



The  
**Avenue  
Primary  
School**  
& Children's Centre



**Acorn**  
Education Trust

# Safeguarding Policy

Person responsible Donna McInnes  
Approved by directors  
First written July 2023

For review	Reviewed	Signature
July 2023	Completed and Reviewed	Donna McInnes
July 2024		
July 2025		
July 2026		
July 2027		
July 2028		

*All policies are renewed annually. If no change then just signed. If an amendment or full change is required, this is recorded.*

# Safeguarding and Child Protection Policy

The Avenue Childrens Centre and Primary School fully recognises its responsibilities for safeguarding and child protection.

<b>Policy agreed (date):</b>	<b>July 2023</b>
<b>Policy published (including on website) (date):</b>	<b>September 2023</b>
<b>Next review (date):</b>	<b>July 2023</b>

<b>Key Safeguarding Personnel</b>			
<b>Role</b>	<b>Name</b>	<b>Tel.</b>	<b>Email</b>
<b>Headteacher</b>	Donna McInnes	01985 213383	donna.mcinnnes@acorneducationtrust.com
<b>Designated Safeguarding Lead (DSL)</b>	Donna McInnes	01985 213383	donna.mcinnnes@acorneducationtrust.com
<b>Deputy DSL(s) (DDSL)</b>	Kate Sava	01985 213383	ks@avenue.wilts.sch.uk
<b>Nominated Academy Councillor</b>	Nick Whyte	01985 213383	nwe@avenue.wilts.sch.uk
<b>Chair of Academy Council</b>	Nick Whyte	01985 213383	nwe@avenue.wilts.sch.uk
<b>Designated Teacher for Looked After Children</b>	Abbie Woffenden	01985 213383	aw@avenue.wilts.sch.uk
<b>Senior Mental Health Lead (non-mandatory)</b>	Chanice Hurley	01985 213383	ch@avenue.wilts.sch.uk
<b>The key safeguarding responsibilities within each of the roles above are set out in Keeping Children Safe in Education (2023)</b>			

<b>Children's Social Care referrals:</b>	0300 456 0108
Multi-Agency Safeguarding Hub (MASH):	0300 456 0100

Out of hours: donna.mcinnis@acorneducationtrust.com	
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If you believe a child is **at immediate risk** of significant harm or injury,  
you **must** call the police on 999.

## Introduction

The Avenue is committed to safeguarding and promoting the welfare of children. We will fulfil our local and national responsibilities as laid out in the following key documents:

- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2023)
- The procedures of the Safeguarding Vulnerable People Partnership (formerly WSCB)
- Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers (2018)

The aim of this policy is to ensure:

- all our pupils are safe and protected from harm.
- safeguarding procedures are in place to help pupils to feel safe and learn to stay safe.
- adults in the school community are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and child protection.

## Scope

Safeguarding children is defined as:

- ensuring that children grow up with the provision of safe and effective care
- acting to enable all children to have the best life chances
- preventing impairment of children's mental and physical health or development and
- protecting children from maltreatment.

The term 'safeguarding children' covers a range of measures including child protection procedures. It encompasses a whole-school preventative approach to keeping children safe, including online that incorporates pupil health and safety; school behaviour management and preventing child-on-child abuse; supporting pupils with medical conditions; Relationships, Sex and Health (RSHE) education and Personal, Social, Health and Economic (PSHE) education; providing first aid and site security.

Consequently, this policy is consistent with all other policies adopted by the academy council/trustees and should be read alongside the following policies relevant to the safety and welfare of our pupils:

- |                                                                    |                            |                               |
|--------------------------------------------------------------------|----------------------------|-------------------------------|
| • Relationships, Sex and Health Education/PSHE                     | • Staff Code of Conduct    | • Equality Statement          |
| • Online safety policy                                             | • Whistleblowing policy    | • Administration of medicines |
| • Behaviour policy, incl. pupil use of mobile and smart technology | • Complaints policy        |                               |
|                                                                    | • SEND policy              |                               |
|                                                                    | • Health and safety policy |                               |

**This policy applies to all staff in our school.** For the purposes of this policy:

- **Director** (also known as Trustee) is a person on the Acorn Education Trust Board. The Directors have overall responsibility for safeguarding within the Trust.
- **Academy Council Governors** are a sub-committee of the Board. There is one for each school. For Safeguarding responsibilities see Appendix 2.
- **Head of Safeguarding within the Trust** oversees safeguarding within each school and is responsible for conducting the annual audit and chairing the Trust DSL network meetings. The Head of Safeguarding reports to the Directors.
- **Staff** refers to all those working for or on behalf of the school, full-time or part-time, in a paid or regular voluntary capacity.
- **A volunteer** is a person who performs an activity that involves spending time, unpaid in school (except for approved expenses).
- **Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.
- **Child** refers to all children on our school roll and any child under the age of 18 who comes into contact with our school. This includes unborn babies.

**Any safeguarding concerns or disclosures of abuse relating to a child at school, outside of school and online are within the scope of this policy.**

## Expectations

All staff are:

- familiar with this safeguarding policy and have an opportunity to contribute to its review.
- alert to signs and indicators of possible abuse and wider safeguarding issues.
- aware of the importance of professional curiosity.
- able to record and report concerns as set out in this policy.
- able to deal with a disclosure of abuse from a child.
- involved in the implementation of individual education programmes, integrated support plans, child in need plans and interagency child protection plans as required.

In addition, all staff have read and understood Part 1 or Annex A of the latest version of Keeping Children Safe in Education (KCSiE 2023). School leaders and staff who work directly with children have also read Annex B and Part 5.

## Directors and Academy Council

As key strategic decision makers and vision setters for the school, the Directors and Academy Council Governors make sure that our policies and procedures are in line with national and local safeguarding requirements. Academy Council Governors will work with the senior leaders to make sure the following safeguarding essentials are in place:

Training/Teaching	Policy/Procedures	Key safeguarding roles
Whole school approach to broad and balanced curriculum embedding safeguarding teaching	Child-on-child abuse Pupil voice Online safety Whistleblowing	Designated Safeguarding Lead (DSL) who is a senior member of the leadership team.

D/DSL training Designated teacher training KCSiE Part 1 or Annex A (and Annex B and Part 5 for staff working directly with children) Staff training, including regular safeguarding updates Children taught about keeping safe online Online safety training for staff Preventing radicalisation Teaching staff confidence to deliver RSHE/PSHE to all pupils Annual review of online safety arrangements	Staff Code of Conduct (for safer working practice), incl. low-level concerns about staff conduct Early help Mental Health Multi-agency working Children who are absent and/or missing from education (within Attendance policy) Children with SEND and a physical health issue Reporting abuse, incl. dealing with a child at immediate risk / SVPP procedures Honour based abuse (HBA) Female Genital Mutilation (FGM) Behaviour policy Relationships, Sex and Health Education (RSHE) policy Staff contribution to policy Safeguarding policy review	Deputy Designated Safeguarding Lead (DDSL) Designated teacher for children looked-after (even if there are no LAC on roll) Senior mental health lead Academy Council Chair/Head of HR/Safeguarding for whistleblowing Nominated Academy Councillor for filtering and monitoring & online safety. Filtering and monitoring & online safety lead.
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### **Concerns and allegations management**

The Academy Council Governor Chair in each school and Trust HR are responsible for liaising with the local authority Designated Officer for Allegations (DOFA) and other partner agencies in the event of an allegation of abuse being made against the Headteacher.

See also 'Managing concerns and allegations against staff'.

### **Audit**

The Academy Council Governance Chair or the nominated Academy Council Governor for safeguarding collaborates with the Headteacher and the D/DSL to complete an annual safeguarding audit return to the local authority. Each school and nursery within the Trust also complete an Acorn Education Trust annual audit with the Trust's Safeguarding lead. This audit and review process provide assurance of compliance with guidance and legislation whilst offering opportunity for further development of practice within our schools. All audit reports and actions are shared with the Trust Directors and Academy Council Governor Chairs and the ongoing actions are monitored and reviewed regularly when the Board/Standards and Improvement Committee meets.

### **Safer Recruitment**

Our Academy Council Governors and Trust Senior Executive monitor the school's safer recruitment practice, including scrutiny around DSL and /or headteacher monitoring of the Single Central Record.

## **Monitoring and review**

The Trust ensures that the policies and procedures, adopted by the Trustees/Academy Council (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff and should be easily understood by staff, children and parents. by re-visiting regularly.

The Trust's Head of Safeguarding reports at least three times per year to the Directors around the effectiveness of the school's safeguarding procedures, and in particular, child-on-child incidents, including all aspects of trend analysis. Each school's approach to online safety and filtering and monitoring is reviewed annually as a minimum.

Academy Council Governors ensure that safeguarding is an agenda item for every full Academy Council Governors meeting.

The Headteacher ensures that safeguarding is an agenda item for every staff meeting within Acorn Education Trust primary schools and at Senior Leadership Meetings.

The Headteacher ensures that safeguarding is an agenda item for every senior leadership meeting within Acorn Education Trust secondary schools and that a termly safeguarding meetings is held for all those within the safeguarding teams. Safeguarding is also a standing agenda item at all pastoral team meetings.

At all Acorn Education Trust Senior Executive meetings safeguarding is a standing agenda item.

The Acorn Education Trust Head of Safeguarding holds a termly meeting for all DSLs within the Trust.

This policy is reviewed annually or earlier as required by changes to legislation or statutory guidance.

The nominated Academy Councillor for Safeguarding meets the DSL every term (six times a year) to monitor the effectiveness of this policy.

## **Mandatory procedures – Staff and adults at school**

### **Safer recruitment**

All staff are subject to safer recruitment processes and checks, and we follow the guidance set out in Part 3 of KCSiE (2023).

At The Avenue, we scrutinise all applications for paid or voluntary posts. We undertake interviews and make appropriate checks through the Disclosure and Barring Service (DBS). We maintain a single central record (SCR) of the essential checks as set out in KCSiE, that have been carried out and certificates obtained. The SCR applies to:

- all staff (including supply staff and teacher trainees on salaried routes) who work at the school/within the Trust.
- all Academy Council members

Assurances are sought for contractors who are required on site, including identification checks on arrival. Appropriate vetting checks are carried out by the school for self-employed individuals.

### **Visitors**

All visitors complete a signing in/out process, wear a school ID badge and are provided with key safeguarding information including the contact details of safeguarding personnel in school.

Scheduled visitors in a professional role (e.g. fire officer, police, NSPCC staff) are asked to provide evidence of their role and employment details (usually an identity badge) upon arrival at school. Careful consideration is given to the suitability of any external organisations. School complete an assessment of the education

value, the age appropriateness of what is going to be delivered by the scheduled visitor prior to booking a visit.

If the visit is unscheduled and the visitor is unknown to the school, we will contact the relevant organisation to verify the individual's identity, if necessary.

### **Site safety**

Risk assessments are undertaken and maintained in accordance with the school's health and safety policy. The school ensures that when our premises are hired or rented to other organisations (ASC, evening and weekend clubs) including shared site providers who work with children, those organisations adhere to the guidance for out-of-school settings.

### **Off site visits and exchange visits**

We carry out a risk assessment prior to any off-site visit and designate the specific roles and responsibilities of each adult, whether employed or volunteers. We seek written assurances from any alternative provision provider that appropriate safer recruitment checks have been completed, and safeguarding policy & procedures are in place. A site visit is also completed by DSL and/or SENCO or Trust Alternative Provision Lead.

Where there are safeguarding concerns or allegations that happen offsite, staff will follow the procedures described above and in the SVPP flowcharts as appropriate. A copy of the flowcharts is taken on off-site visits for reference.

Any adult over 18 in a host family will be subject to DBS checks. We work with partner schools abroad to ensure that similar assurances are undertaken prior to any overseas visit by our pupils.

See also Training.

### **Staff Code of Conduct (for safer working practice)**

The Avenue is committed to positive academic, social and emotional outcomes for our pupils underpinned by a strong safeguarding ethos. We are equally committed to the protection and welfare of our staff, who are expected to adhere to the highest standards of professional behaviour.

The Staff Code of Conduct sets out staff behaviours that should be avoided as well as those that constitute safe practice and supports our commitment to safeguarding children.

Teaching staff are additionally expected to act within the guidance of the 'personal and professional conduct' section of the Teachers' Standards.

### **Identifying the signs**

All staff know how to recognise and are alert to the signs of neglect and abuse and wider safeguarding issues, including but not limited to child-on-child sexual violence and harassment, child-on-child abuse and exploitation, 'all' risks outside of the home and within the local area including online. Definitions of abuse, set out in 'What to do if you're worried a child is being abused - Advice for practitioners' (2015), 'Keeping Children Safe in Education' (2023) and Sexual violence and sexual harassment between children in schools (2021) along with notes from safeguarding training, are important reference documents for all staff. Every member of staff is provided with a copy of Part 1 or Annex A of KCSiE which they are required to read, and which also includes supporting guidance about several specific safeguarding issues. Staff who work directly with children are also required to read Annex B and Part 5 of KCSiE (2023).

### **Responding to concerns/disclosures of abuse**

Flowcharts provided by Wiltshire Council Safeguarding Team and SVPP that set out the required procedure for staff to follow when they have a safeguarding concern about a child are displayed in the staffroom and adult cloakrooms for easy reference.

Staff adhere to the organisation's safeguarding training requirements when concerned about abuse or when responding to a disclosure of abuse. Staff understand that they must NOT:

- take photographs of any injuries.
- postpone or delay the opportunity for the child to talk.
- take notes while the child is speaking or ask the child to write an account.
- try to investigate the allegation.
- promise confidentiality e.g. say they will keep 'the secret'.
- approach or inform the alleged abuser.

All staff record any concern about or disclosure by a pupil of abuse or neglect and report this to the D/DSL using My Concern. It is the responsibility of each adult in school to ensure that the D/DSL receives the record of concern without delay. In the absence of the D/DSL, staff members know to speak directly to the MASH. In some circumstances, the D/DSL or member of staff seeks advice by ringing the MASH for advice.

The D/DSL will liaise with safeguarding partners and work with other agencies in line with Working Together (2018) and will refer to National Police Chief's Council guidance for schools to understand when they should consider calling the police.

The D/DSL will provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and enable a contextual approach to address such harm.

The D/DSL consistently monitors all children with concerns, whether a referral to MASH/IFD has been made or not.

During term time, the DSL and/or a DDSL is always available during school hours for staff to discuss any safeguarding concerns. The D/DSL provides feedback to any staff who share concern/s.

The voice of the child is central to our safeguarding practice and pupils are encouraged to express and have their views given due weight in all matters affecting them.

### **Online safety**

The Avenue follows its own online safety procedures and protocols KCSiE para 138

Online safety is a running and interrelated theme which is reflected in our policies and procedures. Children are taught about safeguarding, including online safety. Online safety is considered as part of our whole school safeguarding approach and wider staff training (including at induction) and curriculum planning. A personalised or contextualised approach is taken for more vulnerable children, victims of abuse and some children with SEND.

The Avenue ensures that parents and carers are made aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online. Parents and carers are offered advice and guidance in support of identifying the risks that may be present to children online.

The Avenue acknowledges the fact many children have unlimited and unrestricted access to the internet via mobile phone networks, the school will follow its policy on the use of mobile and smart technology in school to safeguard children and will follow child-on-child abuse procedures when mobile phones are used by a child whilst in school to sexually harass their peers via their mobile and smart technology, share indecent images: consensually and non-consensually (often via large chat groups), and view and share pornography and other harmful content. The school adheres to the DFE Filtering and Monitoring standards, and the Cyber Security Standards set out in KCSiE (2023). Our online safety mechanisms are reviewed annually.

**Managing concerns and allegations against staff (including supply teachers, volunteers and contractors, and those from organisations or individuals using the school premises)**



The Avenue follows the procedure set out by the SVPP 'Allegations against adults' flowchart which is displayed in the staffroom and adult cloakrooms for easy reference.

Where anyone in the school has a concern about the behaviour of an adult (including online) who works or volunteers at the school, including supply staff and contractors, and those from organisations or individuals using the school premises, they must immediately consult the Headteacher who will refer to the local authority Designated Officer for Allegations (DOFA).

Any concern or allegation against the Headteacher will be reported to the Chair of Academy Council/Trust Head of Safeguarding, without informing the Headteacher.

All staff must remember that the welfare of a child is paramount and must not delay raising concerns for fear a report could jeopardise their colleague's career. The Avenue promotes an open and transparent culture in which all concerns about adults working in or on behalf of the school/Trust (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

In addition to the concern/allegation management process, the school's DSL will also refer suspected abuse to the MASH as described in 'responding to a concern.'

All members of staff and volunteers have read and signed to confirm they have understood the Trust's Staff Code of Conduct (for safer working practice), all supply staff and contractors are made aware of expectations of their behaviour.

Concerns and allegations reported relating to supply staff and contractors will be notified to their employers for investigation and potential referral to DOFA.

The Avenue will appoint a 'case manager' to lead any investigation where the reported allegation does not meet the allegations threshold to consider a referral to the DOFA. This is the headteacher or where the headteacher is the subject of an allegation, the Chair of Academy Council.

### **Managing low-level concerns about adults**

The Avenue operates a 'low-level' concerns policy in accordance with KCSIE. 'Low-level' refers to behaviour that is: inconsistent with expectations set out in the Staff Code of Conduct, including inappropriate conduct outside of work, and/or does not meet the allegations threshold, or is otherwise not considered serious enough to consider a referral to the DOFA.

All low-level concerns will be reported to the headteacher; low-level concerns about the headteacher will be reported to the chair of academy council.

The Avenue will:

- ensure all staff are clear about what appropriate behaviour is (as set out in the Staff Code of Conduct), and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- empower staff to share any low-level safeguarding concerns;
- provide a responsive, sensitive and proportionate handling of such concerns when they are raised, for both the child/ren and the adult; and,
- respond to reports of low-level concerns in accordance with our HR conduct procedures by addressing unprofessional behaviour and support the individual to correct it at an early stage. If the concern has been raised via a third party, the headteacher will collect as much evidence as possible by speaking:
  - directly to the person who raised the concern, unless it has been raised anonymously;
  - to the individual involved and any witnesses.

Reporting low-level concerns helps to create and embed a culture of openness, trust and transparency in which the school's values and expected behaviour are constantly lived, monitored and reinforced by all staff.

Staff are encouraged to self-refer where they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

All low-level concerns will be recorded in writing, retained and reviewed to help recognise any weakness in the school safeguarding system so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

### **Whistleblowing**

In accordance with our school's whistleblowing policy and procedures all staff and pupils can raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime. Our whistleblowing procedures, which are also reflected in staff training and our staff code of conduct, and shared with pupils, are in place for such concerns to be raised with Donna McInnes. Systems are in place and well promoted so that children can confidently report concerns or abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

If a staff member feels unable to raise an issue with Donna McInnes or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- The NSPCC whistleblowing helpline  
Staff can call: 0800 028 0285 from 08:00 to 20:00, Monday to Friday, or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- A member of the Academy Council/Trust Safeguarding lead/Trust Head of HR: Nick Whyte/Jo Ronxin/Anna Williams.

### **Escalation of concerns**

Effective working together depends on an open approach and honest relationships between colleagues and between agencies.

Staff must be confident and able to professionally disagree and challenge decision-making as an entirely legitimate activity; a part of our professional responsibility to promote the best safeguarding practice. Staff are encouraged to press for re-consideration if they believe a decision to act/not act in response to a concern raised about a child is wrong. In such cases the SVPP Case Resolution Protocol is used if necessary.

If we are on the receiving end of a professional challenge, we see this as an opportunity to reflect on our decision making.

### **Record keeping and information sharing**

The school:

- liaises with partner organisations (alternative provisions, Wiltshire Council, and others it sees fit) to ensure any safeguarding records for learners are shared on transition and within 5 days for an in-year transfer or within the first 5 days of the start of a new term:
  - by the setting/school/organisation previously attended by the child.
  - by our DSL when the child leaves our school.

For any child dual-registered with another school/setting/organisation, the school continues to be responsible for the safeguarding of the placed pupil thus the DSL will regularly liaise with the DSL at that base to ensure information is shared in the child's best interests. This includes contextual safeguarding information about relationships that young people form in their neighbourhoods, schools and online to enable assessment and intervention to happen within these extra-familial contexts.

- keeps clear and comprehensive written records of all pupil safeguarding and child protection concerns using My Concern, with a body map, including how the concern was followed up and resolved as well as a note of any action taken, decisions reached and the outcome.

- ensures all pupil safeguarding and child protection records are kept secure electronically.
- ensures the records incorporate the wishes and views of the pupil.

The D/DSL acts in accordance with Information Sharing – Department for Education (DfE) (2018) and in line with the Wiltshire Council Record Keeping Guidance which includes details about file retention. Information about pupils at risk of harm is shared with members of staff in keeping with the seven golden rules to sharing information in the DfE guidance.

We are committed to work in partnership with parents and carers. In most situations, we will discuss initial concerns with them. However, the D/DSL will not share information where there are concerns that if so doing would:

- place a child at increased risk of significant harm
- place an adult at increased risk of serious harm
- prejudice the prevention, detection or prosecution of a serious crime
- lead to unjustified delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult.

When we become aware that a child is being privately fostered, we remind the carer/parent of their legal duty to notify Wiltshire Children's Social Care. We follow this up by contacting Children's Social Care directly.

## **Mandatory procedures – Supporting children**

### **A culture of listening to children**

We have a whole school approach to listening to children and have systems in place which create an environment where children feel safe to share their concerns and worries and know they will be taken seriously. These systems operate with the best interests of the child at their heart.

Children can safely express their views and give feedback. The school's safeguarding team are clearly identifiable to our pupils. We regularly gather pupil voice via forums and surveys, this data informs our practice and policies.

### **Curriculum – teaching about safeguarding**

Our pupils access a broad and balanced curriculum (age and stage of development appropriate) that promotes their spiritual, moral, cultural, mental and physical development, and prepares them for the opportunities, responsibilities and experiences of life.

We provide opportunities for pupils to develop skills, concepts, attitudes and knowledge that promote their safety, and well-being. The PSHE and citizenship curriculum, incorporating Relationships, Sex and Health (RSHE) education specifically includes the following objectives:

- Developing pupil self-esteem and communication skills
- Developing strategies for self-protection including online safety
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults and within peer relationships (positive relationships and consent)

Examples of topics:

- healthy and respectful relationships
- boundaries and consent
- stereotyping, prejudice and equality
- body confidence and self-esteem
- how to recognise an abusive relationship, including coercive and controlling behaviour

- the concepts of, and laws relating to-sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so called honour-based violence such as forced marriage and FGM, and how to access support, and
- what constitutes sexual harassment and sexual violence and why these are always unacceptable.

## **Remote learning**

If the school is required to change the way provision to children is offered due to exceptional circumstances e.g. during a pandemic lockdown, self-isolation, staff responsibilities to remain alert to the signs and risks of abuse to children will continue to apply. In such circumstances:

The DSL will:

- work closely with social care and partner agencies to support children in these circumstances and to identify children who may be at risk for the first time and/or benefit from additional support
- use specific local and national guidance about safeguarding in such circumstances to inform practice e.g. UK Safer internet centre guidance, DfE safeguarding and remote education and will ensure staff, children, and families are provided with written:
  - amended DSL arrangements as required (names, location and contact details)
  - temporary changes to procedures for working with children e.g. online.
  - amended procedures for reporting concerns
  - safeguarding training arrangements
  - timescales for such changes so that all children, families and staff understand when such arrangements will end, and arrangements revert to those in place prior to the events leading to the need for the temporary changes.

We will ensure the curriculum we offer during such circumstances, continues to promote learners' spiritual, moral, cultural, mental and physical development.

## **Early help**

At The Avenue , all our staff can identify children who may benefit from early help as a problem emerges and discuss this with the D/DSL.

The D/DSL uses:

- The Wiltshire's Integrated Front Door (MASH and Early Support Hub).
- The Digital Assessment and Referral Tool as appropriate as part of a holistic assessment of the child's needs.
- The Multi-Agency Thresholds guidance for Safeguarding Children on the Safeguarding Vulnerable People Partnership (SVPP) website about suitable action to take when a pupil has been identified as making inadequate progress or having an unmet need.
- Liaises with Wiltshire SEND service
- Various resources to identify and respond to harmful sexual behaviour

## **Children with Special Education Needs and Disabilities (SEND) or physical health issues**

Pupils with additional needs or certain health conditions face an increased risk of abuse and neglect. Staff take extra care to interpret correctly apparent signs of abuse or neglect. We never assume that behaviour, mood or injury relates to the pupil's additional needs without further exploration. Staff understand that additional challenges can exist when recognising abuse and neglect in pupils with SEND, including communication barriers. Staff recognise that children with SEND are also at a higher risk of peer group isolation and can be disproportionately affected by bullying (including prejudiced-based bullying).

To address those additional challenges, extra pastoral support is considered for children with SEND or physical health issues and they are also encouraged to discuss their concerns. The D/DSL works with the

Special Educational Needs Co-ordinator (SENCo) to identify pupils with additional communication needs and whenever possible, these pupils are given the chance to express themselves to a member of staff with appropriate communication skills.

### **The use of 'reasonable force' in school**

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom. The Avenue follows DfE advice for schools is available at [Use of Reasonable Force in Schools](#).

All staff will follow our behaviour policy and all pupils are encouraged to follow these expectations to reduce the need for the need for 'use of reasonable force.' Staff will work in collaboration with pupils and parents/carers to plan positive, proactive behaviour support which may include support plans, referral to specialist agencies and agreeing actions to reduce the occurrence of challenging behaviour.

## **Mandatory procedures – Specific forms of abuse and safeguarding issues**

### **Child-on-child abuse**

All children have a right to attend school and learn in a safe environment. All child-on-child abuse is unacceptable and will be taken seriously.

In addition, we have a zero-tolerance approach and will respond to all reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of the school, and/or online.

Staff recognise that while both boys and girls can abuse their peers, it is more likely that girls will be victims and boys instigators of such abuse. Children who are LGBTQ+ may be targeted by other children. Child-on-child abuse is not tolerated, passed off as "banter" or seen as "part of growing up". The different forms of child-on-child abuse is likely to include, but not limited to:

- bullying (including cyber bullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between peers
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm
- 'upskirting' or any picture taken under a person's clothing without their permission or them knowing to obtain sexual gratification or cause humiliation, distress or alarm.
- causing someone to engage in sexual activity without consent
- initiation/hazing type violence and rituals.
- consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting)
- sexual violence and sexual harassment between children, as defined by Sexual offences act 2003 which considers rape, assault by penetration and sexual assault, all types of sexual violence. Sexual violence and sexual harassment can be between two children, or a group of children and can occur online and offline.

Consequently, child-on-child abuse is dealt with as a safeguarding issue, recorded as such, and not managed through the systems set out in the school behaviour policy.

Any pupil who may have been victimised and/or displayed such harmful behaviours, along with any other child affected by child-on-child abuse, will be supported through the school's pastoral system and the support will be regularly monitored and reviewed.

We will address inappropriate behaviour (even if it appears to be relatively innocuous) as this can be an important intervention that may help prevent problematic, abusive and/or violent behaviour in the future.

We acknowledge that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported. Staff maintain an attitude of 'it could happen here' where safeguarding is concerned.

We minimise the risk of child-on-child abuse by providing:

- a relevant, effective curriculum, that helps children to develop their understanding of acceptable behaviours, healthy relationships and keeping themselves safe. The curriculum is updated to reflect changes in legislation, and the mandatory teaching of Relationship Education, Relationship and Sex Education and Health Education
- established/publicised systems for pupils to raise concerns with staff, knowing they will be listened to, supported and valued, and that the issues they raise will be taken seriously
- training to all staff so they understand that child-on-child abuse can and does happen and are trained to be alert to any behaviours that could cause concern
- a clear procedure for all staff to report all incidents as a safeguarding concern to the school D/DSL.

### **Child-on-child sexual violence and sexual harassment**

The DSL will follow local and national guidance when there has been a report of sexual violence and harassment between children. This will include liaising with other professionals to develop robust risk and needs assessments and multi-agency safety planning with appropriate specialist targeted work for pupils who are identified as posing a potential risk to other children. This is done using a Contextual Safeguarding approach to ensure assessments consider risks posed by any wider environmental factors present in a child's life. The DSL will record specifically the time and location of the incident, and any action required to make the location safer.

The NSPCC has a dedicated helpline 0800 136 663 to provide children who are victims of sexual abuse in schools with appropriate support and advice. The helpline also provides support to parents and professionals.

### **Serious violence**

We are committed to success in learning for all our pupils as one of the most powerful indicators in the prevention of youth crime.

Our curriculum includes teaching conflict resolution skills and understanding risky situations to help our children develop the social and emotional skills they need to thrive.

Staff are trained to recognise both the early warning signs of contextual risks and that pupils may be susceptible to exploitation and getting involved in gangs as well as indicators that a pupil is involved in serious violent crime. They are also aware of the associated risks and know the measures put in place to minimise such risks.

### **Children who are absent and/or missing from education**

Staff report immediately to the D/DSL, if they know of any child who may be:

- Absent from education persistently, or for prolonged periods and/or on repeat occasions
- Missing – whereabouts unknown or

- Missing education – (compulsory school age (5-16) with no school place and not electively home educated)

The designated teacher for LAC and care leavers discusses any unauthorised/unexplained absence of Looked After Children with Virtual School when required.

The DSL shares any unauthorised/unexplained absence of children who have an allocated social worker within 24 hours.

Children who do not attend school regularly can be at increased risk of abuse and neglect. Where there is unauthorised/unexplained absence, and

- after reasonable attempts have been made to contact the family without success, the DSL follows the SVPP procedure and consults/refers to the MASH team as appropriate.
- there are no known welfare concerns about a pupil, we follow our procedures for unauthorised absence and report concerns to the Education Welfare Service.

## **Mental health**

All staff are aware that mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff understand that:

- abuse and neglect, or other potentially traumatic adverse childhood experiences can have a lasting impact throughout childhood, adolescence and into adulthood. Staff are aware of how
- these experiences can impact on children's mental health, behaviour and education.
- they have a duty to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

If staff have a mental health concern about a child that is also a safeguarding concern, they will report this concern using the agreed reporting mechanisms.

## **Domestic abuse**

Staff understand that domestic abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass but is not limited to: psychological; physical; sexual; financial; and emotional harm.

The DSL liaises with partner agencies as part of 'Encompass' in Wiltshire. When police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the DSL ensures the organisation receives up to date relevant information about the child's circumstances and will ensure key staff provide emotional and practical support to the child according to their needs.

## **Preventing radicalisation**

Protecting children from the risk of radicalisation is part of schools' wider safeguarding duties, and is similar in nature to protecting pupils from other forms of harm and abuse.

Staff use their judgement in identifying pupils who might be at risk of radicalisation and speak to the D/DSL if they are concerned about a pupil. The D/DSL will always act proportionately and this may include making a Prevent referral to the Channel support programme or to the MASH.

## **Female Genital Mutilation (FGM)**

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Staff will inform the D/DSL immediately if they suspect a girl is at risk of FGM. We will report to the police any 'known' cases of FGM to the police as required by law.

## **Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one 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 a marriage.

Since February 2023 it has been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages. Staff will inform the D/DSL immediately if they suspect a child is at risk of forced marriage.

## **Staff training**

### **Induction**

The welfare of all our pupils is of paramount importance. All staff including academy council members and regular volunteers are informed of our safeguarding policy and procedures including online safety, at induction.

Our written induction schedule for staff also includes:

- Safeguarding and Child Protection policy and procedures
- Online safety
- KCSiE update
- Whistleblowing policy
- Behaviour Policy (pupils)
- Staff Behaviour Policy (or Code of Conduct)
- Role and identities of the DSL and DDSL
- The school's response to children who are absent and/or missing from education, and the school's protocol about managing absence
- Procedure to follow in case of an allegation being raised against an adult
- Professional disagreement and escalation including the SVPP Case Resolution Protocol

### **Safeguarding training**

This training is for all staff and is updated every 3 years as a minimum (Acorn Education Trust expectation is that this is completed annually) to ensure staff understand their role in safeguarding. Any member of staff not present at this whole school session will undertake this statutory training requirement on their return.

In addition, all staff members receive safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as necessary and at least annually. All staff also receive training in online safety and this is updated as necessary.

### **Advanced training**

The D/DSL has additional multi agency training which is updated every two years as a minimum. The D/DSL also attend multi-agency courses relevant to school needs. Their knowledge and skills are refreshed at least annually e.g. via e-bulletins or safeguarding networking events with other D/DSLs. The D/DSL attend a Wiltshire MASH tour.

### **Safer Recruitment**



At least one person on any appointment panel has undertaken Safer Recruitment Training. This training is updated every five years as a minimum.

### **Designated Teacher for Looked After Children**

The designated teacher for looked after children has attended training specific to the role.

### **Preventing Radicalisation**

All staff undertake Prevent awareness training.

### **Staff support**

Due to the demanding, often distressing nature of child protection work, we support staff by providing an opportunity to talk through the challenges of this aspect of their role with a senior leader and to seek further support as appropriate.

### **Academy Council**

As well as the school's safeguarding induction programme, all academy council members and trustees receive appropriate safeguarding and child protection (including online) training at induction. Safeguarding training is updated annually. Academy Council members are also encouraged to attend whole school safeguarding and child protection training.

## Appendix 1: Related legislation and key documents

**Children Act 1989** (and 2004 update): The Children Act 1989 gives every child the right to protection from abuse and exploitation and the right to have enquires made to safeguard his or her welfare. The Act place duties on several agencies, including schools, to assist Social Services departments acting on behalf of children and young people in need (s17) or enquiring into allegations of child abuse (s47).

**Education Act 2002** - This requires schools to make arrangements to safeguard and promote the welfare of children and to have regard to guidance issued by the Secretary of State for Education.

**Sexual Offences Act 2003** - This act sets out an offence of 'abuse of trust' - a sexual or otherwise inappropriate relationship between an adult who is responsible for young people and a young person in his/her care.

**Information Sharing – Department for Education (DfE) Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018** This advice is for all frontline practitioners and senior managers working with children, young people, parents and carers who have to make decisions about sharing personal information on a case by case basis.

**Counter-Terrorism and Security Act 2015 (the CTSA 2015)**, section 26 requires all schools, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

**Mental health and behaviour in schools (2018)** advice to help schools to support pupils whose mental health problems manifest themselves in behaviour. It is also intended to be helpful to staff in alternative provision settings, although some of the legislation mentioned will only apply to those alternative provision settings that are legally classified as schools.

**The Safeguarding Vulnerable Groups Act (2006)** Section 53(3) and (4) of this applies to schools if they broker student accommodation with host families for which the host family receives a payment from a third party, such as a language school. At a future date, the regulated activity provider will have a duty to carry out a barred list check on any new carer – section 34ZA Safeguarding Vulnerable Groups Act 2006.

**The Teachers' Standards (2013)** set a clear baseline of expectations for the professional practice and conduct of teachers and define the minimum level of practice expected of teachers in England.

**Children Missing Education (2016)** Statutory guidance for local authorities and advice for other groups on helping children who are missing education get back into it.

**Sexual violence and sexual harassment between children in schools and colleges (2021)** Advice for schools and colleges on how to prevent and respond to reports of sexual violence and harassment between children.

**Preventing and Tackling Bullying (2017)** Advice for schools on effectively preventing and tackling bullying.

**Behaviour and Discipline in Schools (2016)** Advice for headteachers and school staff on developing school behaviour policy, including an overview of their powers and duties.

## **Appendix 2: Core Education Trust Safeguarding Roles and Responsibilities**

### **Directors/Standards and Improvement Committee**

- The Trust Board have overall responsibility for Safeguarding in all Acorn Education Trust settings (this delegated to Standards and Improvement committee).
- The Trust Board should understand the requirements of safeguarding guidance and legislation.
- Ensure that the child protection policy is understood across the layers of governance and by all stakeholders.
- Oversee the Trust's Single Central Record, and ensure the proper procedures are in place for it to be administered correctly.
- Ratify the Child Protection Policy when updated.
- Ensure the suitability of staff, supply staff, volunteers and contractors.
- Follow the Home Office's Revised Prevent duty guidance and the DfE's general advice 'Protecting Children from Radicalisation: The Prevent Duty'.
- Hold the Trust safeguarding lead to account for their roles and responsibilities.

### **Trust Safeguarding Lead**

- Ensure that the Trust is compliant with safeguarding policies, procedures and the law.
- Oversee the Trust's single central record, and ensure the proper procedures are in place for it to be administered correctly – (Head of HR and head of Safeguarding).
- Ensure training is provided (Trust/Wiltshire) for new DSLs and update training for DSLs and DDSLs.
- Ensure training is provided in safer recruitment.
- Ensure good lines of communication and support are provided for the Schools and DSLs.
- Hold a termly DSL Network Meeting.
- Complete a safeguarding audit annually in each school.
- Complete a SCR check annually in each school.
- Ensure the trustees and local safeguarding governors are trained sufficiently on appointment.
- Standardise Safeguarding/CP policies across the Trust.
- Provide regular training/updates for DSLs.
- Annually review the school's safeguarding policy including child protection and relating to procedures for allegations against staff members; and those relating to peer-on-peer abuse.
- Act as the Trust DSL for schools without cover/DSL availability during school holidays and other periods.

### **Academy Council Chair**

- Understand the requirements of safeguarding guidance and legislation.
- Ensure that a culture of strong safeguarding is embedded into the school's ethos.
- Ensure a link safeguarding governor is appointed and attends Trust training.

- Ensure safeguarding is an agenda item at every Academy Council Meeting.
- Monitor progress and actions annually against the safeguarding audit and SCR check.

### **Safeguarding Governor**

- The link governor should understand the requirements of safeguarding guidance and legislation.
- Ensure that the key staff appointments have been made (DSL, DDSL, LAC) and that appropriate time and training has been given.
- Ensure that appropriate arrangements are in place for the functions of the DSL to be carried out in their absence.
- Ensure all staff receive appropriate and regular training.
- Liaise with the DSL and designated teacher regarding safeguarding matters in the school and local area.
- Ensure that a system is in place and working effectively to ensure that the school's "Single Central Record" is administered correctly, is up-to-date and compliant with the requirements of statutory guidance "Keeping Children Safe in Education".
- Liaise with the Headteacher and/or DSL and designated teacher to ensure that safeguarding principles are embedded throughout the school and curriculum.
- Review the annual safeguarding audit and report to the full governing body.
- Monitor progress and actions against the safeguarding audit/SCR audit.
- Ensure pupils understand the safeguarding measures in place and are provided with a means for their voices to be heard and acknowledged.
- Ensure all school staff, including DSL and designated teacher, receives regular, updated safeguarding and child protection updates on annual basis.
- Ensure all governors receive regular, up-to-date safeguarding training - they could be invited to annual staff training sessions.

### **The School**

- Create a safe learning environment and maintain an environment where children feel confident to approach any member of staff if they have a worry or problem.
- Identify pupils who are suffering or at risk of harm and take suitable action.
- Ensure appropriate reporting procedures are in place.
- Ensure that the school is compliant with safeguarding policies, procedures and the law.
- Be aware and understand particular safeguarding issues as set out in KCSIE.
- Work together with all safeguarding partners and agencies as required.
- Ensure that inter-agency procedures are being followed where necessary.
- Ensure that a system is in place and working effectively to ensure that the school's "Single Central Record" is administered correctly, is up-to-date and compliant with the requirements of statutory guidance "Keeping Children Safe in Education".

- Ensure the suitability of staff, supply staff, volunteers and contractors.
- Ensure that appropriate arrangements are in place for the functions of the DSL to be carried out in their absence.
- Ensure that a senior member of staff is appointed as the designated safeguarding lead (DSL) and that this role is incorporated into their job description.
- Ensure that a senior member of staff is appointed as the designated teacher for looked after children (to be responsible for the educational achievement for children in care).
- Ensure that the designated teacher for looked after children receives appropriate and regular training at least once every two years.
- Ensure all school staff receive formal safeguarding and child protection training on induction.
- Ensure all school staff, including DSL and designated teacher, receives regular, updated safeguarding and child protection updates on annual basis.
- Ensure that at least one member of an interview panel has undertaken safer recruitment training.
- Ensure pupils understand the safeguarding measures in place and are provided with a means for their voices to be heard and acknowledged.
- Ensure that safeguarding principles are embedded throughout the school and curriculum.
- Ensure the premises meet with full Health and Safety requirements and that all areas of the school are risk assessed.
- Ensure procedures are in place for all trips and visits and an external body is employed to sign off all trips and visits.
- Ensure all appropriate policies (as per audit) are in place and kept up to date and adhered to (Child Protection, Whistleblowing, Online Safety, Code of Conduct, Health and Safety RSHE).
- Take appropriate actions as recommended within the Trust and Wiltshire safeguarding audits.

### Appendix 3: Safeguarding Governance within Acorn Education Trust



