



# Jasmine Grove School

## Child Protection and Safeguarding Policy

<b>Policy Date</b>	September 2025 (Reviewed January 2026)
<b>Next Review</b>	September 2026
<b>Written By</b>	A Hulme/D Pallett/A McGregor

**This policy should be read in conjunction with the following Site Policies:**

- Allegations Against Staff Policy
- Anti-Bullying Policy
- Online Safety Policy
- Promoting Positive Behaviour Policy
- Curriculum Policy
- PSHE Policy
- Whistle blowing Policy
- Safer Recruitment Policy
- Missing from Home/Absconding Policy
- Complaints Procedures Policy
- Health and Safety Policy

Key Contacts for safeguarding and pupil protection policies and procedures can be accessed through

**Starting Point (Derbyshire) professional advice and consultation service (01629 535353) OR  
Immediate Safeguarding Concerns (01629 533190)**

**First Contact Team (Derby) (01332 641 172)**

**Online Procedures Derby and Derbyshire Safeguarding Children Partnership July 2020**

<https://www.proceduresonline.com/derbyshire/scbs>

Designated safeguarding lead:

**Anna Hulme (Headteacher)**

Deputy designated safeguarding lead:

**Sean Stewart (Assistant Headteacher) Daniel Pallett (Executive Headteacher)**

**This policy has been updated in response to the release of Keeping Children Safe in Education 2025.**

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## **1. Policy Statement**

**1.1** Smoothstone Care and Education is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect and prevent children from harm, abuse, exploitation and discrimination.

Jasmine Grove School acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse or harm.

All Jasmine Grove School staff and volunteers will endeavour to work together through our policies, practices and procedures to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults in its care.

**1.2** To fulfil their commitment to safeguard and promote the welfare of children and young people, Jasmine Grove School must have:

- Clear priorities for safeguarding and promoting the welfare of children and young people, explicitly stated in strategic policy documents
- Arrangements in place to effectively implement the Prevent Strategy and Duty
- Arrangements in place to comply with statutory and mandatory requirements
- A clear commitment by senior management to the importance of safeguarding and promoting children and young people's welfare
- A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children and young people
- Recruitment and human resources management procedures that take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on all staff and volunteers
- Procedures for dealing with allegations of abuse against members of staff and volunteers
- Arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and to keep this up-to-date by refresher training at regular intervals
- Procedures to ensure that all staff, including temporary staff, governor's and volunteers who work with children and young people, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and young people
- Policies for safeguarding and promoting the welfare of children and young people and procedures that are in accordance with guidance and locally agreed inter-agency procedures
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of children and young people, including arrangements for sharing information

- A clear commitment to develop and implement systems that enable children and young people to use online and mobile technology safely and reduce the risks of potentially harmful behaviours
- A clear commitment to ensure children are treated fairly, protected and free from discrimination on the grounds of the protected characteristics: race, religion, gender, age, disability, gender identity and sexual orientation
- A culture of listening to and engaging in dialogue with children and young people - seeking their views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the establishment or development of services
- Definitive whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children and young people to be addressed

**1.3** The principles upon which the Child Protection and Safeguarding Policy is based are:

- The welfare of a pupil or young person will always be paramount
- The welfare of families will be promoted
- The rights, wishes and feelings of children, young people and their families will be respected and listened to
- Keeping children and young people safe from harm requires people who work with children and young people to share information
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below

**1.4** This document is written in accordance with Local Safeguarding Children Boards' Policies, 'Safeguarding Vulnerable Groups', 2006, 'Working Together to Safeguard Children' 2023, The Equality Act 2010, and **Keeping Children Safe in Education Sept 2025**

**Ray Scales  
Proprietor  
September 2025**

## 2. Introduction

**2.1** Jasmine Grove School staff fully recognise their primary responsibilities are to protect and safeguard the welfare of children and young people. The school recognises its legal duty under s175 Education Act 2002 (section 157 in relation to independent schools and academies) and the 1989 Children Act and takes seriously its responsibilities to protect and safeguard the interests of all children and young people. This organisation recognises that effective pupil protection work requires sound procedures, good inter-agency co-operation and a workforce that is competent and confident in reporting and responding to pupil protection situations.

Jasmine Grove School recognises and accepts that the school, and their staff form part of a wider safeguarding system for children, and that promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, schools and their staff should make sure their approach is pupil centred, this means that they should consider, at all times, what is in the **BEST INTERESTS** of the pupil.

Jasmine Grove School and its staff do not always have a full picture of a pupil's needs and circumstances, therefore they have a role and responsibility identifying concerns, sharing information and taking prompt action to provide support and help to children and families at the right time.

**2.2** **Jasmine Grove School** adopts the definition of safeguarding used in the Children Act 2004 and in the Department for Education guidance, **Keeping Children Safe in Education Sept 2025** which have a focus on safeguarding and promoting children and young people's welfare. This can be summarised as:

- Protecting children and young people from maltreatment whether that is within or outside the home, including online.
- Preventing impairment of children's and young people's health or development
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes
- Providing help and support to meet the needs of children as soon as problems emerge

This document has regard to the statutory guidance **Keeping Children Safe in Education Sept 2025**. The Policy is in keeping with Derby and Derbyshire Safeguarding Children Partnership Procedures.

**2.3** It is a statutory requirement for all schools to have a Child Protection and Safeguarding Policy which is published on the relevant website and is made available to parents and carers on request.

**2.4** This Child Protection and Safeguarding Policy applies to Jasmine Grove School. It supports our commitment to provide a caring and safe environment in which all children and young people can develop socially, emotionally, physically and educationally and in which all children, young

people and staff feel safe, secure and valued. The principles and characteristics of The Equality Act 2010 underpin the school's policies, procedures and practices.

**2.5** Children and young people with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Jasmine Grove School and its staff should ensure the Child Protection and Safeguarding Policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. Jasmine Grove School and its staff have responsibility to protect and safeguard the welfare of vulnerable children and young people who because of their needs are more at risk of abuse than non-disabled children and young people. Many of the children and young people we educate have lifelong developmental disabilities, complex learning needs and autism. Some will be able to manage everyday activities while others will require a lifetime care and specialist support. To protect and safeguard the welfare of children and young people in our care we need to understand their needs:

The commonly used definition from Department of Health (2001), states that a learning disability meets three criteria:

- a significantly reduced ability to understand new or complex information, to learn new skills (impaired intelligence), with;
- a reduced ability to cope independently (impaired social functioning)
- which started before adulthood, with a lasting effect on development

As mentioned above, autism is another area of difficulty for our children and young people. There are three main areas of difficulty that children and young people with autism share which are sometimes known as the 'triad of impairments', they are:

- Social interaction; difficulty recognising or understanding other people's emotions and feelings and expressing their own, which may make it difficult for them to fit in socially. They may spend time alone, not seeking the company of others and appear to behave inappropriately, as it is not always easy for them to express feelings, emotions or needs
- Social communication; difficulty with verbal and non-verbal language. Many have a very literal understanding of language, and think people always mean what they say. They find it difficult to use or understand facial expressions or tone of voice, jokes and sarcasm, or common phrases and sayings
- Social imagination; difficulty in understanding and interpreting other people's thoughts and feelings, predict what will happen next, understand the concept of danger, engage in imaginative play and activities or prepare and cope with change

We, therefore, have challenges, given the range and complexity of need within our school population and how we recognise the signs; symptoms and indicators of all aspects of abuse and how we can best prevent and protect children and young people's welfare. Children and young people with autism or a learning disability experience communication difficulty and, therefore, have significant issues expressing their feelings, including disclosures of abuse.

We also need to develop a range of strategies that identify the indicators of abuse within our complex population,

and support disclosure of abuse. All staff should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful.

Jasmine Grove School and its staff are aware of the potential indicators of abuse, although there is a potential risk of staff becoming over familiar with the behaviours a pupil or young person with autism and learning disabilities present. This means they may be at risk of failing to recognise a change in behaviour.

Barriers that exist when recognising abuse and neglect in these groups of children and young people include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury that relate to the pupil's disability without further exploration
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying including cyber bullying, without outwardly showing any signs
- children and young people with communication needs present challenges and barriers to disclosure

Strategies to enable disclosure of abuse with children and young people with autism and learning disabilities:

- staff should be familiar with the pupil's preferred communication methods and the way their autism and/or learning disability presents, e.g. signs, symbols, social stories and pictorial representation and be supported by specialist staff e.g. SaLT
- specific programmes supported by SaLT to help in the teaching of 'who' questions e.g. Who, When. Along with more specific sessions teaching key vocabulary around feelings and body parts
- regular communication with Parents/Carers to be alert to changes in behavioural presentation and health concerns
- discussions with other key professionals around changes in behaviour and presentation

**2.6** This policy shall meet the requirements of the Independent School Standards 2019

## 2.7 Underpinning Values

Where there is a safeguarding issue, Jasmine Grove will work in accordance with the principles set out in this policy and those outlined in the Derby and Derbyshire Safeguarding Children Partnership procedures:

- A pupil's welfare is paramount. Each pupil has a right to be protected from harm and exploitation and to have their welfare safeguarded
- Each pupil is unique. Action taken by schools and their staff should always act in the pupil's BEST interest and should be pupil-centred, taking account of a pupil's cultural, ethnic and religious background, their gender, their sexual orientation, their individual ability and any special needs
- Children, parents and other carers should be made aware of their responsibilities and their rights, together with advice about the power of professionals to intervene in their family circumstances
- Individual family members must be involved in decisions affecting them. They must be treated with courtesy and respect and with due regard given to working with them in a spirit of partnership in safeguarding children's welfare. However, it may not be appropriate to advise parents/carers immediately about a referral depending on circumstances and the advice given by Children's Social Care. The welfare of the pupil is paramount in such situations
- Each pupil has a right to be consulted about actions taken by others on his/her behalf in an age-appropriate way. The concerns of children and their families should be listened to and due consideration given to their understanding, wishes and feelings. However, it may not always be possible to respect a pupil/carer's request for confidentiality. If a pupil may be at risk of significant harm, there is a duty on the school to share information with Children's Social Care in the area that the event or incident took place. If the incident or event has taken place within Derbyshire, then Derby and Derbyshire Safeguarding Partnership and the pupil's home local authority children's services need to be informed. **Derbyshire LADO: 01629 531940 email: professional.allegations@derbyshire.gov.uk** needs to be notified **if the concern relates to a member of school staff, governor or volunteers**. This will be explained to the pupil or family member and appropriate reassurance given
- Personal information is usually confidential. It should only be shared with the permission of the individual concerned (and/or those with parental responsibility) unless the disclosure of confidential personal information is necessary in order to protect a pupil or promote their welfare. In all circumstances, information must be confined to those people directly involved in the professional network of each individual pupil and on a strict "need to know" basis
- Professionals should be aware of the effects of outside intervention upon children, upon family life and the impact and implications of what they say and do
- Explanations by professionals to children, their families and other carers should be plainly stated and jargon-free. Unavoidable technical and professional terminology should be explained in simple terms

- Sound professional practice is based upon positive inter-agency collaboration, evidence-based research and effective supervision and evaluation
- Early help assessment and intervention is an overriding principle in providing support for children and young people at risk of abuse. Support services will utilise the Common Assessment Framework Process and if necessary an assessment under Section 17 of the Children Act (1989). This is an important principle of practice in inter-agency arrangements for safeguarding the welfare of children and young people.

### **3. Legal framework**

See page 68 for a full list of legislation and guidance documents used and referenced within this policy.

#### **Legislation**

### **4. Roles and Responsibilities**

**4.1** All staff working at Jasmine Grove School have a statutory duty and shared responsibility to safeguard and protect the welfare of children and young people.

**4.2 The Directors of Smoothstone Care and Education** through Designated Safeguarding Leads (DSL) have responsibility for:

- Ensuring Jasmine Grove staff operate and practice in line with the organisation's safeguarding policies and procedures that comply with Derby and Derbyshire Safeguarding Children Partnership Procedures.
- Ensuring the DSL acts as the main point of contact with the three safeguarding partners.
- Understanding the local criteria for action and the local protocol for assessment, and ensure these are reflected in the school's policies and procedures.
- Ensuring that staff members have due regard to relevant data protection principles which allow them to share personal information.
- Appointing 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).
- Ensuring all relevant persons are aware of the school's local safeguarding arrangements, and the timelines for Derby and Derbyshire Safeguarding Children Partnership.
- Providing the necessary support and resources to ensure children thrive, develop and keep children and young people safe, through at least good standards of care and education
- Reporting on a monthly basis an overview of safeguarding concerns and issues, actions taken and any potential implications for future practice
- Organising a safeguarding audit, with the designated safeguarding leads and ensuring recommendations have been effectively implemented through monthly monitoring visits

- Providing support and resources to the staff involved in managing safeguarding issues, as the organisation acknowledges how stressful safeguarding situations are e.g. providing additional staffing or therapy if required
- Guaranteeing that there are effective pupil protection policies and procedures in place together with a staff code of conduct.
- Reviewing the organisation's Child Protection and Safeguarding Policy **twice annually, September and January**
- Appointing a member of staff from the senior leadership team (SLT) to the role of DSL as an explicit part of the role-holder's job description – there should always be cover for the DSL.
- Adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.
- Guaranteeing that volunteers are appropriately supervised.
- Ensuring that all staff members receive safeguarding and pupil protection training updates, such as e-bulletins, emails and staff meetings, as required, but at least annually.
- Certifying that there are procedures in place to handle allegations against members of staff or volunteers
- Confirming that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.
- Guaranteeing that there are procedures in place to handle allegations against other children. Making sure that children' wishes or feelings are taken into account when determining what action to take, and what services to provide to protect individual children.
- Guaranteeing that there are systems in place for children to express their views and give feedback.
- Establishing an early help procedure and inform all staff of the procedures it involves.
- Appointing a keyworker as an advocate for the young person and to promote and collate all professional, social and educational plans
- Appointing a designated teacher to promote the educational achievement of looked after children (LAC) and ensure that this person has undergone appropriate training.
- Ensuring that the designated teacher works with the virtual school head to discuss how the pupil premium funding can best be used to support LAC.
- Making sure that staff members have the skills, knowledge and understanding necessary to keep LAC safe, particularly with regard to the young person's legal status, contact details and care arrangements.
- Putting appropriate safeguarding responses for children who go missing in place, particularly on repeat occasions, to help identify any risk of abuse and neglect, including sexual abuse or exploitation, and prevent

the risks of their disappearance in future

- Ensuring that all members of the governing body and Directors have been subject to an enhanced DBS check.
- Ensuring Jasmine Grove policy and procedures comply with The Education Inspection Framework Updated July 2021 and the Independent School Standards 2019

Within the Governance process, there are procedures that monitor the systems to safeguard children who go missing on a repeated basis and those at risk of abuse and sexual exploitation. Governors monitor these issues and ensure staff take appropriate action, on a regular basis. Governors receive regular training to equip them to challenge the safeguarding practices in the school.

**4.3** If there is a concern or allegation against the Headteacher the staff should inform Ray Scales (Proprietor) on **01270662044/07484 114182**. If there is a concern or allegation against Ray Scales, staff should inform **Derbyshire LADO: 01629 531940**  
**email: professional.allegations@derbyshire.gov.uk**

**4.4 The headteacher** has responsibility for:

- Ensuring the organisation's safeguarding policies and procedures are effectively embedded in the culture of the school and are compliant with Derby and Derbyshire Safeguarding Children Partnership Procedures and relevant legislation e.g. **Working Together to Safeguard Children 2023** and **Keeping Children Safe in Education Sept 2025**
- Providing staff, upon induction, with the Pupil Protection and Safeguarding Policy, Staff Code of Conduct, part one of the 'Keeping children safe in education' (KCSIE- 2025) guidance, Promoting Positive Behaviour Policy, the Children Missing from Education Policy, online safety training, and the identity of the DSL and any deputies.
- Ensuring the school delivers a curriculum which promotes the prevention of and protection from pupil abuse or harm for example ensuring children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through PSHE and through relationship and sex education (RSHE).
- Ensuring policies and procedures are in place to protect children from harm on work experience placements.
- Ensuring that there is a Designated Safeguarding Lead on the Senior Leadership Team, with the appropriate training and time and support to fulfil their role and responsibilities
- Ensuring there is a trained deputy DSL (**Sean Stewart, Assistant Headteacher and Daniel Pallett Executive Headteacher**)

- Ensuring all staff and volunteers are trained, receive regular updates in the definitions and signs of abuse, are conversant with their safeguarding duties, have sound knowledge of the referral process and always act in the **BEST INTERESTS** of the pupil
- Ensuring that there is a designated manager of allegations against staff, normally a member of the senior leadership team and that they implement the procedures within the Allegations against Staff Policy
- Ensuring confidentiality protocols are respected and that information is shared with the relevant agencies and personnel
- Ensuring safeguarding practices and procedures, prevent, protect and support pupils and young people from the risks of harm and potential abuse
- Ensuring any pupil or young person who has been subject to harm or abuse receives the support required including hospital treatment
- Ensuring that Jasmine Grove staff contribute to inter-agency working as part of its statutory duty, recognising particular importance of inter-agency working in identifying and preventing pupil sexual exploitation (CSE) and pupil criminal exploitation (CCE)
- Ensuring the staff including agency staff and volunteers are aware of **Derbyshire LADO's contact number 01629 531940** and who the lead and deputy DSLs are through policies induction, briefings and displays on notice boards

In light of the above, staff members are aware that whilst Data Protection Act 1998 places a duty on organisations to process personal information fairly and lawfully, it is not a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm.

**4.5 The Designated Safeguarding Lead (DSL)** should be a member of the senior leadership team, and should take lead responsibility for safeguarding. At Jasmine Grove School the DSL is Anna Hulme {Headteacher} who is responsible for:

Referring all cases of suspected abuse to Children's Social Care, the LA designated officer (LADO) for pupil protection concerns, the DBS, and the police in cases where a crime has been committed. Local Authority Designated Officer (LADO) who can be contacted in Derbyshire on **01629 531940**

- Understanding, and keeping up-to-date with multi-agency arrangement of three safeguarding partners.
- Acting as the main point of contact with Derby and Derbyshire Safeguarding Children Partnership, and with the three safeguarding partners following completion of the transition period.
- Liaising with the principal to inform him/her of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Understanding the assessment process for providing early help and intervention.

- Supporting staff members in liaising with other agencies and setting up inter-agency assessment where early help is deemed appropriate.
- Keeping cases of early help under constant review and refer them to the Children's Social Care if the situation does not appear to be improving.
- Having a working knowledge of how LAs conduct a pupil protection case conference and a pupil protection review conference, and be able to attend and contribute to these effectively when required to do so.
- Ensuring each member of staff has access to and understands Jasmine Grove Child Protection and Safeguarding Policy and procedures – this will be discussed during the staff induction process.
- Ensuring that the DSL for Care or Education is always available through the shift leader or head teacher.
- Ensuring that any deputy DSLs on site trained to the same level as the DSL.
- Ensuring that The DSL retains overall responsibility for safeguarding even when the activities associated with the role are delegated to deputies
- Ensuring that children and young people who are at risk of harm or who have been potentially abused are immediately protected and safe from harm or abuse (DSL to reinforce with all staff the difference between a concern and immediate danger or risk of harm)
- Ensuring they have details of the pupil's social worker and the name of the virtual school head in the authority that looks after the pupil.
- Referring cases where a person is dismissed or left due to risk/harm to a pupil to the Disclosure and Barring Service and Teaching Regulation Agency as required; and refer cases where a crime may have been committed to the Police as required
- If the concerns or alleged abuse relate to the pupil or young person's home life, then the DSL should contact the relevant local Children's Services team. At the point of referral the DSL should seek advice with regards to contacting parents/carers
- The DSL referring must ensure the staff do not take any further action without first consulting the relevant Children's Services team
- Providing a full written record of the referral and accurate chronology (**Appendix 2, Chronology and Record of Events Form**) outlining communication and actions taken to the local area Children's Services team within 24 hours
- Ensuring that all records are maintained confidentially, securely and separately from other children and young person's records. Access to the confidential records is restricted to the DSLs.
- Providing support and guidance to staff on safeguarding issues
- Ensuring that the DSL or Deputy DSL attends case conferences, CORE groups or other multi agency planning meetings, contributes to assessments and provides a report that has been shared with the parents

- Liaising with other agencies and professionals (e.g. contact details of local Children's Services team)
- Work with the directors and governing body to ensure that Jasmine Grove School Pupil Protection and Child Protection and Safeguarding Policy is reviewed annually and the procedures are updated regularly.
- Ensure the Pupil Protection and Child Protection and Safeguarding Policy is available publicly, and parents/carers are aware that Jasmine Grove Staff may make referrals for suspected cases of abuse or neglect, as well as the role the school plays in these referrals.
- Link with the Derby and Derbyshire Safeguarding Children **Partnership** to make sure that staff members are aware of the training opportunities available and made aware of the latest local policies on safeguarding.
- Ensure that a young person's pupil protection file is copied when transferring to a new school.
- 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 pupil arrangement orders or who were adopted from state care outside England and Wales.

For further information and guidance on the role of DSL please refer to Annex C in **Keeping Children Safe in Education Sept 2025**

#### 4.6 **The Staff** at Jasmine Grove are responsible for:

- Supporting and delivering a curriculum which promotes the prevention of and protection from pupil abuse or harm.
- Providing safe stimulating care through positive professional relationships promoting the prevention of and protection from pupil abuse and harm.
- Supporting the school in providing an atmosphere and ethos in which children feel secure and are encouraged to talk and be listened to
- Listening to any pupil who approaches them wishing to share worries and concerns and to act in their best interests
- Staff should be prepared to identify children who may benefit from early help, this means providing support as soon as a problem emerges
- Staff should 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.
- Staff should be able to support other professionals in an early help assessment and interventions

- Being supportive of children and young people, while helping them understand that they cannot guarantee absolute confidentiality
- Being alert to any signs of abuse or harm in the children and young people they have contact with
- **Immediately reporting any nagging doubts both orally and in writing (see Appendix 1a, Nagging Doubt) to any of the DSLs or their deputies. Nagging Doubts will also be logged on SLEUTH**
- **Serious concerns should immediately be reported both orally and in writing to the DSL Anna Hulme or, in their absence, the deputy DSL {Sean Stewart or Daniel Pallett} or direct to Derbyshire Starting Point 01629 535353 (see Appendix 1b, Serious Concerns)**
- Understanding that individual staff with concerns may refer to the local children's services directly
- Taking part in safeguarding training provided by Jasmine Grove on pupil protection and specific safeguarding issues identified in Keeping Children Safe In Education Sept 2025. In particular staff knowledge of filtering and monitoring systems that the school use.
- Understanding and practising the home and school's safeguarding procedures
- Having an awareness of safeguarding issues- some of which are listed below. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger
- Being aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults, domestic abuse in pupils' own intimate relationships (teenage relationship abuse) and sexting. Staff should be clear as to the school's policy and procedures with regards to child-on-child abuse

**4.7** Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, information for schools can be found on the TES, MindEd and the NSPCC websites. School and care staff can access government guidance as required on the issues; these can be referred to on P12 and Annex A of **Keeping Children Safe in Education Sept 2025**.

Further safeguarding information and guidance for staff please refer to [Worried About a Pupil? \(ddscp.org.uk\)](https://www.education.gov.uk/working-with-staff/safeguarding-and-child-protection) or Part One in **Keeping Children Safe in Education Sept 2025**

## 5. Definitions and Signs of Abuse

### 5.1 What is pupil abuse?

The terms “**children**” and “**pupil**” refer to anyone under the age of 18. Pupil abuse is a form of maltreatment of a pupil or young person. Somebody may abuse or neglect a pupil or young person by inflicting harm or by failing to act to prevent harm. Children or young people may be abused in a family or institutional or community setting by those known to them, or more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another pupil or children.

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 pupil’s dignity and makes them feel intimidated, degraded or humiliated, and can create a hostile, sexualised or offensive environment.

There are four broad categories of pupil abuse (**Appendix 3, Signs of Abuse**)

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

All school staff should be aware that abuse, neglect, exploitation and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another. Children who witness abuse or the ill treatment of others can also be impacted by its effects, by what they have seen, heard or felt.

#### **Mental Health**

All staff should also be aware that mental health problems can, in some cases, be an indicator that a pupil has suffered or is at risk of suffering abuse, neglect or exploitation. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children’s experiences, can impact on their mental health, behaviour and education.

### 5.2 General signs of abuse:

Abused children may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Anyone working with children or young people needs to be vigilant to the signs listed below.

**Whilst these signs do not necessarily mean that a pupil is being abused, they probably indicate that the pupil or family is having some problems which should be investigated.**

- Regularly experiencing nightmares or sleeping problems

- Changes in personality
- Outbursts of anger
- Changes in eating habits
- Showing an inexplicable fear of particular places or making excuses to avoid particular people
- Self-harming (includes head banging, scratching, cutting)
- Not receiving adequate medical attention after injuries
- Showing violence to animals, toys, peers or adults
- Knowledge of "adult issues" e.g. alcohol, drugs, sexual behaviour
- Lacking in confidence or often wary/anxious
- Regressing to the behaviour of younger children
- Regular flinching in response to sudden but harmless actions, e.g. someone raising a hand quickly

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

**Signs and Symptoms of Physical abuse:** It is normal for children to have cuts and bruises on their bodies caused by accidents which happen whilst they are moving about and/or playing. These are marks that have an acceptable and reasonable explanation.

Marks or injuries which do not have an acceptable explanation may indicate that a pupil has been abused. This may include:

Bruising:

- Bruises on the cheeks, ears, palms, arms and feet
- Bruises on the back, buttocks, tummy, hips and backs of legs
- Multiple bruises in clusters, usually on the upper arms or outer thighs
- Bruising which looks like it has been caused by fingers, a hand, or an object i.e. belt, shoe
- Large oval shaped bite

marks Burns or scalds:

- Any burns which have a clear shape of an object, e.g. cigarette burns

- Burns to the backs of hands, feet, legs, genitals, or buttocks

Other signs of physical abuse include multiple injuries (i.e. bruising, fractures) inflicted at different times. It is particularly concerning if parents/carers are unable to explain these injuries and it is not clear whether they took the pupil to receive medical treatment at the time of the injury.

Be vigilant to possible abuse if a pupil is frequently described as ill by their parent but does not have any symptoms which are obvious to others. In addition, the parent will be unable to provide details of a medical diagnosis for the pupil's apparent condition.

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

\*cyber bullying is a growing problem and includes:

- Sending threatening or disturbing text messages
- Homophobia, racism or sexism
- Making silent, hoax or abusive calls
- Creating and sharing embarrassing images or videos
- 'Trolling', the sending of menacing or upsetting messages on social networks, chat rooms or online games
- Excluding children from online games, activities or friendship groups
- Setting up hate sites or groups about a particular pupil
- Encouraging young people to self-harm
- Voting for someone in an abusive poll
- Hijacking or stealing online identities to embarrass a young person or cause trouble using their name

- Sending 'sexts' to pressure a pupil into sending images or other activity

**Signs and Symptoms of Emotional abuse:** It is important to remember that some children are naturally open and affectionate whilst others are quieter and more self-contained. Children also develop at different rates from one another and some may be slightly more or less advanced than other children in their age group. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual pupil.

The following signs may indicate emotional abuse:

- Inappropriate knowledge of 'adult' matters such as sex, alcohol and drugs
- Extreme emotional outbursts
- Very low self-esteem, often with an inability to accept praise or to trust
- Lack of any sense of fun, over-serious or apathetic
- Excessive clingy or attention seeking behaviour
- Over-anxiety, either watchful and constantly checking or over-anxious to please
- Developmental delay, especially in speech
- Substantial failure to reach potential in learning, linked with lack of confidence, poor concentration and lack of pride in achievement
- Self-harming, compulsive rituals, stereotypic repetitive behaviour
- Unusual pattern of response to others showing emotions

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

**Signs and Symptoms of Sexual abuse:** Sexual abuse often presents itself in a veiled way. Although some pupil victims have obvious genital injuries, a sexually transmitted disease or are pregnant, relatively few show such obvious signs.

Recognition of sexual abuse generally follows either a direct statement from the pupil (or very occasionally from the abuser), or more often, suspicion based on the pupil's circumstances, behaviour, or physical symptoms or signs.

The following list of commonly observed indicators is not exhaustive and there may be situations where none of them is present, even though a pupil is known to have been abused sexually. Equally, even if some are present it may also not be definitive of sexual abuse. These physical signs should alert professionals to the possibility of abuse. Suspicion increases where several features are present together.

**Physical manifestations:**

- Sexually transmitted diseases
- Pregnancy (especially in younger girls or when identity of father is uncertain)
- Genital lacerations or bruising
- Vaginal bleeding in prepubescent girls
- Abnormal dilation of vagina, anus or urethra
- Additional physical signs

Although these signs are not on their own indicative of sexual abuse, they include:

- Itching, redness, soreness
- Unexplained bleeding from vagina or anus
- Daytime wetting
- Faecal soiling or retention

**Emotional and behavioural manifestations**

Behaviour with sexual overtones (depending on age and understanding):

- Explicit or frequent sexual preoccupation in talk and play
- Sexual relationships with adults or other children
- Hinting at sexual activity or secrets through words, play or drawings

Children may also behave in the following ways:

- Withdrawn, fearful or aggressive behaviour to peers or adults
- Running away from home
- Suicide attempts and self-mutilation

- Pupil psychiatric problems, including behaviour problems, withdrawal from social contact, onset of wetting or soiling when previously dry and clean, severe sleep disturbances, arson (fire setting)
- Learning problems which do not match intellectual ability, or poor concentration (NB: for some sexually abused children, school may be a haven - they will arrive early, are reluctant to leave and perform well)
- Marked reluctance to participate in physical activity or to change clothes for PE, etc.

**5.6 Neglect:** the persistent failure to meet a pupil's basic physical and/or psychological needs, likely to result in the serious impairment of the pupil's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a pupil is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a pupil from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a pupil's basic emotional needs.

**Signs and Symptoms of Neglect:** It is important to remember that some children are very picky eaters whilst others may refuse to wear a coat regardless of how cold it is outside. A pupil may also appear to be underweight, but is, in fact, naturally thin.

Some of the most obvious signs of neglect (e.g. children being thin, dirty or not wearing a coat) are not in themselves indicators of abuse. However, if, over time, it is clear that a pupil is not receiving an adequate level of care and supervision appropriate to their age, it may indicate that the pupil is being neglected. The following are general and age-specific signs of neglect:

Further Signs of Neglect:

#### **Hygiene**

- Poor hygiene, frequently smelly or dirty and regularly have dirty and unwashed clothing

#### **Health**

- Untreated health and dental problems
- Poor muscle tone and prominent joints
- Poor skin; sores, rashes, flea bites, scabies and ringworm
- Thin swollen tummy
- Injuries caused by accidents, e.g. cuts or burns becoming infected
- Anaemia

- Incontinence
- Faltering growth and not reaching developmental milestones
- Recurring illness or infections

#### **Nutrition**

- Often hungry
- No breakfast

#### **Development**

- Being tired
- Withdrawn and unhappy
- Anxious and avoiding people
- Difficulty making friends
- Poor language and communication skills
- Poor social skills
- Missing school

**5.7 Pupil Sexual Exploitation (CSE) and Pupil Criminal Exploitation (CCE):** Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a pupil into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online'

Further information & guidance please refer to; **Pupil Sexual Exploitation: Definition and Guidance for Practitioners (DfE Feb 2017)**

**Signs and Symptoms of Pupil Sexual Exploitation, Pupil Criminal Exploitation:** Sexual and Criminal exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber bullying and grooming. It is important to recognise that some young people who are being sexually exploited do not exhibit any

external signs of this abuse and some do not recognise that they are being exploited. However, there are a number of tell-tale signs that the pupil may be being groomed for sexual exploitation.

These include:

- Going missing for periods of time or regularly returning home late
- Regularly missing school or not taking part in education
- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infection
- Mood swings or changes in emotional well-being
- Drug and alcohol misuse
- Displaying inappropriate sexualised behaviour

### **Children at Risk of Exploitation (CRE)**

Pupil sexual exploitation can happen at any time and a pupil may not even realise it is happening to them. Many children may be at risk of exploitation and staff need to be aware of how to support them and recognise signs of risk as outlined above.

### **Pupil Victims of Trafficking**

Trafficking of children is a form of human trafficking which means the recruitment, transportation, transfer, harbouring, and/or receipt of a pupil by means of a threat or use of force or other forms of coercion for the purposes of exploitation.

Trafficking specifically targets the pupil as an object of exploitation; the pupil may be unaware of their fate:

- Reason for trafficking children
- Sexual exploitation
- Domestic servitude
- Sweatshop, restaurant and other catering work
- Agricultural labour, including tending plants in illegal cannabis farms
- Benefit fraud

- Involvement in petty criminal activity
- Organ harvesting
- Drug mules, drug dealing or decoys for adult drug traffickers
- Illegal inter-country adoption

It is possible that unaccompanied asylum seeking children (UASC) may have been trafficked into the UK and are likely to remain under the influence of their traffickers, even whilst they are looked after.

Any pupil who has been a victim of trafficking will have a risk assessment setting out how the pupil will be protected from any trafficker, to minimise any risk of traffickers being able to re-involve a pupil in exploitative activities. This plan should include contingency plans to be followed if the young person goes missing.

**Signs that a pupil may be trafficked include:**

- Is withdrawn and refuses to talk or appears afraid to talk to a person in authority
- Does not appear to have money but does have a mobile phone
- Possession of large amounts of money or expensive belongings with no plausible explanation
- Receives unexplained/unidentified phone calls whilst in placement
- Has a history with missing links and unexplained moves

**Grooming**

Grooming can happen in person, online and in gangs or groups.

Once they have established trust, groomers will exploit the relationship by isolating the pupil from friends or family and making the pupil feel dependent on them. They will use any means of power or control to make a pupil believe they have no choice but to do what they want.

Groomers may introduce 'secrets' as a way to control or frighten the pupil. Sometimes they will blackmail the pupil, or make them feel ashamed or guilty, to stop them telling anyone about the abuse.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or pupil.

They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online - they may pretend to be a pupil and then chat and become 'friends' with children they are targeting.

Groomers may look for:

- usernames or comments that are flirtatious or have a sexual meaning
- public comments that suggest a pupil has low self-esteem or is vulnerable

Groomers don't always target a particular pupil. Sometimes they will send messages to hundreds of young people and wait to see who responds.

Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Groomers may be male or female. They could be any age.

Many children and young people don't understand that they have been groomed, or that what has happened is abuse.

Grooming can be more than just one single person, it can happen in gangs or groups of people who are of both the same, and different, age, ethnicity, religion and social backgrounds.

For further guidance please refer to [www.nspcc.org.uk](http://www.nspcc.org.uk)

### **Serious Violence**

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 school
- 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

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

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

## **5.8 Honour Based Violence including Female Genital Mutilation and Forced Marriage.**

So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a pupil being at risk of HBV, or already having suffered HBV.

Female genital mutilation (FGM) is the partial or total removal of external female genitalia or other injury to the female genital organs for non-medical reasons. It's also known as female circumcision, cutting or Sunna.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is pupil abuse. It's dangerous and has been a criminal offence in the UK since 1985. In 2003 it also became a criminal offence for UK nationals or permanent UK residents to take their pupil abroad to have female genital mutilation. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make pupil birth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

FGM is a hidden crime, so we don't know exactly how common it is. Even partial removal or 'nipping' can risk serious health problems for girls and women.

FGM is usually performed by someone with no medical training. Girls are given no anaesthetic, no antiseptic treatment and are often forcibly restrained. The cutting is made using instruments such as a knife, pair of scissors, scalpel, glass or razor blade.

Girls are more at risk if FGM has been carried out on their mother, sister or a member of their extended family.

A girl at immediate risk of FGM may not know what's going to happen. But she might talk about:

- being taken 'home' to visit family
- a special occasion to 'become a woman'
- an older female relative visiting the UK

She may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school.

A girl or woman who has had FGM may:-

- have difficulty walking, sitting or standing
- spend longer than normal in the bathroom or toilet
- have unusual behaviour after an absence from school or college

- be particularly reluctant to undergo normal medical examinations

- ask for help, but may not be explicit about the problem due to embarrassment or fear

FGM can be extremely painful and dangerous. It can cause:

- severe pain
- shock
- bleeding
- infection such as tetanus, HIV and hepatitis B and C
- organ damage
- blood loss and infections that can cause death in some cases

#### **Long-term effects**

Girls and women who have had FGM may have problems that continue through adulthood, including:

- difficulties urinating or incontinence
- frequent or chronic vaginal, pelvic or urinary infections
- menstrual problems
- kidney damage and possible failure
- cysts and abscesses
- pain when having sex
- infertility
- complications during pregnancy and childbirth
- emotional and mental health

problems FGM helpline on **0808 028 3550**.

- Jasmine Grove School is an 'open environment', where children and young people feel able to discuss issues that they may be facing;
- the Designated Safeguarding Leads are aware of the issues surrounding FGM and Forced Marriage;
- advice and signposting is available for accessing additional help, e.g. the NSPCC's helpline, Childline services, Forced Marriage Unit;
- Awareness raising about FGM is incorporated in the school's safeguarding training. In addition staff are also made aware of the changes to Forced Marriage Guidance March 2023

If there is a disclosure of abuse of this kind, or staff are concerned for any other reason, they are advised:

- To alert the Designated Safeguarding Lead to their concerns. This member of staff will then refer concerns to children's social care, who will inform the police. If a pupil has disclosed that they are at risk in this way, the case will still be referred to social care even if it is against the pupil's wishes. Where a staff member discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty for it to be reported to the police.
- Not to consult or discuss with the pupil's parents or family, or others within the community.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk from FGM, or already having suffered from FGM.

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines and chapter 9 of those guidelines (p42-44) focuses on the role of schools and colleges.

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives Government powers to issue statutory guidance on FGM to relevant persons.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place statutory duty upon staff, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

**If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18 the teacher must report this to the police. Teachers failing to report such cases will face disciplinary action.**

For further information see Annex A in **Keeping Children Safe in Education, Sept 2025**

## **5.9 Vulnerable to Extremism and Radicalisation**

Extremism and radicalisation is another part of safeguarding children and young people. As with any concern, the risk of harm and abuse is raised when young people are vulnerable and is often noticed when children and young people change their behaviour, clothing or attitudes. One aspect of safeguarding children and young people from radicalisation is to set out in 'Promoting fundamental British values as part of SMSC in schools'. This guidance sets out British values as:

- Democracy
- The rule of law
- Individual liberty

- Mutual respect
- The tolerance of those with different faiths and values

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and which specific needs for which an extremist or terrorist group may appear to provide and answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviours which could indicate that they may be in need of help or protection. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

The Government Prevent Strategy is the approach to reducing the risk of terrorism; this is called '**CONTEST**' and has four parts:

- **Protect;** to strengthen protection against a terrorist attack
- **Prepare;** to mitigate the impact of a attack
- **Pursue;** to stop terrorist attacks
- **Prevent;** to stop people becoming terrorists or supporting terrorism

### **Definition of terrorism**

**Extremism** is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of the British armed forces are also included in this definition.

From July 1 2015, specified authorities, including all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, 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. It applied to a wide range of public-facing bodies. Bodies to which the duty applies **MUST HAVE REGARD TO STATUTORY GUIDANCE ISSUES UNDER SECTION 29 OF THE CTSA 2015** (the prevent guidance) Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools.

Extremism takes many forms and all ideologies are included in this area of safeguarding:

- Islamic extremism
- Left wing extremism

- Right wing extremism
- Animal rights extremism

The statutory Prevent guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

- Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation. These procedures may be set out in existing safeguarding policies on implementing the Prevent Duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Derby and Derbyshire Safeguarding Children Partnership.
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best to assess the training needs of staff in the light of their assessment of the risk to children at the school of being drawn into terrorism. As a minimum however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.
- Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. The school filtering is provided by Swift Comms who manage the school Firewall (Watchguard Firebox), the policies on this are regularly reviewed and updated, additional on-site blocking of websites can be actioned by Senior Staff. It is also important that schools teach children about Online-Safety more generally, **including fake news, misinformation, disinformation and conspiracy theories.**

The Department for Education has also PUBLISHED ADVICE FOR SCHOOLS ON THE PREVENT DUTY. The advice is intended to complement the Prevent Guidance and signposts other sources of advice and support.

Staff should understand when it is appropriate to make a referral to the Channel Programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Section 36 of the CTSA 2015 places duty on local authorities to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral, the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary, consent is obtained, arrange for support to be provided to those individuals. Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. Schools and colleges which are required to have regard to **Keeping Children Safe in Education Sept 2025** are listed in the CTSA 2015 as partners to co-operate with local Channel panels.

### **Channel Programme (making a referral)**

Staff should understand when it is appropriate to make a referral to the Channel Programme. (All staff at Jasmine Grove complete online Channel Awareness Training). Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

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### **Working with Derbyshire – Local Authority Guidance and Arrangements**

Our local Channel panel is set up to offer help and guidance to people who may be at risk of becoming involved in extremism.

Channel seeks to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals; Starting Point professional advice and consultation service tel: 01629 535353.
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist related activity;
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

Jasmine Grove School follows procedures for managing all safeguarding concerns in direct relation to vulnerable people at risk of becoming involved in extremist activity as set out in Derby City's

overview of the Channel initiative

Once a referral is made the Prevent Team will investigate further to assess the nature and extent of the risk and develop the most appropriate support package for the individual concerned.

**Making a Referral to Derbyshire Prevent Team:** If concerns arise, a member of school staff will complete a school Initial Record of Concerns Form (Appendix 1b) and pass on to the School Prevent Lead (Anna Hulme). A referral is to be made to the Derbyshire Prevent Team if there are concerns that a pupil (or any other person) is at risk of getting involved in extremism or when an individual is identified as a cause for concern in relation to Prevent. In accordance with Derbyshire's policy if there are immediate safeguarding concerns under Prevent Anna Hulme or Sean Stewart will contact Derbyshire Police on 101 and Children's Services (Starting Point 01629 535353) if under 18 and adult's services if 18+. In all other cases Anna Hulme will complete the Pupil Referral Form to request early help and assessment [www.derbyshire.gov.uk/startingpoint](http://www.derbyshire.gov.uk/startingpoint) . The form will trigger agency enquiries and this may include liaising with the local Police Prevent Team and referral into a multi-agency panel (CHANNEL) depending upon the information gathered and level of risk.

Anna Hulme will complete and submit the Police PREVENT online referral Form in all cases through the Safer Derbyshire Website. [Prevent referrals \(saferderbyshire.gov.uk\)](http://Prevent referrals (saferderbyshire.gov.uk))

Advice can be sought in all cases by contacting; Derbyshire County Council Prevent Lead 01629 538473 [prevent@derbyshire.gov.uk](mailto:prevent@derbyshire.gov.uk)

Once a referral is made the Prevent Team will investigate further to assess the nature and extent of the risk and develop the most appropriate support package for the individual concerned.

### **Prevent Lead and Staff Training at Jasmine Grove**

All senior staff will complete the WRAP training (Workshop to Raise Awareness of Prevent) or equivalent. In addition all staff members and teaching Staff will complete an online training module 'Channel General Awareness'

Anna Hulme, Headteacher, is the named Prevent Lead for Jasmine Grove School. The Prevent Lead oversees key areas of responsibility are set out in the Prevent Duty Guidance for England and Wales.

### **Indicators of vulnerability (signs and symptoms) include:**

Identity

- Children and young people is distanced from their cultural/religious heritage and experiences
- Discomfort about their place in society
- Personal crises, the children and young people may be experiencing family tensions
- A sense of isolation

- Low self-esteem
- They may be disassociated from their existing friendship group and become involved with a new and different group of friends
- They may be searching for answers to questions about their identity, faith and belonging

### **Personal Circumstances**

- Migration
- Local community tensions and events affecting the Children and Young People's country of origin may contribute to a sense of grievance that is triggered by a personal experience of racism or discrimination or aspects of Government policy

### **Unmet Aspirations**

- children and young people may have perceptions of injustice
- A feeling of failure
- Rejection of civic life

### **Experiences of Criminality**

- Involvement with criminal groups
- Imprisonment and poor resettlement/reintegration on release

### **Special Educational Needs**

- Social interaction
- Empathy with others
- Understanding the consequences of their actions; and awareness of the motivation of others

### **More Critical Risk factors could include;**

- Being in contact with extremist recruiters
- Accessing violent extremist websites, especially those with a social networking element
- Possessing or accessing violent extremist literature

- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour
- Experiencing a high level of social isolation, resulting in issues of identity crises and/or personal crises

### **De-radicalisation**

- All-inclusive ethos
- Create doubt or disillusionment
- Question ideas
- Safe discussions
- Range of views

**5.10 Bullying** (including cyber-bullying): See also Jasmine Grove School Anti-Bullying Policy and procedures and Online-Safety Policy.

Bullying occurs when a person or group of people behave in ways which are designed to cause distress or to hurt a person or group of people. Bullying can be overt and plain for all to see or can be subtle and insidious. It can take many forms, but the three main types are:

- Physical – e.g. hitting, kicking, theft
- Verbal – e.g. racist or homophobic remarks, threats, name calling
- Psychological – e.g. excluding from social groups and activities, spreading hurtful rumours

**5.11 Allegations of abuse made by other children (Pupil on pupil Abuse)**

- 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

Children can abuse other children (often referred to as pupil on pupil abuse) and it can take many forms. It can happen both inside and outside of school/college and online. It is important

that all staff recognise the indicators and signs of pupil on pupil abuse and know how to identify it and respond to reports.

**Pupil on pupil Abuse** can include (but is not limited to):

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse within intimate partner relationships;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment;
- consensual and non-consensual sharing of nudes and semi-nudes images and/or videos;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- upskirting and initiation/hazing type violence and rituals.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

- Sexual harassment includes:
  - Sexual comments.
  - Sexual “jokes” and taunting, online sexual harassment
  - Physical behaviour, such as deliberately brushing against another pupil.
  - Up-skirting (Voyeurism Offences Act, 2019)
  - Sexting
  - Initiation/hazing type violence or rituals
- 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**

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.

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 pupil is pre-pubescent and the other is not) and where the pupil may have SEND. We recognise that SEND children are 3 times more at risk of harmful sexual behaviour.

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

- Jasmine Grove staff should recognise that children are capable of abusing their peers. Jasmine Grove should ensure their pupil protection policy includes procedures to minimise the risk of pupil on pupil abuse and sets out how allegations of pupil on pupil abuse will be investigated and dealt with. The policy should reflect the different forms pupil on pupil abuse can take, make clear that abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. It should be clear as to how victims of pupil on pupil abuse will be supported.
- Pupil on pupil abuse can manifest itself in many ways. The department provides searching screening and confiscation advice for schools. The UK Council for Pupil Internet Safety (UKCCIS) Education Group has recently published sexting advice for schools. Within Science, PSHE and RSHE teaching, students will be taught about pupil on pupil abuse, harmful sexual behaviours and how to seek help should they experience any form of abuse.
- Jasmine Grove staff should be vigilant and aware of potential of pupil on pupil abuse both in education and residential settings. Reporting and recording of these incidents are essential in the continuing protection of all children and young people in our care. All Education staff will receive training and updates from the DSL and also complete EDUCARE training on Harmful Sexual Behaviours.

## **5.12 Children at Potentially Greater Risk of Harm**

Children who need a social worker (Pupil in Need and Pupil Protection Plans)

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect, exploitation and complex family circumstances. A pupil's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or absent from education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

**LGBTQ+** - Children who are LGBTQ+ can be targeted by other children. In some cases, a pupil who is perceived by other children to be LGBTQ+ (whether they are or not) can be just as vulnerable as children who identify as LGBTQ+. LGBTQ+ awareness is discussed as part of our RSHE programme.

Risks can be compounded if LGBTQ+ children lack a trusted adult with whom they can be open; therefore, staff should endeavour to reduce the barriers faced by these children and create a culture where they can speak out or share their concerns.

Where a pupil is questioning their gender, schools should be mindful of potential wider vulnerabilities, e.g. mental health and psychosocial needs, as well as the risk of bullying. Parents should be encouraged to seek clinical help and advice when making decisions about support for their child. When supporting a gender-questioning child, schools should consider the broad range of their individual needs in partnership with the child's parents, aside from rare circumstances where involving parents would constitute a significant risk of harm to the child.

## **6. Safeguarding Referral Procedure**

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

**6.1** The first steps to be taken should a member of staff have reasonable cause to suspect that a **pupil or young person is suffering or is likely to suffer significant harm is to ensure the Online Safety of that pupil or young person and others who may be judged to be at risk of abuse.**

Consultation must take place with the Designated Safeguarding Lead (or named deputy) who will be the most appropriate person to initiate any referral, or the member of staff may make a referral directly to the host local authority for the pupil in question i.e. **Derbyshire Starting Point 01629 533190 or Derby City First Contact Team 01332 641172**

- A written record of nagging doubts should be made using the schools internal recording system SLEUTH (If staff cannot access SLEUTH they can use. (Appendix 1a Nagging Doubt form) This should then be given to a Designated Safeguarding Lead (or Deputy if DSL unavailable) who will then make the decision whether a referral is needed to the Derby First Contact Team or equivalent other Local

**Children’s Services Care team, or the pupil’s existing social worker. If the pupil lives in an authority outside of Derbyshire, the matter will also be referred by the Designated Safeguarding Lead to the relevant Children’s Social Care team in that area**

- **If a member of staff has serious concerns or that a pupil is at significant risk of harm they must immediately inform the lead DSL or in their absence the Deputy DSL or inform the host local authority for the pupil in question i.e. Derbyshire Starting Point 01629 533190 or Derby City First Contact Team 01332 641172. They should also complete school’s Serious Concerns Form (Appendix 1b)**

**6.2** The person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred and should not conduct an investigation to establish whether the pupil is telling the truth. The role of the person to whom a pupil **makes a disclosure or allegation** is to act promptly on the information they have received by following identified procedure below and immediately informing the DSL. The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information is shared appropriately.

**6.3** If a pupil makes a disclosure or allegation (see **Appendix 4, Dos and Don’ts of Managing a Disclosure**) you should:

- Stay calm and listen carefully to what is said. You do not need a ‘witness’
- Carefully explain that it is likely that the information will need to be shared with others - do not promise to keep secrets
- Allow the pupil to continue at her/his own pace and do not interrupt if they are freely recalling events
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. Questions should be framed in an open manner and not ‘lead’ the pupil in any way. For example, say, “Tell me what has happened”, rather than, “Did s/he do...”
- Reassure the pupil that s/he has done the right thing in telling you. Explain what you will do next and with whom the information will be shared
- Do not ask the pupil to repeat the disclosure to anyone else in school or ask him/her to write a ‘statement’
- Contact your DSL as soon as you can or, where such contact is not possible, ensure a referral is made without delay to the local children’s services team
- Record in writing what was said, including the pupil’s own words, as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated (**See Appendix 1a, Nagging Doubt form or Serious Concern Form 1b**)  
**This information should also be recorded on SLEUTH**
- Do not discuss with other staff parents/carers without agreeing with the DSL first

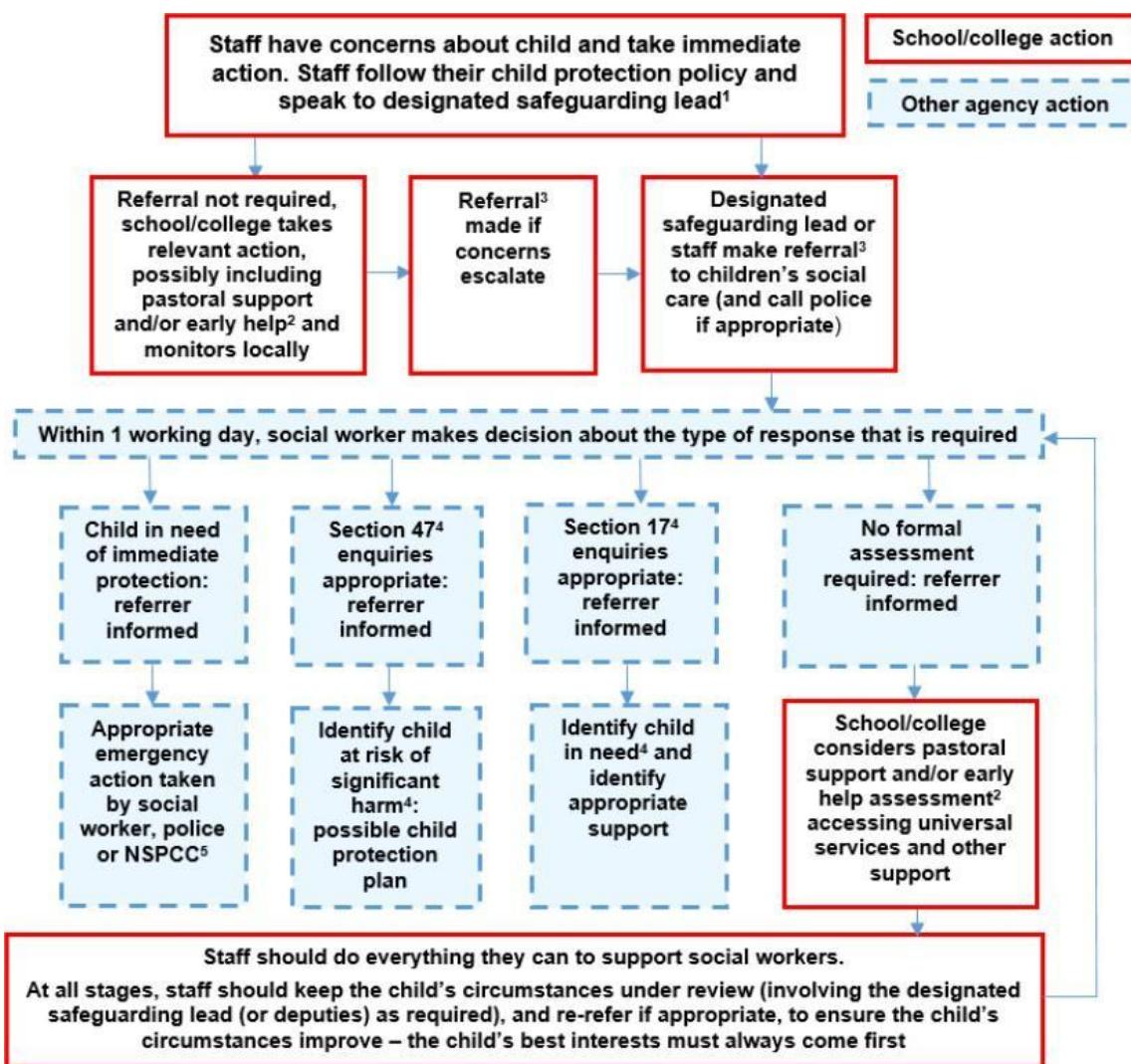
**6.4** Guidance on Information Sharing is available, in the following document:

- ‘Information Sharing: Guidance for practitioners and managers 2008/2015’

**6.5** A referral should always be made following a **restrictive physical intervention** if any of the following criteria applies:

- A pupil or young person is injured or makes an allegation that they have been harmed by an adult
- The pupil or young person wishes to complain about the manner that they have been restrained
- The parent/ carer of the pupil or young person makes a complaint on behalf of the pupil or young person about the use of the restrictive physical intervention
- The referral to the local children’s services and the LADO is managed by the person responsible for managing allegations against staff, initially the DSL – see the Allegation against staff policy

**6.6** This diagram illustrates what action staff, volunteers and consultants should take when there are concerns about the welfare of a pupil or young person. If, at any point, there is a risk of serious immediate harm to a pupil or young person, a referral must be made to the local Children’s Services team immediately:



In cases which also involve an allegation of abuse against a staff member, see Part 4 of this guidance.

1. Early help means providing support as soon as a problem emerges at any point in a pupil's life. Where a pupil would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter 3 of Working together to safeguard children provides detailed guidance on the early help process.
2. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of Working together to safeguard children.
3. This could include applying for an Emergency Protection Order (EPO).

#### **Responding to concerns relating to Sexual Exploitation and Trafficking**

If a practitioner is concerned that a pupil or young person is involved or likely to be involved in sexual exploitation and / or trafficking, they should immediately refer to the DSL who will make a Referral to Children's Social Care.

If the pupil or young person has (or is awaiting allocation of) a social worker, the duty team should send the referral to the named social worker, or in their absence the team manager. Sending all

sexual exploitation referrals to the duty teams enables Children's Social Care to ensure a coordinated response.

Jasmine Grove recognise, at all stages, the need for urgent action that may be necessary to secure the pupil or young person's safety.

Should the DSL have concerns that they would like to discuss prior to a referral, they can do so by consulting with Smoothstone Care and Education Directors or with the key contact in Children's Social Care. All professionals are encouraged to seek advice if they are not sure there is sufficient 'evidence' or are not sure about the possible risk indicators

In relation to confidentiality, where there are concerns that a pupil or young person is subject to sexual exploitation/trafficking, all agencies have a responsibility to report their concerns and share information. The need for a pupil or young person to be safeguarded overrides their right to confidentiality. Data protection should not prevent the sharing of information but ensures that relevant information is shared appropriately.

## **6.7 Thresholds for Intervention:**

### **Early Help assessment:**

Early help means providing support as soon as a problem emerges, at any point in a pupil's life. Any pupil may benefit from early help, but in particular staff will be alert to the potential need for early help for children 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, neglect or exploitation
- Are at risk of being radicalised or exploited.
- Are privately fostered.
- Suspensions and exclusions are a factor that should be considered when looking at early help

Early help will also be used to address non-violent harmful sexual behaviour to prevent escalation. All staff will be made aware of the local early help process and understand their role in it

**The DSL will take the lead where early help is appropriate**

DSLs should be aware and conversant with the Early Help Strategies and Assessment process. And will lead in this area. Staffs at Jasmine Grove have regular opportunity to discuss children who appear to have additional needs with the Designated Safeguarding Lead. The DSL will lead on the early help assessment process; an outline of the process is identified below.

### **Early Help in the SEND process**

From January 2016 there are changes to the Early Help stage of the SEND process. Until now we have expected completion of a SEND Early Help Assessment. However, we have now developed a single Early Help Assessment form that accommodates both the SEND Early Help process and the other generic Early Help Assessment process.

***As a result the form to be completed when considering the needs of children and young people with SEND is the revised Early Help Assessment Form.***

The principle is that when any additional need is identified with a young person whether social emotional, developmental or educational an Early Help Assessment form is completed. This incorporates aspects of the old SEND Early Help Assessment form. It is structured around categories used in the new SEND Code of Practice (DfE, 2014) and its structure will be echoed in the format of reports written by SEND staff, such as Specialist Advisory Teachers and Educational Psychologists (EPs). The emphasis is on assessing all aspects of a pupil or young person's circumstances, *developing a plan to meet those needs*, and reviewing progress systematically. This form will be essential for SENCOs moving through the 'Graduated Response' referred to in the Code of Practice.

**If a request is to be made for an additional service for a young person following completion of the Early Help Assessment**

If, following review, the assessment concludes that the young person requires an additional service from the SEND team e.g. a Specialist Advisory Teacher or EP, decide on one service to request, acquire and record explicit parental consent, send the assessment form to the local SEND office and register the Assessment with the Early Help

[http://derbyshirecbs.proceduresonline.com/p\\_prov\\_early\\_help.html](http://derbyshirecbs.proceduresonline.com/p_prov_early_help.html)

If the Assessment concludes that the young person would benefit from services in addition to your own that are not educational or developmental and relate to home circumstances, call a Team around the Family (TAF) meeting and invite the relevant agencies to attend and follow the Early Help process as previously.

If the assessment concludes that the young person's needs cover a wide spectrum and that they would benefit from a multi-agency response combining both of the above e.g. any educational and developmental delay may be due to home circumstances or is impacting on home circumstances, call a TAF meeting and send the assessment form to your local SEND office. When an additional service is identified via the SEND process they will join the TAF.

**For any further advice regarding the completion of the Early Help process – visit the Early Help page on the Derby City and Derbyshire Safeguarding Children Partnership Website**

[http://derbyshirecbs.proceduresonline.com/p\\_prov\\_early\\_help.html](http://derbyshirecbs.proceduresonline.com/p_prov_early_help.html)

### **Child in Need – Section 17 of the Children Act 1989:**

A ‘Child in Need’ referral should be considered where the needs of the pupil are unlikely to be met under an Early Help Assessment, such as a pupil with complex disabilities, when a social work led assessment is required.

Section 17 of the Children Act says that an assessment for services should be undertaken by the Local Authority in the following circumstances:

- Children and young people are unlikely to achieve or maintain, or to have opportunity to achieve or maintain a reasonable standard of health or development, without the provision of services by a local authority.
- Their health or development is likely to be impaired, or further impaired without the provision of such services.
- They are disabled.

If the Designated Safeguarding Lead considers that the welfare concerns indicate that a ‘Child in Need’ referral is appropriate, he/she will speak with parents / young person and obtain their consent for referral to the First Response Team (or other appropriate Children Service Care Team) to request an assessment. If parents refuse to give consent, but the pupil’s needs are not being met, the Designated Safeguarding Lead will discuss the issues with the FRT.

Appropriate school staff should be invited to participate in Child in Need (CIN) meetings convened by Children’s Social Care when children are deemed to require section 17 services.

Some children in ‘acute need’ ([see and follow Derby and Derbyshire Safeguarding Children Partnership guidance](#)) may require Child in Need Section 17 support.

### **Child Protection:**

Section 47 of the Children Act 1989 says the Local Authority has a statutory duty to investigate when there is reasonable cause to suspect that a pupil is suffering, or is likely to suffer, significant harm due to the actions or inactions of others. Staff from **Jasmine Grove** do not investigate whether a pupil has been abused. This is the duty of Social workers from the Safeguarding team and the police. All staff refer reasonable concerns which indicate that a pupil may be at risk of significant harm.

It is the ‘significant harm’ threshold that justifies statutory intervention into family life. A professional making a pupil protection referral under S.47 must therefore provide information which clearly outlines that a pupil is suffering or likely to suffer significant harm. It is not possible to rely on one absolute criterion when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the extent of the harm suffered, the context within which it occurred and its duration. Significant harm may also arise from a combination of significant events which are both acute and long standing and which may impair the pupil’s physical, psychological and social development.

In order to both understand and evidence ‘significant harm’, it is necessary to consider the family

context, together with the pupil's development within their wider social and cultural environment. It is also necessary to consider any special needs, e.g. medical condition, communication difficulties or disability that may affect the pupil's development and care within the family. The nature of harm, in terms of ill-treatment or failure to provide adequate care also needs consideration alongside the impact on the pupil's health and development and the adequacy of care provided.

If staff have significant concerns about any pupil, they must make them known to the Designated or Deputy Designated Safeguarding Leads without delay in accordance with reporting and recording procedures.

## **7. Managing Allegations against Staff including supply teachers, volunteers and contractors**

### **Duties as an employer and an employee**

**7.1** This part of the guidance is about managing cases of allegations that might indicate a person who would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) in a school that provides education for children under 18 years of age has:

- Behaved in a way that has harmed a pupil, or may have harmed a pupil
- Possibly committed a criminal offence against or related to a pupil, or
- Behaved towards a pupil or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

All allegations will be dealt with in line with the school's Allegations of Abuse Against Staff Policy, a copy of which will be provided to, and understood by, all staff.

Where an allegation is substantiated, and the individual is dismissed or resigns, the school will refer it to the DBS. They will also consider referring the matter to the TRA for consideration for a prohibition order.

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 CSCS (Children's Social Care Services).

**7.2** We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or may come into contact with children and young people at Jasmine Grove School. Such allegations are usually that some kind of abuse has taken place. They can be made by children and young people or other concerned adults.

- If an allegation is made, the member of staff receiving the allegation will immediately inform the Head teacher or the Deputy Head teacher if the Head teacher is not present
- The DSL or Head teacher should on all such occasions follow the procedures of the **Derby and Derbyshire Safeguarding Children Partnership Procedures**, and inform the Local Authority Designated Officer
- If the allegation made concerns the Headteacher the person receiving the allegation will

immediately inform Ray Scales (Director) who will consult the LADO as above, without notifying the Headteacher first

- The DSL or Head teacher will discuss with the LADO the nature of the allegations in order for appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.

**7.3** The Headteacher and lead DSL will also:

- Consider the safeguarding arrangements of the pupil or young person to ensure they are not in contact with the alleged abuser
- Contact the parents or carers of the pupil/young person if advised to do so by the LADO
- Consider the rights of the staff member for a fair and equal process of investigation and provide support
- Ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary i.e. where there is cause to suspect a pupil or other children at the school is/are at risk of harm or the case is so serious that it might be grounds for dismissal
- Act on any decision made in any Section 47 strategy meeting - The decision of the strategy/Joint evaluation meeting could be: investigation by children's social care, police investigation if there is a criminal element to the allegation, single agency investigation completed by the school which should involve professional HR advice.
- Inform the Disclosure and Barring Service (DBS) where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned
- Ensure that a clear comprehensive summary of the allegation, details of the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personal file of the accused and a copy provided to the person concerned
- Jasmine Grove School have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a pupil or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

For further details, see Managing Allegations against staff Policy

**Protecting yourself against allegations of abuse**

**Keeping Children Safe in Education Sept 2025** states that all staff members should be aware of systems within their school which support safeguarding and these should be explained to them as part of staff induction. This includes the school's staff behaviour policy (sometimes called a code of conduct). The school's code of conduct is set out in the school Staff Handbook (and based on 'Guidance for Safer working Practice for Adults who work with children and young people in Education Settings' 2019). You should seek to keep your personal contact with children under review and seek to minimise the risk of any situation arising in which misunderstandings can occur. The following sensible precautions can be taken when working alone with children:

- work in a room where there is a glass panel in the door or leave the door open
- Make sure that other adults visit the room occasionally
- Avoid working in isolation with children unless thought has been given to safeguards
- Never give out personal mobile phone numbers or private e-mail addresses
- Do not give children lifts home in your car (unless this has been specifically agreed by senior management)
- Do not arrange to meet children outside of school activities
- Never 'befriend' or chat to children and young people on social network sites

Under the Sexual Offences Act 2003 it is a criminal offence for anyone working in an education setting to have a sexual relationship with a pupil and young people even when the pupil and young person is over the age of consent but under 18 years of age.

## **8. Promoting Good Behaviour and Discipline**

At Jasmine Grove School we aim to promote positive social, emotional and behavioural change in our children and young people through a supportive and consistent approach across education and care based on their needs. Our positive behaviour strategy is a holistic person centred approach to the development of our children and young people, based on effective evidence based teaching, learning and quality of care.

Many children and young people exhibit and display behaviours that act as barriers to learning and inclusion. An integral part of our holistic approaches is to overcome those barriers. We aim to provide a consistent, supportive and well supervised environment, where children and young people feel safe, secure and reach their potential through the promotion of positive relationships.

Many of our children and young people display a variety of challenging behaviours which are managed by a range of strategies, including the use of Restrictive Physical Interventions, in order to reduce risk. Staff are encouraged to adopt different methods of de-escalation via appropriate training and the promotion of positive relationships. By using a range of positive behaviour management strategies we aim to create an environment where all parties are kept safe, but also encourages children to be

involved in the process of being reflective about their behaviour.

**8.1** The use of physical intervention should, wherever possible, be avoided. It should only be used to manage a pupil or young person's behaviour if it is necessary to prevent personal injury to the pupil, other children or an adult, to prevent serious damage to property or in what would reasonably be regarded as exceptional circumstances.

**8.2** When physical intervention is used it should be undertaken in such a way that maintains safety and dignity of all concerned. The scale and nature of any physical intervention must be proportionate to both the behaviour of the individual to be controlled and the nature of the harm they may cause.

**8.3** Jasmine Grove School accepts the definition of reasonable force:

"Reasonable force uses the minimum degree of force necessary for the shortest period of time to prevent a pupil harming him/herself, others or property".

**8.4** Jasmine Grove supports and endorses the legal position that it is unlawful to use force as a punishment and believes reasonable force should not be used as a method of compliance.

**8.5** The 1996 Education Act (Section 550A) and subsequently, Section 93 of the 2006 Education and Inspections Act (April 1st 2007), and reinforced in the DfE Guidance, The Use of reasonable Force in schools (2013) all stipulate that reasonable force may be used to prevent a pupil from doing, or continuing to do any of the following:

- Preventing him/herself from hurting themselves, or placing themselves at risk
- Preventing children and young people from hurting others
- Behaviour leading to serious damage to property
- Maintaining good order within a learning environment

**8.6** All staff at Jasmine Grove are trained to use Team Teach. All staff are trained a minimum of every two years with the emphasis on de-escalation and preventative strategies.

## **9. Inter-agency Working, Information Sharing and Confidentiality**

### **9.1**

- The school contributes to inter-agency working as part of its statutory guidance
- The school will work with **Derby and Derbyshire Safeguarding Children Partnership**, the police, health services and other services to protect the welfare of its children, through the early help process and by contributing to inter-agency plans to provide additional support.
- Where a need for early help is identified, the school will allow access for **Derby and Derbyshire Safeguarding Children Partnership** and, where appropriate, a placing LA, for that LA to conduct (or consider whether to conduct) a section 17 or 47 assessment.

- The school recognises the importance of proactive information sharing between professionals and local agencies in order to effectively meet children' needs and identify any need for early help.
- Staff members are aware that whilst the GDPR and the Data Protection Act 2018 place a duty on schools 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.
- 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 children.
- If staff members are in doubt about sharing information, they will speak to the DSL or deputy DSL.
- The school also recognises the particular importance of inter-agency working in identifying and preventing pupil sexual exploitation (CSE) and pupil criminal exploitation (CCE)

Jasmine Grove will ensure that data regarding children is correctly stored and managed in line with these principles defined in the 2008 guidance, and that we will take all appropriate action regarding the sharing of information as follows:

- Recognise that legislation (Data Protection Act) is not a barrier to sharing information about concerns
- Be honest and open with the person (be they a pupil or an adult) about why, what, how and with whom information will be shared
- Seek advice when we are in doubt, without disclosing the identity of the person (be they a pupil or an adult) where possible
- Share information with consent where appropriate and respect the wishes of those who do not consent to share confidential information where possible
- Base our information sharing decisions on considerations of safety and well being
- Ensure the information we share is necessary, proportionate, relevant, accurate, timely and secure
- Keep a record of our actions, decisions, and reasons
- DSL's should keep a record of record discussions and decisions made including the rationale for those decisions. Records should also show instances where referrals were or were not made to other agencies, e.g. Prevent

## **9.2      Confidentiality**

- We recognise that all matters relating to pupil protection are confidential.
- Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of pupil protection. This is a complex area and involves consideration of a number of pieces of legislation.
- Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. However, any disclosure of personal information to others, including children' social care departments, must always have regard to both common and statute law.

- Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998 European Convention on Human Rights, Article 8). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, however, consent may not be possible or desirable but the safety and welfare of the pupil dictate that the information should be shared.
- The law requires the disclosure of confidential information necessary to safeguard a pupil or children. Under Section 47 of the Children Act 1989 statutory agencies have a duty to co-operate. Therefore, if the Police or Social Care/Services are conducting a Section 47 investigation under the 1989 Children Act, staff must share requested information relevant to the investigation. Legal advice should be sought if in doubt from the County Legal Services Department.
- When children transfer to a new school or college at any time other than key transition points (e.g. move to primary or high school), it may be necessary to inform other partners.
- The Headteacher or DSL will disclose personal information about a pupil to other members of staff on a need to know basis only.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a pupil to keep secrets which might compromise the pupil's safety or well-being, or that of another; and we will always undertake to share our intention to refer a pupil to the local children's services and with their parents/carers, unless to do so could put the pupil at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with **Derby and Derbyshire Safeguarding Children Partnership**.
- Where a pupil is leaving the school, the DSL will consider whether it is appropriate to share any information with the pupil's new provider, in addition to the pupil protection file, that will allow the new provider to support the pupil and arrange appropriate support for their arrival

## 10. Power and Position of Trust

**10.1** Jasmine Grove acknowledges all adults working with children and young people are in positions of trust in relation to the children and young people in their care. A relationship of trust can be described where one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. All staff must recognise the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship. Please see '**Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings**', 2019.

**10.2** All staff must uphold public trust in the care and teaching profession and maintain high standards of ethics and behaviour, within and outside the home and school, by:

- Treating children with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the member of staff's professional position
- Having regard for the need to safeguard children' well-being, in accordance with statutory provisions

## **11. Pupil Centred Approach**

**11.1** Jasmine Grove staff recognise and understand that effective safeguarding systems are pupil centred. Children and young people in our school are clear what they want from an effective safeguarding system, we know this via our regular children and young people questionnaire feedback.

**11.2** All our children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and for consistent support provided for their individual needs. This guides the behaviour of our staff. Anyone working with children should see and speak to the pupil; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs. A pupil-centred approach is supported by:

- The Equality Act 2010 which puts a responsibility on public authorities to have due regard to the need to eliminate discrimination and promote equality of opportunity. No pupil or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs; and
- The United Nations Convention on the Rights of the Pupil (UNCRC). This is an international agreement that protects the rights of children and provides a child-centred framework for the development of services to children

**11.3** At Jasmine Grove School we ensure that a broad and balanced PSHE curriculum is taught. This includes enabling children and young people to develop self- awareness, positive self-esteem and confidence, encouraging them to:

- Keep themselves and others safe
- Stay as healthy as possible
- Have worthwhile and fulfilling relationships
- Respect the differences between people
- Develop independence and responsibility
- Play an active role as members of a democratic society
- Make the most of their own abilities and those of others

- Behave in a socially and morally acceptable way including towards authority and each other
- To become involved in the life of their community
- To know about democracy and how to be an active citizen
- To know about economic wellbeing

Please refer to the school's Curriculum Statement and PSHE policy.

## **12 Whistle Blowing**

**12.1** Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Jasmine Grove School has a clear and accessible Whistle Blowing Policy that meets the terms of the Public Interest Disclosure Act 1998. Adults who use whistleblowing procedure are made aware that their employment rights are protected.

**12.2** Staff must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult, this is particularly important where the welfare of children may be at risk.

**12.3** All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school or college's safeguarding regime and that such concerns will be taken seriously by the senior leadership team.

**12.4** Through our staff induction process we provide procedures on how staff can implement the Whistleblowing Policy. Staff are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. Staff are required to approach their immediate manager in the first instance, if necessary the member of staff should speak to the Proprietor; Ray Scales: **07484 114182**

**12.5** Staff will be protected from harassment or victimisation, and no action will be taken against staff if the concern proves to be unfounded and was raised in good faith. Malicious allegations may be considered as a disciplinary offence.

**12.6** The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding pupil protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **13. Induction and Training**

**13.1** When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's Child Protection and Safeguarding Policy and told who the Senior Designated Lead and deputy for safeguarding are. They will also be provided with the recording form, given information on how to complete it and who to pass it to. The induction training will cover

- The Pupil 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

All staff members will also receive regular safeguarding and pupil protection updates as required, but at least annually. Training will cover, at a minimum

- The issues surrounding sexual violence and sexual harassment.
- Contextual safeguarding.
- How to keep previously LAC safe.

The DSL and their deputy(s) will undergo online safety training to help them recognise the additional risks that children with SEND face online, for example, from online bullying, grooming and radicalisation, to ensure they have the capability to support children with SEND to stay safe online  
Pupil criminal exploitation and the need to refer cases to the National Referral Mechanism

**13.2** Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to, signs and symptoms of abuse, how to manage a disclosure from a pupil, how to record any issues of confidentiality. After the induction all staff will have a clear understanding of the definition of emotional, physical, sexual and neglectful pupil abuse and the risks of pupil sexual exploitation. New staff will be made aware of the **Derby and Derbyshire Safeguarding Children Partnership**.

**13.3** New staff that have not had any Pupil Protection/Safeguarding training will be provided with safeguarding awareness training through the induction process. Staff will be provided with Level one and two training and will be updated regularly and recorded. The Designated and Deputy Designated Safeguarding Leads will attend approved DSL Courses at Level 3 and above at least every 2 years in order to maintain continuous professional development and comply with statutory guidance.

**13.4** All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and Deputy DSLs are. They will also be informed with reference recording and reporting procedures.

**13.5** Jasmine Grove will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children in our school.

**13.6** We actively encourage all of our staff at Jasmine Grove to keep up to date with the most recent local and national Safeguarding advice and guidance. All staff should now receive

safeguarding updates as required, but at least annually, to provide them with relevant skills and Knowledge to safeguard children effectively. This can be provided via, for example, email, e-bulletin and staff meetings.

**13.7** The knowledge and skills of the DSLs and their deputy/deputies should now be updated at regular intervals, to ensure they keeps up with developments relevant to the role. This could be provided via, for example, e-bulletins, meeting other DSLs, or taking time to read about recent safeguarding developments.

#### **14. Safer Recruitment**

**14.1** We will ensure that the Headteacher/ Head teacher and at least one other member of staff have completed appropriate safer recruitment training, recognised by the DfE. At all times the Headteacher and head of care at Jasmine Grove will ensure that safer recruitment practices and procedures are followed in accordance with the requirements of '**Keeping Children Safe in Education Sept 2025**'. We will ensure that at least one member of any interview panel is appropriately trained in safer recruitment. The school will inform candidates that online searches may be carried out as part of our due diligence checks.

**14.2** Jasmine Grove will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview and verify the references accordingly. We will question the contents of application form e.g. breaks in employment history (including overseas), if we are unclear about them. We will undertake enhanced Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. Under no circumstances will we consider offering employment to anyone who is barred from working in schools under Section 128 of the Education and Skills Act 2008, including Proprietors and all Governors. Section 128 checks are carried out on all governors. All professional/Voluntary staff working with children in a regulated activity and this will be kept under regular review. Identity checks will include evidence of right to work in the UK and teachers will be subject to prohibition from teaching checks.

**14.3** We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements and is signed off on a termly basis by the Headteacher. All members of the proprietor body are also recorded on the SCR.

**14.4** Any staff member, volunteer or governor who becomes the subject of a police investigation in relation to physical or sexual offences against adults or children, or are charged with such a criminal offence, must inform the Head teacher. Staff must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children whether received before, or during their employment at the school. The Headteacher or DSL will discuss any potential safeguarding matters with the LADO and any required action will be agreed.

**14.5** Any staff member, volunteer or governor whose own children become subject to pupil protection investigations must inform the Headteacher/Head teacher. The Headteacher or DSL will discuss with the Local Authority Designated Officer (LADO) in regard to procedures for dealing with allegations against Persons who work in a position of trust with children. Appropriate action

will be agreed.

**14.6** Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a pupil or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

**14.7** Jasmine Grove should ensure that any contractor, or any employee of the contractor, who is to work on the premises, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

**14.8** Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Jasmine Grove managers are responsible for determining the appropriate level of supervision depending on the circumstances.

**14.9** Jasmine Grove should ensure that individuals who have lived or worked outside the UK must undergo the same checks as all other staff in the school. In addition, Jasmine Grove School must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system.

**14.10** The DfE's [DBS Workforce Guides](#) will be consulted when determining whether a position fits the pupil workforce criteria.

## **References**

References from internal candidates will always be scrutinised before appointment. References will only be accepted from a senior person and not from a colleague. References will be obtained prior to interviews taking place and discussed during interviews. Open testimonials will not be considered. Information sourced directly from a candidate or online source will be carefully vetted to ensure they originate from a credible source

For further information regarding Safer Recruitment, see Jasmine Grove Safer Recruitment Policy. Where applicants for ITT are salaried by the school, the school will ensure that enhanced DBS checks with barred list information are carried out. 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.

The organisation 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, the school 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

### **On-going Suitability**

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

#### **14.11 Volunteers**

No volunteer will be left unsupervised with a pupil or allowed to work in regulated activity until the necessary checks have been obtained. 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. Personal care includes helping a pupil 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.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity. The school will obtain an enhanced DBS certificate with barred list check for existing volunteers that provide pastoral care. Unless there is cause for concern, the school will not request any new DBS certificates with barred list check for existing volunteers that have already been checked. A risk assessment will be undertaken for volunteers not engaged in regulated activity when deciding whether to seek an enhanced DBS check.

If risk assessments are conducted to assess whether a volunteer should be subject to an enhanced DBS check, the risk assessment will be recorded.

#### **14.12 Agency Staff**

For agency and third-party supply staff, the school will also record whether written confirmation from the employment business supplying the member of staff has been received which indicates that all of the necessary checks have been conducted and the date that confirmation was received.

### **Appendix 5 (flowchart of Disclosure and Barring Service criminal record checks and barred list checks)**

Please refer to the Jasmine Grove Safer Recruitment Policy.

## **15. Missing Children**

**15.1** Jasmine Grove recognises that safeguarding and promoting the welfare of children is a key duty and requires effective joint working between agencies and professionals. When a pupil goes missing or runs away they are at risk. Safeguarding children therefore includes protecting them from this risk.

**15.2** Jasmine Grove refers to the definitions set out by the police force in April 2013. These are:

- Missing: anyone whose whereabouts cannot be established and where the circumstances are out of character, or the context suggests the person may be the subject of crime or at risk of harm to themselves or another; and
- Absent: a person not at a place where they are expected or required to be

**15.3** The police classification of a person as 'missing' or 'absent' will be based on on-going risk

assessment. Note that 'absent' within this definition would not include those defined as "away from placement without authorisation" above: a pupil whose whereabouts are known would not be treated as either 'missing' or 'absent' under the police definitions.

**15.4** Jasmine Grove has procedures for managing children who are missing, preventative strategies, risk assessments, debriefing with children and young people when issues occur.

## **15.5 Attendance**

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are absent from education in their area.

A pupil going missing from education / care is a potential indicator of abuse or neglect. Staff should follow the procedures for dealing with children that go missing from education or home, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Jasmine Grove safeguarding policies and procedures are in place for children who go missing from education and care, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The Law requires all schools to have an admission register and with the exception of schools where all children are boarders, an attendance register. All children must be placed on both registers.

Children are placed on the admissions register at the beginning of the first day that is agreed by the school, or when the school has been notified that the pupil will first be attending

The school will notify the LA within five days of when a pupil's name is added to the admissions register

The school will ensure that the admissions register is kept up-to-date and accurate at all times and will inform parents when any changes occur

Two emergency contact details will be held for each pupil where possible.

Jasmine Grove School will inform their local authority of any pupil who is going to be deleted from the admission register where they:

- Have been taken out of school by their parents and are being educated outside the school systems e.g. home education

- Have ceased to attend school and no longer live within reasonable distance of the school which they are registered
- Have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he or she nor his or her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- Have been permanently excluded
  - If a pupil is to be removed from the admissions register, the school 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)

Please refer to **Education (Pupil Registration) (England) Regulations 2006** for more information regarding attendance.

The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that the authorities can, as part of their duty to identify children of compulsory school age who are absent from education, follow up with any pupil who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

**Jasmine Grove School will/must inform the local authority of any pupil who fails to attend school regularly, or have been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).**

## **16. Homelessness**

- The DSL and deputy(s) will be aware of the contact details and referral routes in to the Local Housing Authority so that concerns over homelessness can be raised as early as possible.
- 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”
- Referrals to the Local Housing Authority do not replace referrals to safeguarding where a pupil is being harmed or at risk of harm

## **17. County Lines Criminal Activity**

- 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.
- Staff will be made aware of children with missing episodes who may have been trafficked for the purpose of transporting drugs.
- Staff members who suspect a pupil may be vulnerable to, or involved in, this activity will immediately report all concerns to the DSL.
- The DSL will consider referral to the National Referral Mechanism on a case-by-case basis.
- 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 school results
  - Becoming isolated from peers or social networks
  - Self-harm or significant changes in mental state
  - Parental reports of concern

## **18. Children with Family Members in Prison**

- Children with a family member in prison will be offered pastoral support as necessary
- 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.

## **19. Children Required to give Evidence in Court**

- Children required to give evidence in criminal courts, either for crimes committed against them or crimes they have witnessed, will be offered appropriate pastoral support.
- Children 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.
- Children will also be provided with the booklet '[Going to Court and being a witness](#)' from HMCTS where appropriate and allowed the opportunity to discuss questions and concerns.

## **20. Contextualised Safeguarding (Extra Familial Harm)**

- Safeguarding incidents can occur outside of school and can be associated with outside factors. School staff, particularly the DSL and their deputy(s), will always consider the context of incidents – this is known as contextual safeguarding.
- Assessment of children' behaviour will consider whether there are wider environmental factors that are a threat to their safety and/or welfare
- The school will provide as much contextual information as possible when making referrals to CSCS

## **21. Alternative Provision**

- The school will remain responsible for a pupil's safeguarding and welfare during their time at an alternative provider
- When placing a pupil with an alternative provider, the school will obtain written confirmation that the provider has conducted all relevant safeguarding checks on staff

## **22. Work Experience**

- When a pupil is sent on work experience, the school will ensure that the provider has

- appropriate safeguarding policies and procedures in place
- Where the school has children conduct work experience at the school, an enhanced DBS check will be obtained if the pupil is over the age of 16

### **23. Private Fostering**

- Where the school 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

### **24. Bullying**

**24.1** Jasmine Grove acknowledges and recognises that under the Children Act 1989 bullying incidents should be addressed as a pupil protection concern when there is 'reasonable cause to suspect that a pupil is suffering or likely to suffer significant harm'. Where this is the case, the staff should report their concerns to the key worker care who will inform the relevant local authority Children's Services team. Even where safeguarding is not considered to be an issue, we may need to draw on a range of external services to support the pupil or young person who is experiencing bullying in or out of school or to tackle any underlying issue which has contributed to a pupil or young person engaging in bullying, (Dfe 'Preventing and Tackling Bullying', July 2017).

**24.2** Bullying can have a profound impact on emotional and mental health. We have an Anti-Bullying policy setting out the respective rights and responsibilities of the young people and our staff in preventing and dealing with bullying.

**24.3** Staff raise awareness of bullying through developing a culture in which respect and consideration for others is fundamental. We encourage young people to report bullying in the knowledge that it will be taken seriously whether the incident has taken in school or out of school.

**24.4** Staff are trained in conflict management techniques to help them boost a young person's self-esteem and create a positive environment both of which we recognise as important factors in preventing young people from being bullied or becoming bullies.

**24.5** School staff should apply intervention or disciplinary measures to children and young people to show clearly that their behaviour is wrong. Intervention or disciplinary measures should be applied fairly, consistently and reasonably taking into account any special educational needs or disabilities that the children or young people may have and taking into account the needs of vulnerable children and young people. It is important that the school considers the motivations behind the bullying and whether it reveals any concerns for the safety of the perpetrator.

Please also see Anti-Bullying Policy.

## **25. Online Safety**

**25.1** The growth of different electronic media in everyday life and an ever-developing variety of devices including PCs, tablets, laptops, smart TVs, mobile phones, webcams etc. place an additional risk on our children. The school communicates with parents/carers to reinforce the importance of children being safe online.

**25.2** Internet chat rooms, discussion forums or social networks can all be used as a means of contacting children and young people with a view to grooming them for inappropriate or abusive relationships. The anonymity of the internet allows adults, often pretending to be children, to have conversations with children and in some cases arrange to meet them. Access to abusive images is not a 'victimless' act as it has already involved the abuse of children. The internet has become a significant tool in the distribution of indecent photographs of children and should be a concern to all those working with children at this school.

Children can engage in or be a target of cyber-bullying using a range of methods including text and instant messaging to reach their target. Mobile phones are also used to capture violent assaults of other children for circulation (happy slapping), or distributing indecent images of children (e.g. sexting).

**25.3** The best protection is to make young people aware of the dangers through key worker sessions and curriculum teaching particularly PSHE and sex and relationship education. As part of a broad and balanced curriculum, all children will be made aware of online risks and taught how to stay safe online

**25.4** **Jasmine Grove will** ensure that suitable filtering and monitoring systems are in place to prevent children accessing inappropriate material, terrorist and extremist material.

### **Protection is Prevention**

- Software is in place to minimise access and to highlight any one accessing inappropriate sites or information. The school will ensure that the use of filtering and monitoring systems does not cause "over blocking" which may lead to unreasonable restrictions as to what children can be taught regarding online teaching.
- Children will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in pupil protection concerns the school's Designated Safeguarding Person should be informed immediately)
- Children should not give out their personal details, phone numbers, schools, home address, computer passwords etc.
- Children should adhere to the Jasmine Grove School Online Safety Policy

The police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media. The use of mobile phones by staff and children is closely monitored by the school, in accordance with the school policy.

**25.5** Jasmine Grove will consider the age range of children, the number of children, how often IT systems are accessed and the costs versus the risks when deciding on the filters and monitoring systems that are needed to prevent access to materials in line with their Prevent Duty.

**25.6** As Schools increasingly work online it is essential that children are safeguarded from potentially harmful and inappropriate online material. As such governing bodies and proprietors should ensure appropriate filters and appropriate monitoring systems are in place.

### **25.7 Mobile Phone and Camera Safety**

- Staff members will not use personal mobile phones or cameras when children are present
- Staff may use mobile phones on school premises outside of working hours when no children are present
- Staff may use mobile phones in the staffroom during breaks and non-contact time
- Mobile phones will be safely stored and in silent mode whilst children are present
- Staff will use their professional judgement in emergency situations
- Staff may take mobile phones on trips, but they must only be used in emergencies and should not be used when children are present
- Mobile devices will not be used to take images or videos of children or staff in any circumstances
- The sending of inappropriate messages or images from mobile devices is strictly prohibited
- Staff who do not adhere to this policy will face disciplinary action
- The school will adhere to the terms of the Online Safety Policy at all times
- Photographs and videos of children will be carefully planned before any activity with particular regard to consent and adhering to the school's Data Protection Policy
- Where photographs and videos will involve LAC children, adopted children, or children for whom there are security concerns, the Headteacher will liaise with the DSL to determine the steps involved
- 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
- Staff will report any concerns about another staff member's use of mobile phones to the DSL, following the procedures outlined in the Pupil Protection and Child Protection and Safeguarding Policy and the Allegations of Abuse Against Staff Policy

### **25.8 Safeguarding and Remote Education During Coronavirus (COVID-19)**

Should any pupil have to engage in remote learning due to a positive case of Coronavirus then the school will follow the guidance as outlined in the DfE document **Safeguarding and Remote Education During Coronavirus (COVID-19)**. The school will follow the isolation guidance as per the national schools' guidance at the time of the positive case. For further detail please see Remote Learning Policy and Remote Learning Risk Assessment.

### **26. Sports Clubs and Extra Curricular Activities**

Clubs and extracurricular activities hosted by external bodies, e.g. charities or companies, will work in collaboration with the school to effectively safeguard children and adhere to local safeguarding arrangements.

Paid and volunteer staff running sports clubs and extracurricular activities are aware of their safeguarding responsibilities and promote the welfare of children.

Paid and volunteer staff understand how they should respond to pupil protection concerns and how to make a referral to CSCS or the police, if necessary.

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.

## **27. Risk Assessments**

**27.1** **Jasmine Grove** will ensure risk assessments are in place and regularly updated for children, these will be in the home, at school and for specific activities and visits. **Jasmine Grove** will maintain a risk register in respect of known safeguarding risks both site specific and pupil specific and the control measures in place to control these risks. The school, uses the 'EVOLVE system for off-site educational visits

**27.2** **Jasmine Grove School** and care staff will ensure we are doing everything possible to assess, control, and reduce the risks to acceptable levels. Thus, promoting a safe, positive environment and promoting and protecting children from known and unnecessary risks

**27.3** **Jasmine Grove** will ensure staff are regularly briefed and informed of changes to risk assessments to effectively manage the risks.

## **28. Recording and Reporting**

Learning from Serious Case Reviews continues to identify the need for improved record keeping and information sharing, both within and between agencies.

All concerns, discussions and decisions made and the reasons made for these decisions should be recorded in writing. If in doubt about recording requirements staff should discuss with the DSL.

**Jasmine Grove recognises that accurate and up-to-date record keeping is essential for a number of reasons:**

- It helps to identify causes for concern at an early stage. Often it is only when a number of seemingly minor issues are taken as a whole that a safeguarding or pupil protection concern becomes clear.
- It helps to monitor and manage its safeguarding practices.
- It helps to evidence robust and effective safeguarding practice in inspections and audits.
- Accurate and specific records are important where there are pupil protection and safeguarding concerns e.g. a chronology of information gathered and action taken.
- **Jasmine Grove** has clear procedures for reporting and recording pupil protection concerns (please refer to the 'Pupil Protection Record keeping procedures' document). This should be read in conjunction with:

- **Keeping Children Safe in Education Sept 2025**
- **Information Sharing: Guidance for practitioners and Managers (DfE 2015)**

The procedures give clear guidance on:

- Recording reports
- Storing pupil protection (CP) files
- Who has access to CP files and information sharing
- Transferring CP Files
- Retention of CP files
- Auditing of CP file

Well-kept records are essential in situations where it is suspected or believed that a pupil may be at risk from harm.

Records should:

- state who was present, time, date and place
- use the pupil's words wherever possible
- be factual/state exactly what was said
- differentiate clearly between fact, opinion, interpretation, observation and/or allegation
- be written in ink and signed by the recorder

Records about pupil protection or pertaining to welfare concerns or issues, including EHA paperwork, will be retained securely and separately to the curriculum records of the pupil. A clear 'sign post' will indicate in a young person's main file that a confidential report is held in a separate Pupil Protection file. If the pupil moves to another school or education setting, these records will be suitably redacted in regard to the identification of other children or adults and sent in a timely and secure manner to the Designated Safeguarding Person of the receiving school.

### **SLEUTH System**

At Jasmine Grove School, the safety and well-being of our pupils are of paramount importance. We are committed to ensuring that all safeguarding concerns are promptly identified, logged, and addressed in a systematic and secure manner. To enhance our safeguarding processes, we have implemented the use of an online programme called 'Sleuth' for logging safeguarding concerns.

### **Purpose**

The purpose of this section is to outline the procedures for using Sleuth to log, monitor, and manage safeguarding

concerns. This system ensures a consistent approach to safeguarding, enabling quick response and effective resolution of issues.

## Procedures

### 1. Logging Concerns

- **Identification:** All staff members are responsible for identifying safeguarding concerns. This includes any signs of abuse, neglect, exploitation or any other issue that may affect the safety and well-being of a pupil.
- **Reporting:** Staff must report concerns immediately to the Designated Safeguarding Lead (DSL) or a Deputy Safeguarding Lead (DDSL) through the Sleuth system.
- **Documentation:** The staff member reporting the concern must provide a detailed account of the issue, including dates, times, and any relevant information.

### 2. Using Sleuth

- **Access:** Only authorised personnel will have access to the Sleuth system to ensure confidentiality and data protection.
- **Entry:** The DSL or DDSL will review the logged concern on Sleuth, ensuring all relevant details are accurately recorded.
- **Follow-up:** The DSL or DDSL will initiate appropriate follow-up actions, which may include further investigation, contacting external agencies, or providing support to the pupil and family.

### 3. Monitoring and Review

- **Ongoing Monitoring:** The DSL will regularly monitor the Sleuth logs to ensure all concerns are being addressed and to identify any patterns or recurring issues.
- **Review Meetings:** Regular safeguarding review meetings will be held to discuss logged concerns, the actions taken, and any additional support required.
- **Updates:** The DSL will update the Sleuth logs with any new developments or resolutions to ensure a comprehensive record of each concern.

## Confidentiality and Data Protection

- **Confidentiality:** All safeguarding concerns logged in Sleuth will be treated with the utmost confidentiality. Access to the system will be restricted to the DSL, DDSLs, and other authorised personnel.
- **Data Protection:** The use of Sleuth complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. All data entered into the system will be securely stored and only accessible to authorised personnel.

## Training

- **Staff Training:** All staff members will receive training on identifying safeguarding concerns and using the Sleuth system. This training will be part of the regular safeguarding training program and updated as necessary.
- **Ongoing Support:** The DSL/ DDSL will provide ongoing support and guidance to staff on using Sleuth effectively and ensuring all safeguarding concerns are properly logged and managed.

## Conclusion

The implementation of Sleuth as a tool for logging safeguarding concerns is a critical component of our safeguarding policy. It ensures that all concerns are documented, monitored, and addressed in a timely and effective manner, thereby enhancing the safety and well-being of all pupils at Jasmine Grove School.

For further information or if you have any questions about using Sleuth, please contact the Designated Safeguarding Lead.

#### **'Nagging Doubt' and Serious Concern Forms (Via the Sleuth digital platform)**

These forms are completed by staff when there is a concern or 'nagging doubt' about any aspect of a pupil's general welfare. (Examples may include changes in a pupil's behaviour, a comment overheard in a conversation, initial concerns around attendance or changes in eating habits). This enables us to record all low-level concerns. The doubt may or may not be related to a Pupil Protection or Safeguarding issue. These forms (**Appendix 1a and 1b**) are completed by a member of staff and then returned to the DSL or Deputy DSL. The DSL/DSL will review the form to decide what action is to be taken i.e. to be managed internally or to take other action including making a referral to **First Contact Team** or the relevant Children's Services Team. If it is decided that the issue can be managed internally the DSL/Deputy DSL will pass the form to the Pastoral Team and a plan of action will be agreed.

#### **Attendance at Pupil Protection Conferences**

The Designated Safeguarding Lead or their deputy will be expected to attend the initial Child Protection Conference and Reviews, and provide a written report.

Parents should be informed of what is in the report as there should be no surprises about the information shared at Conference.

If a pupil is made subject to a Child Protection Plan it may be more relevant for the class teacher or head of year to attend the subsequent core group meetings and they will be given appropriate support around safeguarding issues by the Designated Safeguarding Lead.

If a pupil is made subject to a Child Protection Plan this will be clearly signposted in his/her main file but confidential records will not be kept in the main file, these will be securely stored separately.

### **29. Evaluation and Monitoring**

**29.1** Jasmine Grove will monitor and evaluate policies, practices and procedures in relation to safeguarding with the home and school on a regular basis to ensure it keeps current with the most modern guidance and legislation.

**29.2** Jasmine Grove requires safeguarding as a regular item on the agenda of Senior Management Teams meetings and all staff meetings, therefore being at the forefront of senior managers thinking. In senior management meetings safeguarding training, the risk assessment and risk register should be reviewed and updated where necessary.

**29.3** Jasmine Grove will undertake a Safeguarding Audit, annually, in the Summer Term by the Designated Safeguarding Lead. Jasmine Grove will respond and act within set time-lines to any recommendations.

**Key documents referred to and underpinning this policy are:**

- Keeping Children Safe in Education Sept (2025)
- Meeting Digital and Technology Standards in Schools and Colleges (2023)
- Working Together to Safeguard Children (2023)
- Derby and Derbyshire Procedures at [Derby Safeguarding Children Partnership \(ddscp.org.uk\)](http://Derby Safeguarding Children Partnership (ddscp.org.uk))
- SEND Code of Practice 2014
- Equality Act 2010
- Preventing and tackling bullying (July 2017)
- Safeguarding Vulnerable Groups 2006
- The Children Act 1989 and 2004
- Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The Safeguarding Vulnerable Groups Act 2012
- The Protection of Freedoms Act 2012
- The Children and Families Act 2014
- The Social Offences Act 2003
- The Education and Skills Act 2008
- Education (Pupil Registration) (England) Regulations 2006
- Information Sharing: Guidance for Practitioners and Managers, DfE 2008/2015
- Guidance for Safer Working Practice with Adults who work with Children and Young People in Education Settings 2019
- Section 93 of the 2006 Education and Inspections Act (April 1st 2007)
- The 1996 Education Act (Section 550A)
- The Use of reasonable Force in schools (2013)
- Safeguarding Children with Disabilities (2009)
- Independent School Standards 2019
- GOV.UK Guidance 'Forced Marriage' Updated March 2023
- DfE (2015) 'What to do if you're worried a pupil is being abused'
- DfE (2015) 'The Prevent duty'
- DfE (2015) 'Channel Duty Guidance'
- DfE (2017) 'Pupil sexual exploitation'
- DfE (2018) 'Sexual violence and sexual harassment between children in schools and colleges'
- DfE (2018) 'Information sharing'
- General Data Protection Regulation (GDPR)Data Protection Act 2018
- Voyeurism (Offences Act), 2019
- The Coronavirus Act 2020



## Appendix 1a 'Nagging Doubt'

**CONFIDENTIAL**

**Not to be kept with curriculum records**

### **'Nagging Doubt'**

(to be passed to Designated Safeguarding Person or Deputy Designated Safeguarding Person)

**Name of Pupil** \_\_\_\_\_

**Class** \_\_\_\_\_

**Date of 'Nagging Doubt'** \_\_\_\_\_

**Time** \_\_\_\_\_

### **Nature of concern or 'Nagging Doubt'**

(log here the 'nagging doubt' that you have about a C&YP that MAY or MAY NOT indicate a Safeguarding/Pupil Protection issue)

### **Member of Staff raising concern**

### **Action by Jasmine Grove**

**Appendix 1b 'Serious Concern Record'**

**STRICTLY CONFIDENTIAL: Record of a Serious Concern**

<b>Name(s):</b> (Pupil/Young Person(s) I am concerned about, DOB	
<p><b>Why I am concerned-</b> outline the nature of your concern and any potential risk factors e.g. are you worried about the pupil's health or development, home conditions, the possibility of abuse or neglect, concerned about parents and parenting, possible vulnerability or risk to Radicalisation and Extremism</p>	
<p><b>What prompted my concern- who, what, where and when?</b> Have you been worried about them before? Has something significant changed or happened today?</p>	
<b>Signed</b>	
<b>Name and Role</b>	
<b>Time/Date</b>	

**Appendix 2: Chronology and Record of Events Form****CONFIDENTIAL: Chronology and Record of Events**

Name of Pupil/Family: .....

Reasons for starting this chronology:

.....  
.....  
.....

Signed:

Date:

Date	Event/Information	Action Taken (if any)	Signed

### Appendix 3: Signs of Abuse

Physical Signs	Changes in Behaviour
<b>Physical Abuse</b>	
<ul style="list-style-type: none"> <li>unexplained bruising, marks or injuries on any part of the body</li> <li>multiple bruises- in clusters, often on the upper arm, outside of the thigh</li> <li>cigarette burns</li> <li>human bite marks</li> <li>broken bones</li> <li>scalds, with upward splash marks,</li> <li>multiple burns with a clearly demarcated edge</li> </ul>	<ul style="list-style-type: none"> <li>fear of parents being approached for an explanation</li> <li>aggressive behaviour or severe temper outbursts</li> <li>flinching when approached or touched</li> <li>reluctance to get changed, for example in hot weather</li> <li>depression</li> <li>withdrawn behaviour</li> <li>running away from home</li> </ul>
<b>Emotional</b>	
<ul style="list-style-type: none"> <li>Speech disorders</li> <li>Delayed physical development</li> <li>Substance abuse</li> <li>Ulcers, severe allergies</li> <li>Failure to thrive</li> <li>Self-harm</li> </ul>	<ul style="list-style-type: none"> <li>neurotic behaviour e.g. sulking, hair twisting, rocking</li> <li>being unable to play</li> <li>fear of making mistakes</li> <li>sudden speech disorders</li> <li>self-harm</li> <li>fear of parent being approached regarding their behaviour</li> <li>developmental delay in terms of emotional progress</li> </ul>
<b>Sexual</b>	
<ul style="list-style-type: none"> <li>pain or itching in the genital area</li> <li>bruising or bleeding near genital area</li> <li>sexually transmitted disease</li> <li>vaginal discharge or infection</li> <li>stomach pains</li> <li>discomfort when walking or sitting down</li> <li>pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn</li> <li>fear of being left with a specific person or group of people</li> <li>having nightmares</li> <li>running away from home</li> <li>sexual knowledge which is beyond their age, or developmental level</li> <li>sexual drawings or language</li> <li>bedwetting</li> <li>eating problems such as overeating or anorexia</li> <li>self-harm or mutilation, sometimes leading to suicide attempts</li> </ul>

	<ul style="list-style-type: none"> <li>• saying they have secrets they cannot tell anyone about</li> <li>• substance or drug abuse</li> <li>• suddenly having unexplained sources of money</li> <li>• not allowed to have friends (particularly in adolescence)</li> <li>• acting in a sexually explicit way towards adults</li> </ul>
<b>Neglect</b>	<ul style="list-style-type: none"> <li>• constant hunger, sometimes stealing food from other children</li> <li>• constantly dirty or 'smelly'</li> <li>• loss of weight, or being constantly underweight</li> <li>• inappropriate clothing for the conditions</li> </ul> <ul style="list-style-type: none"> <li>• complaining of being tired all the time</li> <li>• not requesting medical assistance and/or failing to attend appointments</li> <li>• having few friends</li> <li>• mentioning being left alone or unsupervised</li> </ul>
<b>Exploitation</b>	<ul style="list-style-type: none"> <li>• constantly on their phone, secretive about who they are contacting</li> <li>• unexplained gifts, clothing</li> <li>• Isolated from peers, social networks</li> <li>• Unexplained injuries</li> <li>• Recent or sudden changes in behaviour</li> <li>• Fear of others, places</li> <li>• High level of alert, seem on the edge</li> </ul> <ul style="list-style-type: none"> <li>• Comments about new friends, groups</li> <li>• Secretive about gifts, money</li> <li>• Becoming withdrawn, isolated</li> <li>• Behaviour changes, sever mood swings</li> </ul>

## Appendix 4: Do's and Don'ts of Managing a Disclosure

### Do's and Don'ts of Managing a Disclosure

Do's	Don'ts
<ul style="list-style-type: none"> <li>• Stay calm and control expressions of panic and shock</li> <li>• State clearly that the abuse was not the pupil/young person's – no matter what the circumstances</li> <li>• Always accept what the pupil says, no matter how fanciful it may appear to you — let them know you believe them</li> <li>• Allow the pupil/young person to talk at their own pace, and use their own language</li> <li>• Listen attentively and only ask open-ended questions</li> <li>• Encourage the pupil/young person to talk about their concerns, as this can be helpful in dealing with difficult experiences</li> <li>• Tell the pupil/young person you are pleased they told you</li> <li>• At some point in the disclosure ensure that you inform the pupil or young person that you cannot offer absolute confidentiality or protection</li> <li>• Take careful notes throughout, if appropriate, or very soon after the pupil/young person has left</li> <li>• Keep to the facts, and use the words as they were spoken to you</li> </ul>	<ul style="list-style-type: none"> <li>• Avoid using leading questions</li> <li>• Do not pressure the pupil/young person into telling you more than they want to.</li> <li>• Avoid going over the information time and time again; you are only gathering information</li> <li>• Do NOT try to determine for yourself if the allegation is valid or invalid</li> <li>• Do NOT use shocked or disbelieving body language while the pupil is talking. The pupil may interpret this to mean that you find the PUPIL unacceptable versus the ACT perpetrated on the pupil</li> <li>• Do NOT gossip about the allegations to friends, relatives, or advocates</li> <li>• Do NOT ever try to talk a pupil out of what he/she is saying. If you are sceptical, do NOT express your doubts to the pupil. This is a task for investigators to sort through, and you can express your doubts to them</li> <li>• Do NOT stand over the pupil while he/she is talking about the abuse. This may make the pupil feel crowded or dominated</li> <li>• Don't deny, explain away, defend the abuser or justify the abuse. This discounts the victim</li> <li>• Don't try to find inconsistencies or question the pupil's motive to tell</li> <li>• Don't ask why. "Why did you go when he call?" "Why didn't you tell sooner?" "Why didn't you just do what she told you to do?" This blames the victim</li> <li>• Don't tell the pupil you wish s/he had not told you or that you are frightened or confused about what to do ... even when you are. Do not show revulsion or shock</li> <li>• Don't demand details. Don't pry. This violates the pupil's trust in you and it</li> </ul>

is  
the job of the investigators

	<ul style="list-style-type: none"> <li>• Don't suggest things that the pupil could/should have done. "You should have run away." "You could have called out." This blames the victim. It is not the time to work on prevention</li> <li>• Don't wait a week or so until it is mentioned again to say or do something. Don't let it drop and don't ignore your feelings</li> </ul>
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## NSPCC

Harmful Sexual Behaviour project: **0844 892 0273**

### National Contacts

- Police (Non-emergency 101)
- CEOP (Child Exploitation and Online Protection) <http://ceop.police.uk/>
- Professionals Online Safety Helpline – 0844 381 4772 [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)
- Internet Watch Foundation (IWF) – <http://www.iwf.org.uk>
- Safer Internet Centre – [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk)
- Childline – 0800 1111 [www.pupilline.org.uk](http://www.pupilline.org.uk)
- Ofsted – General enquiries : 0300 123 1231

About Schools: 0300 123 4234

Concerns: 0300 123 4666

E-mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

- Radicalisation: HM Government (advice on protecting children from radicalisation for parents, teachers and leaders) [www.educateagainsthate.com](http://www.educateagainsthate.com)

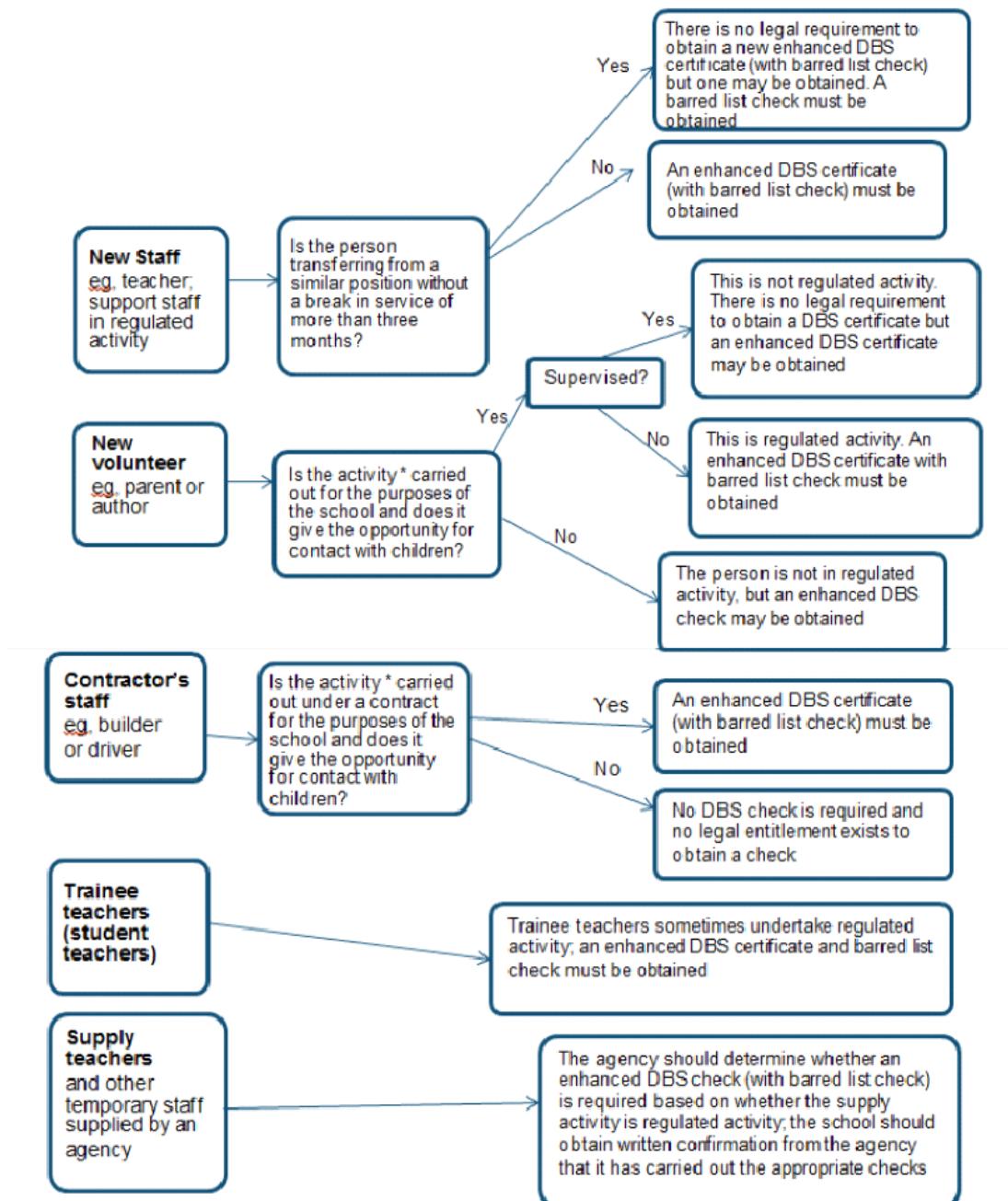
- UK Human Trafficking Centre (UKHTC):

Tel. 0844 778 2406; Fax: 08704965534 Email: [UKHTC@nca.x.gsi.gov.uk](mailto:UKHTC@nca.x.gsi.gov.uk)

- UK border Agency - [www.gov.uk/government/organisations/uk-visa-and-immigration](http://www.gov.uk/government/organisations/uk-visa-and-immigration)

## Appendix: 5

### Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'