in regulated activity, a barred list check will also be requested. An additional check is required for those in management positions, to ensure that they are not prohibited under section 128 provisions. Where a barred list check has been performed, the section 128 direction will also be shown and will not require a separate check. If the individual lives or has lived outside of the UK, consideration will be given as to further checks that may be necessary.

Those who have lived or worked outside of the UK

1.296 For those who have lived or worked outside of the UK, additional checks regarding teacher sanctions or restrictions will be conducted, this includes checking for any teacher sanctions or restrictions that an EEA professional regulating authority has imposed.

Barred list check

1.297 An enhanced DBS check may be requested for anyone working in Belmont Castle Academy that is not in regulated activity but does not have a barred list check.

1.298 If there are concerns about an applicant, an enhanced DBS check with barred list information may be requested, even if they have worked in regulated activity in the three months prior to appointment.

1.299 Written information about their previous employment history will be obtained from candidates and the appropriate checks undertaken to ensure information is not contradictory or incomplete.

References

- 1.300 References will be obtained directly from referees and scrutinised, with all concerns satisfactorily resolved prior to confirmation of employment.
- 1.301 References will only be accepted from a senior person and not from a colleague.
- 1.302 References will be sought on all short-listed candidates, including internal ones, before an interview and checked on receipt to ensure that all specific questions were answered satisfactorily.
- 1.303 References will be obtained prior to interviews taking place and discussed during interviews.
- 1.304 Open testimonials will not be considered.
- 1.305 Information about past disciplinary actions or allegations will be considered carefully when assessing an applicant's suitability for a post.
- 1.306 Information sourced directly from a candidate or online source will be carefully vetted to ensure they originate from a credible source.

Volunteers

- 1.307 No volunteer will be left unsupervised with a pupil or allowed to work in regulated activity until the necessary checks have been obtained.
- 1.308 An enhanced DBS certificate with barred list check will be obtained for all new volunteers in regulated activity that will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis.
- 1.309 Personal care includes helping a child with eating and drinking for reasons of illness, or care in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability.
- 1.310 A supervised volunteer who regularly teaches or looks after children is not in regulated activity.
- 1.311 Belmont Castle academy will obtain an enhanced DBS certificate with barred list check for existing volunteers that provide pastoral care.
- 1.312 Unless there is cause for concern, Belmont Castle academy will not request any new DBS certificates with barred list check for existing volunteers that have already been checked.
- 1.313 A risk assessment will be undertaken for volunteers not engaged in regulated activity when deciding whether to seek an enhanced DBS check.

Associate members

- 1.314 Associate members (i.e. individuals that are appointed by the governing board to serve on one or more committees) will not be required to obtain enhanced DBS checks.

Contractors

- 1.315 Belmont Castle academy will ensure that any contractor or employee of the contractor working on the premises has been subject to the appropriate level of DBS check.

- 1.316 Checks will be conducted to ensure that the contractor presenting themselves for work is the same person on whom the checks have been made.
- 1.317 Contractors without a DBS check will be supervised if they will have contact with children. The identity of the contractor will be checked upon their arrival at Belmont Castle academy.

Data retention

- 1.318 DBS certificates will be securely destroyed as soon as practicable, but not retained for longer than six months from receipt.
- 1.319 A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file. The personnel file will be held for the duration of the employee's employment and archive indefinitely after they have left.

Referral to the DBS

- 1.320 Belmont Castle academy will refer to the DBS anyone who has harmed a child or poses a risk of harm to a child, or if there is reason to believe the member of staff has committed an offence and has been removed from working in regulated activity. The duty will also apply in circumstances where an individual is deployed to another area of work that is not in regulated activity or they are suspended.

Ongoing suitability

- 1.321 Following appointment, consideration will be given to staff and volunteers' ongoing suitability – to prevent the opportunity for harm to children or placing children at risk.

- **Single central record (SCR)**

- 1.322 Belmont Castle academy keeps an SCR which records all staff, including supply staff and teacher trainees on salaried routes, who work at Belmont Castle academy.
- 1.323 All members of the proprietor body are also recorded on the SCR.
- 1.324 The following information is recorded on the SCR:
- An identity check
 - A barred list check
 - An enhanced DBS check
 - A prohibition from teaching check
 - A section 128 check
 - A check of professional qualifications
 - A check to determine the individual's right to work in the UK
 - Additional checks for those who have lived or worked outside of the UK
- 1.325 For agency and third-party supply staff, Belmont Castle academy will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all the necessary checks have been conducted and the date that confirmation was received.
- 1.326 If any checks have been conducted for volunteers, this will also be recorded on the SCR.

- **Staff suitability**

1.327 All centres providing care for pupils under the age of eight must ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

1.328 A person may be disqualified if they:

- Have certain orders or other restrictions placed upon them.
- Have committed certain offences.

1.329 All staff members are required to sign the [declaration form](#) provided in the appendices of this policy confirming that they are not disqualified from working in a Belmont Castle Academy environment.

1.330 A disqualified person will not be permitted to continue working at Belmont Castle academy, unless they apply for and are granted a waiver from Ofsted. Belmont Castle academy will provide support with this process.

- **Training**

1.331 Staff members will undergo safeguarding and child protection training at induction, which will be regularly updated basis where there is a change in legislation.

1.332 The induction training will cover:

- The Child Protection and Safeguarding Policy
- The Behavioural Policy
- The Staff Code of Conduct
- The safeguarding response to children who go missing from education
- The identity of the DSL and any deputies
- The role of the DSL and deputy DSLs

1.333 All staff members will also receive regular safeguarding and child protection updates as required, but at least annually.

1.334 Training will cover, at a minimum:

- The issues surrounding sexual violence and sexual harassment.
- Contextual safeguarding.
- How to keep previously LAC safe.
- Child criminal exploitation and the need to refer cases to the National Referral Mechanism.

1.335 Staff will receive opportunities to contribute towards and inform the safeguarding arrangements in Belmont Castle academy.

1.336 The DSL and deputy DSL will undergo updated child protection training every two years, as well as additional training to refresh their skills and knowledge at regular intervals (at least annually) to allow them to keep up-to-date with any developments relevant to their role.

- 1.337 The DSL and deputy DSL will also undergo biennial Prevent awareness training which will enable them to understand and support Belmont Castle academy with regards to the Prevent duty and equip them with the knowledge needed to advise staff.
- 1.338 The DSL and their deputy(s) will undergo online safety training to help them recognise the additional risks that pupils with SEND face online, for example, from online bullying, grooming and radicalisation, to ensure they have the capability to support pupils with SEND to stay safe online
- 1.339 Online training will also be conducted for all staff members as part of the overall safeguarding approach.

- **Monitoring and review**

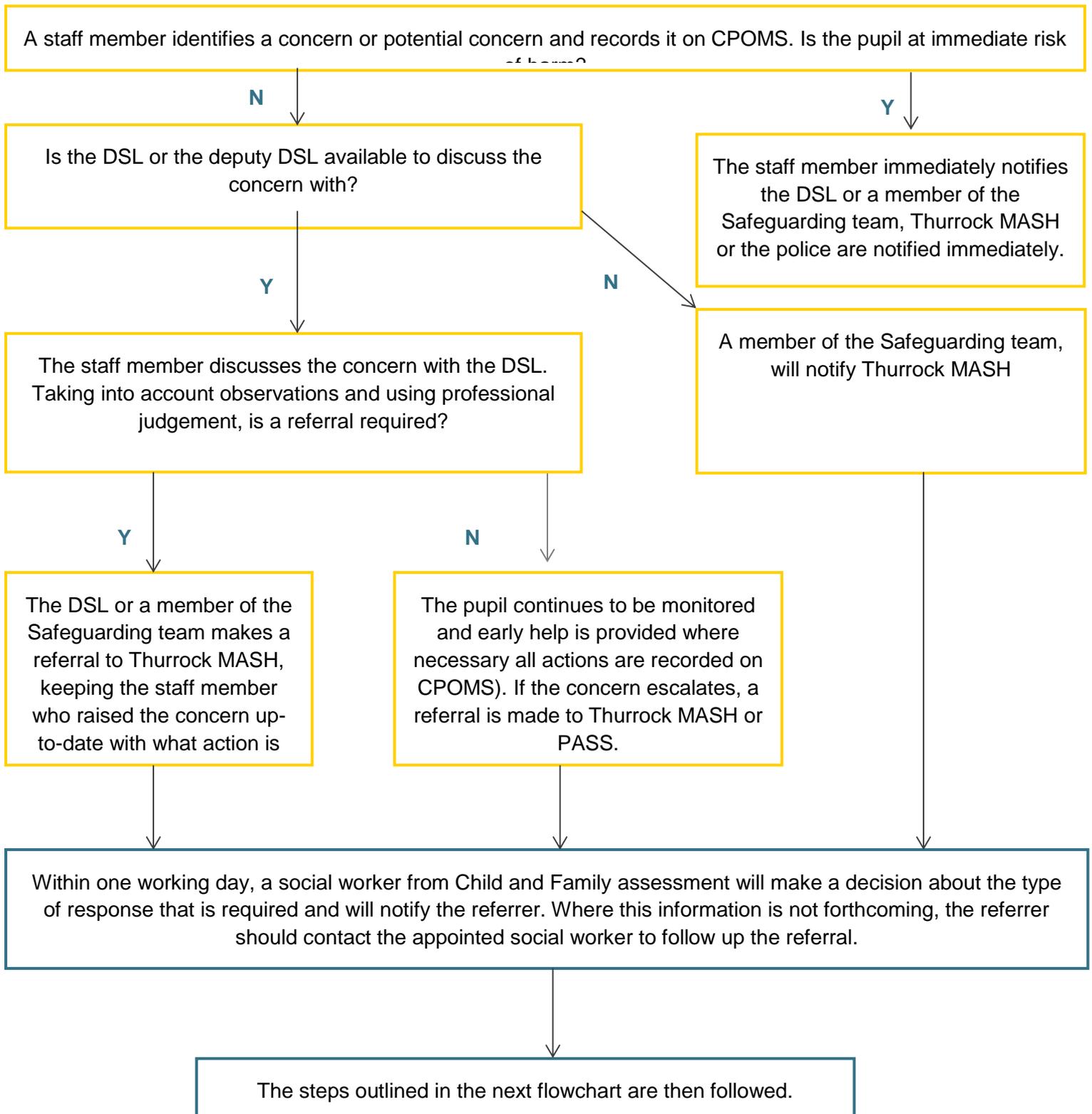
- 1.340 This policy is reviewed annually by the DSL and the Principal.
- 1.341 Any changes made to this policy by the Principal and DSL will be communicated to all members of staff.
- 1.342 All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.
- 1.343 The next scheduled review date for this policy is September 2020.

Safeguarding Reporting Process

The process outlined within the first section should be followed where a staff member has a safeguarding concern about a child. Where a referral has been made, the process outlined in the 'After a referral is made' section should be followed.

The actions taken by Belmont Castle academy are outlined in yellow, whereas actions taken by another agency are outlined in blue.

Before a referral is made



After a referral is made

Once a referral has been made, a social worker from Child and Family Assessment Team will notify the referrer that a decision has been made and one of the following responses will be actioned.

The pupil is in need of immediate protection.

Where the pupil is at risk of significant harm but is not in immediate danger, a strategy discussion is held.

No formal assessment is needed.

Where appropriate to do so, the DSL and staff member who raised the concern may be consulted during these stages to ensure that all areas of concern are addressed.

The DSL and Safeguarding team supports the initial staff member to liaise with other agencies to arrange an early help assessment and appropriate support.

Appropriate emergency action is taken by the social worker, police or NSPCC.

A Child in Need assessment is completed within 45 working days.

Within 15 working days of the strategy discussion, an initial child protection conference is held.

A child protection plan is potentially required.

The type of support needed is identified, arranged through multi-agency liaison and provided effectively.

Staff keep the pupil's circumstances under review and re-refer if appropriate to ensure circumstances improve – the pupil's best interests always come first.

If the child's situation does not appear to be improving, the DSL/Deputy should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves.

- **Contacts and Advice**

Expert organisations

- [Barnardo's](#)
- [Lucy Faithfull Foundation](#)
- [NSPCC](#)
- [Rape Crisis](#)
- [UK Safer Internet Centre](#)

Support for victims

- [Anti-Bullying Alliance](#)
- [Rape Crisis](#)
- [The Survivor's Trust](#)
- [Victim Support](#)

Toolkits

- [Brook](#)
- [NSPCC](#)

Further information on confidentiality and information sharing

- [Gillick Competency Fraser Guidelines](#)
- [Government Information Sharing Advice](#)
- [Information Commissioner's Office: Education](#)
- [NSPCC: Things to Know and Consider](#)

Further information on sexting

- [UK Council for Child Internet Safety: Sexting Advice](#)
- [London Grid for Learning – Collection of Advice](#)

Support for parents

- [Parentzone](#)
- [Parentsafe – London Grid for Learning](#)
- [CEOP Thinkuknow – Challenging Harmful Sexual Attitudes and their Impact](#)
- [CEOP Thinkuknow – Supporting Positive Sexual Behaviour](#)