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| CHILD PROTECTION AND SAFEGUARDING POLICY | |
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LOXFORD
School Trust

THE LOXFORD SCHOOL TRUST CHILD PROTECTION AND SAFEGUARDING POLICY

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| Approved by: | MR. D. LOW, CHAIR _____ | Date: AUTUMN TERM 2020 |
| Last reviewed on: | AUTUMN TERM 2020 | |
| Next review due by: | AUTUMN TERM 2021 | |

This Policy has been adopted by:

The Loxford School Trust

**At the Time of Approval, the
Designated Member(s) of Staff in each Trust School are:**

- Mr. MacKay – Loxford Secondary/Primary**
- Miss A Butler – Aldborough Primary**
- Mr. Farnsworth – Warren School**
- Mrs. K Leeds – Tabor Academy**
- Mrs A Draper – Abbs Cross Academy**
- Mrs. Trezise – Gaynes School**
- Miss S Chapman – Cecil Jones Academy**

**At the Time of Approval, the
Headteacher in each Trust School are:**

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| Loxford School | Mrs A. Johnson, Headteacher/CEO |
| Abbs Cross Academy & Arts College | Mrs. N. Jethwa |
| Aldborough Primary School | Mr. T. Hart |
| Gaynes School | Mrs A Kirkpatrick |
| Tabor Academy | Mrs. S. Speller |
| The Warren School | Ms J Ashe |
| Cecil Jones Academy | Mr R Micek |

**Child Protection and Safeguarding Policy
The Loxford School Trust**

1.0 Introduction

1.1 This policy has been developed in accordance with the principles established by the Children Act 1989/2004 and current guidance from the Department for Education. Safeguarding is defined as;

- Protecting from maltreatment
- Preventing impairment of mental and physical health and development
- Ensuring children grow up with the provision of safe and effective care;
- Work in a way that gives the best life chances and transition to adulthood, and in line with;

Keeping Children Safe in Education September 2020 (DfE)

Working Together to Safeguard Children (July 2018)

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

Use of reasonable force: Advice for head teachers, staff and governing bodies (July 2013)

Loxford COVID 19 Policy Adjustment 2020

1.2 The Board Trustees/Directors and the local Academy Committees of The Loxford School Trust takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard¹ and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

1.3 We recognise that all staff² and Committee Members have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

1.4 We strongly believe that our schools should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

1.5 The **aims** of this policy are:

1.5.1 To support each child's development in ways that will foster security, confidence and resilience.

1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

- 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse or neglect, and to be aware of signs of abuse in non-verbal children.
- 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we, The Loxford School Trust, contribute to assessments of need and support plans for those children alongside other agencies e.g., Community Social Services Teams, Children with Disabilities Teams, School Nurse, Education Welfare Officer and the Police.

1 Safeguarding (as defined in the Joint Inspector's Safeguarding report is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies"

2 "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

- 1.5.5 To acknowledge the need for effective and appropriate communication in our schools between all members of staff in relation to safeguarding pupils.
- 1.5.6 To develop a structured procedure and framework within our schools that will be followed by all members of the school community in cases of suspected abuse or neglect.
- 1.5.7 To develop effective working relationships with all other agencies involved in safeguarding children as shown above.
- 1.5.8 To ensure that all adults within our schools who have regular unsupervised access to children have enhanced DBS checks **every 3 years**. This includes other community users of our facilities.

2.0 Procedures

- 2.1 Our school procedures for safeguarding children will be in line with "Working Together to Safeguard Children" **July 2018**, "Keeping Children Safe in Education" Sept 2020, The London Safeguarding Children's Board Procedures 5th edition and respective **Local Safeguarding Children's Partnership's** guidance". We will ensure that:
 - 2.1.1 The Board of Trustees/Directors understands and fulfils its safeguarding responsibilities.
 - 2.1.2 We have a Trust Safeguarding Officer Mr. Newton and Designated Safeguarding Leads for Child Protection (DSL's) who are all members of respective leadership teams. They have all undertaken Designated Staff training which will be subject to ongoing updates and supervision as well as refresher training every two years. (See names on the front of this document)
 - 2.1.3 We have also nominated experienced senior members of staff to act as Deputy DSL's; Loxford Mrs Hart and Mr Rieger (Secondary), Miss Mathurin and Miss Lennon (Primary), The Warren – Mr Racon, Tabor Academy – Mr Forster, Mrs Speller, Aldborough – Miss Hill, Abbs Cross – Mrs Lyus, Gaynes – Mr Griffen, Cecil Jones – Mr Johnson, Miss Hughes . These staff members will act in the DSL's absence and have received appropriate awareness and DSL training and will be fully conversant with the role.
 - 2.1.4 Every member of staff will receive training as arranged by the DSL and Trust Safeguarding Officer in order to develop their understanding of the signs and indicators of abuse or neglect. This training will take place as a minimum annually. They must read the school policy and as a minimum at least Part 1 and Annexe 'A' of Keeping Children Safe in Education (September 2020). At Loxford School Trust staff all will also be expected to complete a short questionnaire demonstrating their understanding of Part 1 KCSIE annually.

- 2.1.5 Each member of staff, volunteers and Governors will be made aware of how to respond to a pupil who discloses abuse or neglect, and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.
- 2.1.6 Each parent/carer will be made aware of the school's responsibilities in regard to child protection through publication of the Trust child protection policy and reference to it in our prospectus brochure, home school agreement and website. Our schools will work openly with parents/carers as far as possible but reserve the right to contact children's social care or the police without notifying parents/carers if this is in the child's best interest.
- 2.1.7 Our lettings policy will ensure the suitability of adults working with children on school sites at any time.
- 2.1.8 Community users organising activities for children will be made aware of and **must** understand the need for compliance with the school's child protection guidelines and procedures.
- 2.1.9 Our selection and recruitment policy includes all checks on staff suitability including Disclosure Barring Service (DBS) checks as outlined by the DfE and in accordance with "Keeping Children Safe in Education" Sept 2020.
- 2.1.10 At "Loxford School Trust" we take our responsibilities extremely seriously and any safeguarding concern raised in respect of any member of staff will be subject to the process outlined in Paragraph 9 of this document.
- 2.1.11 Our policy and procedures are reviewed and updated annually.
- 2.1.12 The names and photographs of the Designated Safeguarding Lead and their Deputies will be clearly displayed in each school and outlined in this document
- 2.1.13 All adults, (including supply teachers and volunteers) new to our schools will be made aware of the school's policy and procedures including the name and contact details of the Designated Safeguarding Lead and have these explained as part of their induction into the school.

3.0 Responsibilities

- 3.1 At the Loxford School Trust we understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.
- 3.2 Our Designated Safeguarding Lead for child protection is responsible for:
 - 3.2.1 Referring a child if there are concerns about their welfare, possible abuse or neglect to children's social care (CSC). A completed referral using the appropriate Multi Agency Referral or online Form will be e-mailed or sent securely to CSC as soon as possible within the school day. It is also good practice for DSL's to contact their respective duty social worker at the Initial Contact Team (**MASH**) by telephone prior to any written referral to enable the investigating agencies to mobilise quickly if necessary. In extremely serious cases it may also be necessary to report directly to police as well as social care.
 - 3.2.2 Ensuring that detailed and accurate records of concerns about a child are kept even if there is no need to make an immediate referral.
 - 3.2.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records with a case diary sheet providing a clear chronology. There is an expectation now that records are kept securely electronically

- 3.2.4 Indicate on the inside of the child's main file that there is a confidential file held by the respective **Designated Safeguarding Lead**
- 3.2.5 Acting as a focal point for staff concerns and liaising with other agencies and professionals (as listed above).
- 3.2.6 Ensuring that either they or another appropriately experienced and informed member of staff (Class Teacher, SENCO etc.) attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the CAF, Early Help Assessment or other Early Intervention/Framework for Assessments process, and provides relevant reports when necessary. Many of these meetings will now be held virtually i.e. Zoom/Skype.
- 3.2.7 Ensuring that any absence of two days, without satisfactory explanation, of a pupil currently subject to a child protection plan is referred to their Education Welfare Officer and Social Worker and that they are informed about every child that may be subject to a child protection or child in need plan.
- 3.2.8 Ensure that all school staff are aware of the school's CP policy and procedures, and know how to recognise and refer any concerns.
- 3.2.9 Providing via the following; **CEO and Head Teacher's (Loxford School – Mrs A Johnson, The Warren – Ms J Ashe, Tabor Academy – Mrs S Speller, Aldborough -Mr T Hart, Abbs Cross Academy- Mrs N Jethwa, Gaynes – Mrs A Kirkpatrick, Cecil Jones Academy – Mr R Micek)** an annual report for the Governing Board detailing any changes to the policy and procedures, training undertaken by staff and Governors, relevant curricular issues, number and type of incidents/cases including any trends and number of children referred to social services, subject to child protection/child in need plans and those children that are Looked After/**Previously Looked After** (anonymised).
- 3.2.10 Meeting regularly with the Trust Safeguarding Officer (Mr Newton) where all cases and workloads can be reviewed as well as keeping up to date with current guidance and practice enabling them to fulfil their role, including attending relevant training at least every two years.

4.0 Significant Harm

- 4.1 There are no absolute criteria to rely on when judging what constitutes significant harm. Consideration of the severity of ill treatment may include the degree and the extent of physical harm, the duration and frequency of abuse and neglect, the extent of premeditation and the presence or degree of threat, coercion, sadism, and bizarre or unusual elements. Sometimes, a single traumatic event may constitute significant harm, (e.g. violent assault, suffocation or poisoning). More often, significant harm is a compilation of significant events, both acute and longstanding, which interrupt, change or damage the child's physical and psychological development.
- 4.2 This policy outlines the action to be taken if it is suspected that a child may be being abused, harmed or neglected and there are four main categories of abuse:
 - Physical Abuse
 - Emotional Abuse
 - Sexual Abuse
 - Neglect

5.0 Abuse

- 5.1 A form of maltreatment of a child as outlined in 'Working Together' (2018) and 'Keeping Children Safe in Education' (2020). Somebody may abuse or neglect a child by inflicting harm or failing to act to

prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. There is also a greater emphasis on the impact the effects of lockdown and COVID-19 can have on children and staff vigilance will be paramount in this area.

- 5.2 **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 child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
- 5.3 **Emotional Abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- 5.4 **Sexual Abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse can be perpetrated by males, females and children.
- 5.5 **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm and danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

6.0 Supporting Children

- 6.1 We recognise that a child who is abused or neglected, who witnesses' violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.
- 6.2 We recognise that the school may provide the only stability in the lives of children who have been abused or neglected or who are at risk of harm.
- 6.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 6.4 The Loxford School Trust School will support all pupils by:
 - 6.4.1 Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
 - 6.4.2 Promoting a caring, safe and positive environment within our schools through PSCH curriculum, help children develop awareness of how to keep themselves safe, adopt a healthy

lifestyle, including healthy eating and physical exercise – encourage them to form positive friendships and relationships. Pastoral support is also provided via our Year Care Team staff who can often be the first point of contact for pupils/students.

- 6.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- 6.4.4 Notifying children's social care as soon as there is a significant concern.
- 6.4.5 Ensuring that a named teacher is designated for Looked after Children/**Previously Looked After (LAC/Previous LAC)** and that information about those children is regularly reviewed and updated. The LAC Designated Teachers are – **Loxford School** – Mr Mackay, **The Warren** – Mr. Farnsworth, **Tabor Academy** – **Mrs Leeds, Aldborough** – Miss Butler, **Abbs Cross Academy** – Miss Lyus, **Gaynes School** – Mrs Trezise, **Cecil Jones** – Miss Chapman
- 6.4.6 Providing continuing support to a pupil (about whom there have been concerns) who leaves the school by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head teacher and designated member of staff at the pupil's new school as a matter of urgency. A photocopy or secure electronic record should be kept in a confidential file until it has been confirmed that the new school has received the records. This applies equally to those children who may be subject to a child protection plan

7.0 Confidentiality

- 7.1 We recognise that all matters relating to child protection are confidential.
- 7.2 The Chief Executive Officer, Head Teacher or Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 7.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children. This will normally be done via the Designated Safeguarding Lead.
- 7.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another and that they have a responsibility to share it with the Designated Safeguarding Lead.
- 7.5 We will always undertake to share our intention to refer a child to children's social care with the parents/carers consent unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with children's social care or the police. (See also para 2.1.6)
- 7.6 **Recording and Reporting** – Child Protection records will be kept by the following; **Loxford** - Mr. MacKay, **The Warren** -Mr. Farnsworth, **Tabor Academy** – **Mrs Leeds, Aldborough** – Miss Butler, **Abbs Cross Academy** – Mrs Draper, **Gaynes School** – Mrs Trezise, **Cecil Jones** – Miss Chapman. They will be kept separate from the pupil's main school file, marked 'confidential' and electronically recorded and protected. The records will include a chronological case diary sheet for each child documenting all actions taken in cases of suspected child abuse or neglect when the child/young person has a child protection plan or is a child in need. It will be a comprehensive account of the progress and outcome of every case including evidence that cases are not allowed to drift by pursuing, challenging and chasing **social care and other key agencies**. Reports prepared for conference and other statutory meetings will be objective and evidence based; they will distinguish between fact, observation, allegation and opinion.

8.0 Supporting Staff

- 8.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 8.2 We will support such staff by providing an opportunity to talk through their anxieties with their Designated Safeguarding Lead or Trust Safeguarding Officer (Mr. Newton) and to seek further support. This could be provided by, for example, the Chief Executive Officer, Head Teacher or by Occupational Health, and/or a teacher/trade union representative as appropriate.
- 8.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document “Guidance for Safer Working practice for those working with children and young people in Education Settings” May 2019 provides useful advice on this and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.
- 8.4 We recognise that designated staff should have access to support (as in 8.2) and appropriate workshops, courses or meetings as organised by commissioned trainers, children’s services or the Local Safeguarding Children’s Partnerships.

9.0 Allegations against staff

- 9.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 9.2 All staff should be aware of the school’s behaviour/discipline policy. This can be found in the Staff Shared Drive and is held by the General Office.
- 9.3 We understand that on occasions pupils may make allegations against a member of staff or staff themselves may have a safeguarding concern about a colleague. If there is such a concern or allegation, the member of staff receiving the allegation (or in the case of a staff member with safeguarding concerns about a colleague) will **immediately** inform the Chief Executive Officer and Head Teacher or the most senior teacher if either is not present. The senior teacher present **must** then ensure that the CEO and head teacher are informed as a matter of urgency
- 9.3.1 The Chief Executive Officer/Head Teacher, senior teacher on all such occasions will immediately discuss the content of the allegation with the home Local Authority Designated Officer (LADO). **(Redbridge LADO – Helen Curtis – Telephone Number 020 8708 5350), (Barking and Dagenham LADO – Mike Cullern – Telephone Number 020 8227 3934), (Essex LADO – Duty LADO – Telephone Number 03330 139 797), (Havering LADO – Duty LADO - Telephone Number 01708 431653). Southend LADO Tele: 01702 534539**
- 9.3.2 If the allegation made to a member of staff concerns the Chief Executive Officer/Head teacher, the person receiving the allegation will immediately inform the Chair of the Loxford School Trust who will consult as in 9.3.1 above without notifying the Chief Executive Officer/Head teacher first.
- 9.3.3 The school will follow DfE guidance for managing allegations against staff as outlined in Part 4 “Keeping Children Safe in Education (Sept 2020)”. This is to be read in conjunction with chapter 7 of The London Child Protection Procedures (2017) (where applicable) or the respective Local Safeguarding Children’s Partnership arrangements. The guidance outlines allegations where a member of staff is alleged to have:
- Behaved in a way that has harmed a child, or may have harmed a child

- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

9.3.4 Suspension of the member of staff against whom an allegation has been made needs careful consideration and will be the sole responsibility of the Chief Executive Officer/Head Teacher following consultation with the Local Authority Designated Officer (LADO).

9.3.5 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from school premises.

9.3.6 The Board of Trustees/Directors are committed to creating a positive and safe working environment for its workers in line with its core values. The Board of Trustees/Directors create and maintain a working environment where individuals are treated with respect and dignity. The Board is opposed to all forms of unlawful discrimination, bullying or harassment of any kind. The Board of Trustees/Directors, Chief Executive Officer, Head teacher and Senior Managers are firmly committed to the success of this policy and all steps taken towards its achievement. Everyone has the right to be treated with respect and dignity in the workplace, irrespective of their level, status or position within the organisation.

10.0 Whistle blowing

10.1 We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.

10.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. When there are such concerns staff should contact the Chief Executive Officer, Head teacher, delegated 'whistle blowing' Loxford School Trust Trustee or the Local Authority Designated Officer (LADO) for Child Protection. The "whistleblowing policy" is displayed on staff notice boards and in the shared drive area

11.0 Positive Handling

11.1 Our policy on positive handling by staff is set out separately, as part of our Behaviour Policy. It complies with DfE guidance on positive handling strategies and use of force as outlined by the 'Education and Inspections Act 2006' and 'Use of Reasonable Force Advice for Head teachers, Staff and Governing Bodies' 2013. This guidance states that staff must only ever use physical intervention as a last resort, e.g. when a child is endangering him/her-self or others and that, at all times it must be the minimal force necessary to prevent injury to another person, reasonable and proportionate.

11.2 Such events should be subject to a full and comprehensive record by all those present.

11.3 Staff likely to use specialist positive handling techniques should be appropriately trained. Positive handling techniques can be devised to meet the individual needs of children with challenging behaviour. At Loxford School Trust where we identify such a need we will ensure that relevant staff will receive appropriate training in the use of positive handling techniques.

11.4 We understand that positive handling of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures. However it must also be accepted that in using reasonable and proportionate action this may sometimes result in the child or member of staff receiving a mark or injury. The presence of such a mark or injury should not always be taken as evidence of malpractice on behalf of the member of staff

12.0 Anti-Bullying

Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

13.0 Racist Incidents

All alleged racist incidents are fully recorded in accordance national guidance and that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures.

14.0 Prevention

14.1 We recognise that our schools play a significant part in the prevention of harm to our pupils by providing pupils with effective lines of communication with trusted adults, supportive friends and an ethos of protection within their duty of care.

14.2 The school community will therefore:

14.2.1 Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to communicate their feelings and concerns whatever their mode of communication. Children's communication difficulties mean that staff must be vigilant at all times for signs of physical and emotional abuse and neglect.

14.2.2 Ensure that all children feel there is an adult in the school whom they can approach if they are worried or in difficulty and this is where our Designated Safeguarding Leads, their Deputies and Year Care Team staff are particularly well placed to be that initial point of contact

14.2.3. Provide across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

15.0 Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment and, for example, in relation to internet use, and when away from the school when undertaking school trips and visits. We have both generic and individual risk assessments for staff and children, for in-school and for off-site activities.

16.0 Pre School Children and After School Services

Working Together recognises that pre-school children and the extended use of school premises play an important part in the lives of large numbers of children. Professionals working within these settings should know how to recognise and respond to the possible abuse or neglect of a child.

17.0 Online Safety and Specific Safeguarding issues

Filtering and monitoring is an integral part of our online safety process together with a comprehensive PSCE programme in all of our schools. Our schools also have granular control to block sites or categories that the Trust identify as and when necessary. The Safeguarding Tab on our website also provides regular links and updates for staff, students and parents:

<https://www.loxfordschooltrust.net/487/key-information/category/3/safeguarding>

“CEOP’s ‘Thinkuknow’ programme provides a range of free educational resources -films, lesson plans, presentations, practitioner guidance, games and posters -to professionals working with children and young

people. Through the use of our educational materials you can help to empower and protect young people from the harm of sexual abuse and exploitation, both online and off.”

<https://www.thinkuknow.co.uk/>

This link will be utilised for Loxford, The Warren, Tabor Academy, Aldborough Primary, Abbs Cross, Gaynes and Cecil Jones School’s.

All staff should have an awareness of specific safeguarding issues that can put children at risk of harm. Some of these areas have been highlighted below for information and increased awareness:

Contextual Safeguarding:

Safeguarding incidents and/or behaviours can be associated with factors outside school and/or can occur between children outside school. All staff, but especially the Designated Safeguarding Lead (or deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child’s life that are a threat to their safety and/or welfare. Staff **must** inform their Designated Safeguarding Lead if they have concerns about a child.

Sexting:

The term ‘sexting’ relates to the sending of indecent images, videos and/or written messages with sexually explicit content; these are created and sent electronically. They are often ‘shared’ via social networking sites and instant messaging services. All of our schools will not tolerate sexting; it is inappropriate and illegal amongst young people and can have extremely damaging and long lasting consequences. Sexting is unacceptable behaviour. The misuse of electronic communication, such as sexting, inappropriate comments on Facebook for example or the sending/sharing of inappropriate images via Snapchat, Instagram or other social media platforms, being the object of cyber-bullying and online grooming are all potential safeguarding concerns. We have a responsibility to work with parents and carers in ensuring that all pupils are fully aware of the dangers and possible repercussions of sexting. Staff **must** inform their Designated Safeguarding Lead if they have concerns about a child.

Peer on Peer Abuse:

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying/online bullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals. . Staff **must** inform their Designated Safeguarding Lead if they have concerns about a child.

Children Missing Education (CME):

All of our Schools will follow statutory guidance as outlined in Children Missing Education 2016. All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities which may include abuse, neglect as well as sexual abuse/exploitation and child criminal exploitation. It may also indicate mental health problems, risk of substance abuse, FGM, forced marriage or potential of travel to conflict zones. Staff should be aware of the possibility of the existence of the above and follow the schools procedures for unauthorised absence. DSL’s will also ensure that respective EWO’s/Social Workers/LA are informed in line with the guidance. The school will also hold at least two contact numbers for each child

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

Child Sexual Exploitation (CSE):

Child Sexual Exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child Sexual Exploitation does not always involve physical contact: it can also occur through the use of technology. It is normally typified by some form of power imbalance in favour of those perpetrating the abuse. 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. Staff must inform their Designated Safeguarding Lead if they have concerns about a child.

The DfE provides more in depth guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/591903/CSE_Guidance_Core_Document_13.02.2017.pdf

Child Criminal Exploitation (County Lines):

Criminal exploitation of children is a geographically widespread form of harm that is typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs. Like other forms of abuse and exploitation, county lines exploitation can affect any child (male or female) under 18, can still be exploitation even if the activity appears consensual, can involve force and/or entice based methods of compliance often accompanied by violence/threats of violence, can be perpetrated by individual or groups and is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources. There is a clear link between the two aspects here with many of the signs and indicators being similar. In depth Government guidance can be accessed via the link below

Staff MUST inform their Designated Safeguarding Lead if they have concerns about a child.

Some of the following can be indicators of CCE/County Lines:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

Domestic Abuse and Domestic Violence:

The cross-government definition of domestic violence and abuse is; any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and

psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. Staff **MUST** inform their Designated Safeguarding Lead if they have concerns about a child.

Operation Encompass

Operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse and there are children in the household experiencing the abuse, the police will inform the key adult (usually the school DSL) before the child or children arrive at school the following day enabling them to provide appropriate support according to their needs.

<https://www.operationencompass.org/>

Homelessness:

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Indicators include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. In most cases staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it must also be recognised that in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's services will be the lead agency for these young people and the Designated Safeguarding Lead will ensure appropriate referrals are made based on the child's circumstances. Staff must inform their Designated Safeguarding Lead if they have concerns about a child. It's not unknown for sixth form students over the age of 18 to find themselves in similar circumstances, in these rare cases it may be appropriate for the Safeguarding Lead to refer directly to Adult Safeguarding at the Local Authority

Sexual Violence and Sexual harassment between Children:

This can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of this type of action will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. The activities can occur online and offline (both physical and verbal) and is never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk. Staff must inform their Designated Safeguarding Lead if they have concerns about a child.

So-called 'Honour-based' Abuse (HBA) Including female Genital Mutilation and Forced Marriage

Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Staff need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV. . Staff **MUST immediately** inform their Designated Safeguarding Lead if they have concerns about a child.

Female Genital Mutilation:

The FGM Act 2003 (amended by the Serious Crime Act 2015) places a statutory duty upon teachers to report to police where they discover (either by disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under the age of 18. There is no discretion with these concerns and the member of staff must immediately inform their DSL who will immediately report to police and social care. If the DSL is not

available then the staff member must ensure that the statutory guidance is followed without delay and personally refer the concerns as above. This guidance is outlined in pages 87/88 of Keeping Children Safe in Education September 2020 as well as a relevant link to the guidance.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573782/FGM_Mandatory_Reporting_-_procedural_information_nov16_FINAL.pdf

Forced Marriage:

Forcing a child into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threat or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools can play an important role in safeguarding children from forced marriage. Staff must inform their Safeguarding Lead if they have concerns about a child.

<https://www.gov.uk/guidance/forced-marriage#recognise-a-forced-marriage>

Serious Violence

All staff should be aware of the indicators, which may signal that children are at risk from, or are involved in serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. Staff must inform their Designated Safeguarding Lead if they have concerns about a child.

Upskirting

Typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. This is now a criminal offence and staff must inform their Designated Safeguarding Lead if they have concerns that this activity is taking place.

18.0 Radicalisation/Prevent

Radicalisation is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. The Counter-Terrorism and Security Act 2015 places a duty on schools (and other specified authorities) to have due regard to the need to prevent people from being drawn into terrorism. Radicalisation is usually a process not an event – It is possible to intervene to prevent vulnerable people being drawn into terrorism. Vulnerable individuals identified as being at risk of radicalisation are referred to the Channel programme. This is a multi-agency panel that provides support to the individual through specialised intervention providers. Whilst the risk of radicalisation is remote it is still a possibility to consider when assessing behavioural changes. It is imperative that all staff within the Trust understand they have a statutory responsibility (reinforced through safeguarding and Prevent training) to ensure that any concern they may have in respect of a pupil being at risk of the above is immediately reported to the Designated Safeguarding Lead or in his/her absence the Deputy DSL or other member of the Senior Leadership Team in order that appropriate and timely referrals can be made to their respective Local Authority MASH/Initial Contact teams for immediate assessment. This may also involve an early telephone call for discussion with the Local Authority Prevent Officer.

<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

The Board of Trustees/Directors of The Loxford School Trust are responsible for ensuring the annual review of this policy.

The Board will be informed of any changes or amendments which they will need to agree. Then all staff will be advised accordingly through training/team meetings. A copy of the amended policy will be displayed on the school website and in the respective staff rooms.

There will be whole staff training every September and new staff will have face-to-face induction with the Trust Safeguarding Officer; Mr. Newton or their respective Designated Safeguarding Lead.

The number of child protection referrals will be monitored, together with the number of children subject to child protection plans. The Designated Safeguarding Leads will keep a list of children identified as “in need” or vulnerable and monitor their attendance, attainment, behaviour and well-being. There will be regular monitoring as above and supervision provided by the Trust Safeguarding Officer Mr. Newton

This policy should also be read in conjunction with the COVID-19 Policy adjustments found within our Safeguarding area

Policy to be Reviewed Annually

Loxford School/Aldborough Primary School

The following is in addition to the clear responsibilities outlined above for all of the schools in Loxford School Trust. Both schools are situated within the London Borough of Redbridge but there are a number of children attending the schools who live in neighbouring local authority areas. The population of Redbridge (ONS 2015) was estimated to be 269,000 with 67,500 recorded as children between 0-15years (23% of the population).

The latest figures from LB Redbridge (2018/19) indicate that over 4500 (increase of 400 over 2017/18) referrals were made to children's social care and during the course of the year children subject to child protection plans reduced from 298 (2017/18) to 249.

<https://www.redbridgescp.org.uk/wp-content/uploads/2019/12/LSCB-Annual-Report-2018-2019-Final.pdf>

The Designated Safeguarding Leads (and their deputies) will ensure that the Safeguarding and Child Protection Policy is adhered to robustly and will take immediate action with any concerns that are brought to their attention. Equally trends and specific issues which have been highlighted as a factor during the previous year 2019/20 will be subject to review and consultation with relevant partner agencies including consideration for workshops and presentations for students within the PSCE programme as well as engagement for parents. Staff will be regularly updated with weekly safeguarding bulletins in addition to their statutory safeguarding training. Much of this will now be dictated by guidance around COVID-19

Loxford: DSL: Mr Mackay (Deputies) Mrs Hart, Mr Rieger, Miss Mathurin and Miss Lennon

Aldborough: DSL Miss Butler (Deputy) Miss Hill (Overseen by Executive Head Teacher Mr Hart)

London Borough of Redbridge MASH (Multi-Agency Safeguarding Hub)

Lynton House, 255-259 High Road Ilford, IG1 1NY tele: 0020 8708 3885; cpat.referrals@redbridge.gov.uk

https://search3.openobjects.com/mediamanager/redbridge/fsd/files/mash_1_.pdf

Threshold Document:

<https://www.redbridgescp.org.uk/wp-content/uploads/2015/09/Redbridge-SCP-Multi-Agency-Thresholds-Documents-September-2018-Final.pdf>

<https://www.redbridgescp.org.uk/wp-content/uploads/2015/09/RSCP-MA-Threshold-Summary-Documents-September-2018-Final.pdf>

Governance:

Loxford Local School Academy Committee:

Safeguarding: Mr Peter Ballard

Aldborough Local School Academy Committee:

Safeguarding: Mrs Sophia Mir

THE WARREN SCHOOL

The following is in addition to the clear responsibilities outlined above for all of the schools in Loxford School Trust. The Warren School is situated within the London Borough of Barking and Dagenham and there are a number of children attending the school who live in neighbouring local authority areas. The population of Barking and Dagenham (ONS 2018) was estimated to be 212,000 with 57,865 recorded as children between 0-15years (27% of the population).

The latest figures from LB Barking and Dagenham Safeguarding Children's partnership (2017/18) indicate that 2548 statutory assessments were completed by children's social care during the year, an increase of 8% on the previous year. At the end of the year (2017/18) children subject to child protection plans stood at 321, an increase of 9% on the previous year. **To date there is no 2018/19 report available**

<https://bdscb.org/wp-content/uploads/2019/04/LSCB-Annual-Report-2017-18.pdf>

The Designated Safeguarding Lead (and his Deputy) will ensure that the Safeguarding and Child Protection Policy is adhered to robustly and will take immediate action with any concerns that are brought to their attention. Equally trends and specific issues which have been highlighted as a factor during the previous year 2019/20 will be subject to review and consultation with relevant partner agencies including consideration for workshops and presentations for students within the PSCHE programme as well as engagement for parents. Staff will be regularly updated with weekly safeguarding bulletins in addition to their statutory safeguarding training.

Warren: DSL Mr Farnsworth, (Deputy) Mr Racon

London Borough of Barking and Dagenham MASH (Multi-Agency Safeguarding Hub)

The MASH Team have recently introduced an online referral system for professionals including teachers and other partner agency staff. This is now embedded and Mr Farnsworth has made a number this year. This does not preclude an initial telephone conversation with a professional from MASH, which is always encouraged.

Tele: 020 227 3811

<https://www.lbbd.gov.uk/report-a-serious-concern-about-a-child-marf-for-professionals>

Threshold Document:

<http://newsite.bardag-lscb.co.uk/wp-content/uploads/2019/01/BDSCB-Threshold-document-2019.pdf>

Governance:

Warren Local School Academy Committee:

Safeguarding: Mr Paul Randal

Abbs Cross Academy/Gaynes School

The following is in addition to the clear responsibilities outlined above for all of the schools in Loxford School Trust. Both schools are situated within the London Borough of Havering but there are a number of children attending the schools who live in neighbouring local authority areas. The population of Havering (ONS 2017) was estimated to be 256,000 with 56,700 recorded as children between 0-17years (22% of the population).

The latest figures from LB Havering (2017/18) indicate that approximately 9600 contacts were made to Havering children's social care in 2017/18 and over 2500 of those contacts progressed to referral and further assessment to children's social care. At the end of the year 2017/18 there were 221 children subject to child protection plans.

To date there is no 2018/19 annual report available

https://www.havering.gov.uk/download/downloads/id/3259/havering_council_local_safeguarding_children_board_lscb_annual_report_20172018.pdf

The Designated Safeguarding Lead (and her Deputy) will ensure that the Safeguarding and Child Protection Policy is adhered to robustly and will take immediate action with any concerns that are brought to their attention. Equally trends and specific issues which have been highlighted as a factor during the previous year 2019/20 will be subject to review and consultation with relevant partner agencies including consideration for workshops and presentations for students within the PSCE programme as well as engagement for parents. Staff will be regularly updated with weekly safeguarding bulletins in addition to their statutory safeguarding training.

Abbs Cross Academy: DSL Mrs Draper, Deputy DSL Miss Lyus

Gaynes School: DSL Mrs Trezise, Deputy DSL Mr Griffen

London Borough of Havering MASH (Multi-Agency Safeguarding Hub)

The MASH Team at Havering now operate an online referral system which is fully in use by the DSL's at Abbs Cross and Gaynes School's. Contact for an initial telephone consultation prior to referral can also be made via 01708 433222.

https://www.havering.gov.uk/download/downloads/id/3234/bhr_safeguarding_partnership_multi_agency_safeguarding_arrangements_2019-2020.pdf

https://www.havering.gov.uk/info/20083/safeguarding_children

Threshold Document:

https://www.havering.gov.uk/download/downloads/id/2912/mash_threshold_document.pdf

Governance:

Abbs Cross Local School Academy Committee:

Safeguarding: Mr Phillip Cable

Gaynes Interim Executive Board:

Safeguarding: Mr Peter Ballard

Tabor Academy/Cecil Jones Academy

The following is in addition to the clear responsibilities outlined above for all of the schools in Loxford School Trust. Both schools are situated within the County of Essex and overseen by the Essex Multi-Agency Safeguarding Arrangements (Tabor is situated in Braintree) although Cecil Jones falls within Southend Unitary Authority and has its own Safeguarding Children's **Partnership**. The population of Braintree is estimated to be around 42,000 and Southend approximately 180,000. There is no specific data on the number of children living in Braintree. The number of children between 0-17 living in Southend area is approximately 39,000 (21%) and during 2018 1300 referrals resulted in specialist child protection intervention with 116 children being subject to a Child Protection Plan.

<https://www.escb.co.uk/media/2067/escb-annual-report-2018-19-final.pdf>

[file:///fp1/homedrives\\$/Staff/lesnewt/Downloads/LSCB%20ANNUAL%20REPORT%202017-19%20\(final\)%20\(1\).pdf](file:///fp1/homedrives$/Staff/lesnewt/Downloads/LSCB%20ANNUAL%20REPORT%202017-19%20(final)%20(1).pdf)

The Designated Safeguarding Lead (and his Deputy) will ensure that the Safeguarding and Child Protection Policy is adhered to robustly and will take immediate action with any concerns that are brought to their attention. Equally trends and specific issues which have been highlighted as a factor during the previous year 2019/20 will be subject to review and consultation with relevant partner agencies including consideration for workshops and presentations for students within the PSCH programme as well as engagement for parents. Staff will be regularly updated with weekly safeguarding bulletins in addition to their statutory safeguarding training.

Tabor Academy: DSL Mrs K Leeds, Deputy DSL's Mr G Forster, Mrs S Speller

Cecil Jones Academy: DSL Miss S Chapman, Deputy DSL's Mr A Johnson, Miss J Hughes

Braintree: csc@braintree.gov.uk

<https://www.essexeffectivesupport.org.uk/>

<https://www.escb.co.uk/media/1486/candf-hub-partner-process-map.pdf>

Essex Children and Families Hub on 0345 603 7627 and ask for the 'Priority Line'.

Southend:

Early Help Family Support (EHFS) duty team for a discussion regarding family support on 01702 215783 or by email earlyhelpcontactpoint@southend.gov.uk or the Multi-agency safeguarding team (MASH+ team) on 01702 215007

<https://safeguardingsouthend.co.uk/>

<https://www.southend.gov.uk/childrens-social-care/child-protection>

Governance:

Tabor Local School Academy Committee:

Safeguarding: Mr Peter Ballard

Cecil Jones Interim Executive Board:

Safeguarding: Mr David Low