

# SAFEGUARDING POLICY

# KURDISH ASSOCIATION FOR NEW

# GENERATIONS/ABROAD

## KEY CONTACTS

**Name of Education Setting: KURDISH ASSOCIATION FOR NEW GENERATIONS/ABROAD**

### **Director/Headteacher:**

Name:

Contact details:

### **Designated safeguarding lead:**

Name:

Contact details:

### **Deputy designated safeguarding lead:**

Name:

Contact details:

### **Designated LAC teacher:**

Name:

Contact details:

## Safeguarding and child protection policy

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Islington Children's Services Contact Team on 020 7527 7400.

For urgent child protection matters requiring immediate attention: Tel: **020 7226 0992**

Email: [csctreferrals@islington.gov.uk](mailto:csctreferrals@islington.gov.uk)

**Islington Safeguarding Children Board (CSCB)**

Website: <https://www.islingtonscb.org.uk/>

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**SPOC (Single Point of Contact):**

For urgent child protection matters requiring immediate attention: Tel: 0208 255 2888

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Email SPOC referrals to: [childreferrals@croydon.gov.uk](mailto:childreferrals@croydon.gov.uk)

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**Croydon Safeguarding Children Board (CSCB)**

Website: [croydonlcsb.org.uk](http://croydonlcsb.org.uk)

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## A. Core operational policies and procedures

### 1. Purpose of policy

This policy sets out how the KANGA will meet its duty under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and help them to achieve good outcomes. KANGA will achieve this by providing a safe learning environment and ensuring all staff have the skills and knowledge to take action where children need extra support from early help services or require a social work service because they are in need or need to be protected from harm.

### 2. Roles and responsibilities

KANGA operates supplemental schools at a number of sites across London. Currently this is Islington and Croydon.

#### 2.1. Local Authority

It is the responsibility of the relevant local authority to support KANGA to safeguard and promote the welfare of students by:

- co-ordinating the delivery of integrated children's services within the borough, including an early help service
- providing statutory social work services under the Children Act 1989
- providing KANGA with advice, support and guidance, model policies and procedures, training and dedicated lead officers with responsibility for child protection, safeguarding and online safety
- dealing with allegations against members of staff and volunteers through the Local Authority Designated Officer (LADO)
- taking responsibility for those children who are not in education, including children who are known to be home educated.

#### 2.2. Trustees

The trustees will ensure that KANGA meets its statutory duties with regard to safeguarding and protecting students and that the following are in place:

- KANGA has the following policies in place and that these are regularly monitored, reviewed and updated where necessary;
  - safeguarding policies and procedures covering early help and child protection that are consistent with relevant Local Authorities Safeguarding Children Board procedures and other Local Authorities internal policies
  - a staff code of conduct policy including policies covering staff/student relationships and communications and staff use of social media
  - a procedure for responding to incidents where fail to attend, particularly where there are repeated incidents that suggest potential safeguarding risks may be present.
- KANGA will work jointly with other agencies in order to ensure students can access help and support from early help services and statutory social work services and that children's plans are implemented and monitored.
- A senior member of staff is appointed as the designated safeguarding lead with responsibility for carrying out the statutory duties as set out in this policy, the individual is given sufficient time and resources to carry out their responsibilities and that another member of staff is appointed to deputise in their absence.
- Staff receive a thorough induction on joining and are given copies of all relevant safeguarding and child protection policies and the staff code of conduct policy.
- Staff are confident that they can raise issues with leaders where there are concerns about safeguarding practice at KANGA and there are robust whistleblowing procedures in place.

## Safeguarding and child protection policy

- Steps are taken to ensure parents and students are aware of KANGA's safeguarding and child protection policies and procedures.
- Trustees ensure children are given opportunities within the curriculum to learn how to keep themselves safe, including on-line.
- KANGA has appropriate written procedures in place to ensure safer recruitment practices and reasonable checks on visitors to the site, to deal with allegations against staff or volunteers and to report matters to the Disclosure and Barring Service as required, and that these policies are consistent with statutory guidance and reviewed on an annual basis.
- At least one trustee has undertaken accredited safer recruitment training.
- All staff receive safeguarding and child protection training and receive regular updates from the designated safeguarding lead to ensure they remain up to date with new legislation.
- KANGA has procedures in place to deal with allegations made against other students.
- Children's wishes and feelings are taken into account when deciding on what action to take or services to provide to protect individual children and there is a robust system in place for gaining feedback from students.

### 2.3. Director

The Director will ensure that KANGA meets its statutory safeguarding duty by ensuring the following:

- Staff are inducted thoroughly and have read all KANGAs' safeguarding and child protection policies, behaviour policies so that they are fully aware of their role in safeguarding children and are able to fully implement policies.
- All staff are able to identify those children who need extra help and can make appropriate referrals to early help services.
- All staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and can make appropriate referrals to children's social care.
- Staff are able to work in partnership with other agencies to safeguard children, including providing early help support, contributing to assessments and the implementation of the child's plan, attending network meetings and case conferences, monitoring children's progress and liaising with social workers.
- Staff are encouraged to attend learning events and participate in audit activity provided by the Safeguarding Children Board as well as promote published learning from events and serious case reviews.
- Safer recruitment practice is followed when recruiting to posts and appropriate action is taken whenever an allegation is made against a member of staff.
- KANGA offers a safe environment for staff and students to learn.
- Safeguarding issues are brought to the attention of the trustees.

### 2.4. Role of the designated safeguarding lead

The role of the designated safeguarding lead and their deputy is to take lead responsibility for safeguarding and child protection within KANGA and to be available during normal operating hours for staff to discuss safeguarding concerns.

The designated safeguarding lead (and their deputy) will:

- liaise with and manage referrals to relevant agencies such as CSSW, the LADO, the Channel Panel, the Police and the Disclosure and Barring Service (DBS);
- keep the Director and the trustees informed of on-going safeguarding and child protection issues and enquiries;

## Safeguarding and child protection policy

- provide advice and guidance for staff on safeguarding and child protection issues and making referrals ;
- ensure the KANGAs safeguarding and child protection policies are up to date and consistent with all relevant Local Authority Safeguarding Children Board policies and that policies are reviewed annually;
- ensure all staff, including temporary staff and volunteers, are aware of and understand policies and procedures and are able to implement them;
- attend regular training, including Prevent awareness training, and the designated teachers meetings hosted by the Local Authority and the Safeguarding Children Board in order to keep up to date with new policy, emerging issues and local early help, safeguarding and child protection procedures and working practices;
- provide regular updates to all staff members and trustees on any changes in safeguarding or child protection legislation;
- liaise with the designated teacher for LAC whenever there are safeguarding concerns relating to a looked after child or previously looked after child;
- oversee child protection systems within KANGA, including the management of records, standards of recording concerns and referral processes;
- provide a link between KANGA and other agencies, particularly children's social care and the relevant Local Authority Safeguarding Children Board;
- ensure staff, including temporary staff, receive appropriate safeguarding and child protection training every 2 years;
- ensure parents are fully aware of KANGA policies and procedures and that they are kept informed and involved;
- ensure relevant records, where appropriate, are shared with schools or colleges to enable continued support the child on transfer.

## 2.5. Working with parents and carers

KANGA recognises the importance of working in partnership with parents and carers to ensure the welfare and safety of students.

KANGA will:

- make parents aware of KANGA's statutory role in safeguarding and promoting the welfare of students, including the duty to refer students on where necessary, by making all policies available on the KANGA web-site or on request;
- provide opportunities for parents and carers to discuss any problems with teachers and other relevant staff;
- consult with and involve parents and carers in the development of policies to ensure their views are taken into account;
- ensure a robust complaints system is in place to deal with issues raised by parents and carers;
- provide advice and signpost parents and carers to other services and resources where students need extra support.

## 2.6. Multi-agency working

KANGA will work in partnership with relevant agencies in order to meet its obligations under section 11 of the Children Act 2004 and *Working together to safeguard children* 2018.

KANGA recognises its vital role in safeguarding school-age children and will co-operate with the relevant Local Authority Safeguarding Children Board to ensure joint working with partner agencies in order to improve outcomes for children in London.

### 3. Safeguarding children

KANGA will carry out its duty to safeguard students which is:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- undertaking that role so as to enable children to have optimum life chances so they can enter adulthood successfully.

KANGA will seek advice from the Local Authorities Safeguarding Children Board to help make decisions on the child's level of need and the appropriate service to refer on for services. Staff will consult with the designated safeguarding lead for advice and to discuss the case prior to making any referral for services.

All referrals for a children's social care service will be made by the of the referral form of the relevant local authority:

- Islington – <http://tinyurl.com/islingtoncscst>
- Croydon – <https://my.croydon.gov.uk/MashReferrals>

Parental consent for referral will be sought but a referral will be made regardless of consent being given in cases where the child is at risk of significant harm.

Staff will also share information and work in an integrated way to ensure a coordinated response from agencies to support families and meet the child's needs.

#### 3.1. Early help cases

Staff will identify children who need extra help at an early stage and provide help and support in order to prevent concerns from escalating. In particular, staff will be aware of the needs of the following groups of children whose circumstances may mean they will require early help:

- children with disabilities and additional needs, including those with special educational needs
- young carers
- children showing early signs of being drawn into anti-social or criminal behaviour, including gangs and organised crime;
- children who frequently go missing from home, school or care;
- children who are misusing drugs or alcohol;
- children at risk of exploitation through modern slavery and trafficking;
- children whose home circumstances are negatively affected by adult substance misuse or mental ill health or domestic abuse;
- children who have returned home from care;
- children who show early signs of abuse or neglect, including where there are concerns about the cumulative effect of low level neglect;
- children at risk of radicalisation;
- privately fostered children.

Where the child's extra needs require services, consideration will be given to what early help support can be offered a child by KANGA.

If the child requires an early help service from another agency, KANGA will make a referral via

- Islington – <http://tinyurl.com/islingtoncscst>
- Croydon – <https://my.croydon.gov.uk/MashReferrals>

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for appropriate help and support. Staff will consult with parents prior to making any referral to discuss the matter and gain consent to refer the child.

- Where the child is receiving an Early Help service, KANGA will work as part of the Team Around the Child (TAC).
- Early help provision should be monitored and reviewed to ensure outcomes for the child are improving. If KANGA believes that this is not the case, consideration should be given making a referral for a statutory social work service.

### 3.2. Referral for a statutory social work service

Where there are concerns about a child's welfare, staff will act immediately by seeking the advice of the designated safeguarding lead or their deputy are most likely to have the most complete safeguarding overview. Following consultation the designated safeguarding lead should decide on whether to make a referral to children's social care.

Where the referral raises concerns that the child is at risk of significant harm, the case will be passed on to the relevant Local Authority MASH team to gather relevant information from other agencies.

KANGA will be informed of the outcome of any referral and what action children's social care will be taking. This may include any of the following:

- Carrying out a child and family assessment to identify the child's needs and establish if the child is a **child in need** under section 17 of the Children Act 1989. These are children (including disabled children) who are unlikely to meet a reasonable standard of health and development unless provided with services.
- Convening a **strategy meeting under child protection** procedures as set out in section 4 for any child where there are concerns about significant harm and/or taking any immediate action in order to protect the child.
- Providing interim services for the child and their family in the meantime whilst work is on-going (including details of appropriate services).

## 4. Child protection procedures

### 4.1. Role of KANGA

KANGA will work to the following policy documents in order to support the protection of students who are at risk of significant harm.

- Working together to safeguard children (*DfE 2018*) [Working together to safeguard children](#)
- What to do if you're worried a child is being abused (*DfE2015*)
- [What to do if you're worried a child is being abused - Publications - GOV.UK](#)
- The London Safeguarding Children Board child protection procedures [London Safeguarding Children Board: Child Protection Procedures](#)
- Keeping children safe in education (*DFE 2019*)
- [Keeping Children Safe in Education](#)
- Croydon Safeguarding Board local policies and procedures
- Islington Safeguarding Board local policies and procedures
- [CSCB local policies and procedures](#)
- [ISCB key practice and guidance](#)

In line with these policies and procedures, KANGA will:

- identify those students where there are child protection concerns and make a referral

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- if requested to attend child protection case conferences in order to effectively share information about risk and harm
- contribute to the development and monitoring of child protection plans as a member of the core group
- carry out its role in implementing the child protection plan and continually monitoring the child's wellbeing, and liaising with the allocated social worker as required.

### 4.2. Recognition

- Staff have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a student are reported to the designated safeguarding lead.
- Staff should refer to Appendix 1 for a full definition of significant harm and the specific indicators that may suggest a student may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with the designated safeguarding lead or their deputy and advice sought on what action should be taken. Where required, advice can be obtained from the relevant Local Authority Safeguarding Children Board on a no names basis.
- Concerns may be monitored over time and recorded on the monitoring/incident form shown in Appendix 2. Details of any concerning incidents should also be recorded on this form.

### 4.3. Dealing with disclosures

If a student discloses to a member of staff that they are being abused, the member of staff should;

- listen to what is said without displaying shock or disbelief and accept what the child is saying;
- allow the child to talk freely;
- reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to children's social care;
- reassure the child that what has happened is not their fault and that they were right to tell someone;
- not ask direct questions but allow the child to tell their story;
- not criticise the alleged perpetrator;
- explain what will happen next and who has to be told;
- make a formal record and pass this on to the designated safeguarding lead.

### 4.4. Referral

- Where possible, a decision on whether or not to refer a student should be made by the designated safeguarding lead or their deputy following a discussion with the member of staff who has raised concerns. However this should not delay any referral and any member of staff may make a referral if this is necessary but staff should discuss the matter with a member of the senior management team and take advice from the Local Authority Safeguarding Children Board. The designated safeguarding lead should be informed as soon as possible.
- Referrals should be in writing using a referral form completed either by the teacher raising concerns or by the designated safeguarding lead. Urgent child protection referrals will be accepted by telephone but must be confirmed in writing safeguarding referral form within 48 hours.
- Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated safeguarding lead may discuss the case on a "no names" basis with the Local Authority Safeguarding Children Board to obtain advice on how to proceed.
- Parental consent must be sought prior to the referral being made unless to seek consent would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay.

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If parents do not consent, but the child is at risk of significant harm, the referral should still be made.

- If the child already has an allocated social worker, the referral should be made directly to them. If the child is not already known to children's social care, referrals should be made via the Local Authority Safeguarding Children Board.
- All referrals will be acknowledged and the referrer informed of what action will be taken.
- If KANGA does not think the child's situation is improving within a reasonable timescale following referral, this should be taken up with children's social care via the designated safeguarding lead.

### 4.5. Attendance at case conferences and core groups

- The designated safeguarding lead will liaise with children's social care to ensure that all relevant information held by KANGA is provided to children's social care during the course of any child protection investigation.
- The designated safeguarding lead will ensure that KANGA is represented at child protection case conferences and core group meetings:
  - where possible, a member of staff who knows the child best, such as a class teacher will be nominated to attend
  - failing that, the designated safeguarding lead or their deputy will attend
  - if no-one from KANGA can attend, the designated safeguarding lead will ensure that a report is made available to the conference or meeting.

### 4.6. Monitoring

Where a student is the subject of a child protection plan and KANGA has been asked to monitor their attendance and welfare as part of this plan;

- monitoring will be carried out by the relevant staff member in conjunction with the designated safeguarding lead;
- all information will be recorded on the child protection monitoring/incident form shown in Appendix 2 prior to each conference and core group meeting;
- the completed monitoring form will be kept on the student's separate child protection file (that should be separate from the main education record) and copies made available to all conferences and core group meetings;

### 4.7. Records

- Child protection records relating to students are highly confidential and will be kept in a designated welfare file separate to the student's education records. These records will be securely held within KANGA.
- The designated safeguarding lead is responsible for ensuring that records are accurate, up to date and that recording is of a high standard.
- All information should be recorded on the safeguarding monitoring/incident form (see appendix 2) and all records should be signed and dated.
- Records should show:
  - what the concerns were;
  - what action was taken to refer on concerns or manage risk within KANGA;
  - whether any follow-up action was taken; or how and why decisions were made.
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
- The monitoring/incident form must be completed;
  - whenever concerns arise or there is a serious incident **or**
  - where a child is being monitored, prior to a case conference or core group meeting.

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- Child protection records will only be kept until the student leaves KANGA and should be disposed of as confidential waste.

### 4.8. Confidentiality and information sharing

- All information obtained by staff about a student will be kept confidential and will only be shared with other professionals and agencies with the family's consent.
- If the child is under 12, consent to share information about them must be obtained from their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and 17 are able to give their own consent if they are thought to have the capacity to do so under the Mental Capacity Act; otherwise consent should be sought from parents.
- Parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, consider the proportionality of disclosure against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child?
- Parental consent to referral can be dispensed with if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child. However, this should be discussed with the Local Authority Safeguarding Children Board on a "no names" basis to gain advice on whether this course of action should be taken.
- Only relevant information should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of KANGA's duty to share information.
- Staff should discuss any concerns or difficulties around confidentiality or information sharing with the designated safeguarding lead or seek advice from the Local Authority Safeguarding Children Board.

## 5. Safer recruitment

### 5.1. General principles

KANGA recognises safer recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in KANGA are suitable do to so and do not pose any kind of risk to children.

KANGA will follow the *Keeping children safe in education* guidance (DfE 2018).

- KANGA will carry out extensive checks and enquiries on applicants for all positions, including voluntary and support roles and trustees and those involved in the management of an independent/supplemental school, in accordance with statutory requirements.
- No staff member, volunteer, trustee or anyone involved in management will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed, including section 128 checks relating to the recruitment of governors.
- Checks with the Disclosure and Barring Service will be carried out at the level appropriate to the candidate's role (see section 6.4).
- All job advertisements and application forms will clearly state that the role is a safeguarding role and that applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.

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- Staff and trustees who normally sit on interview panels will be trained in safer recruitment and no interview should go ahead unless at least one member of the panel has undertaken appropriate safer recruitment training.
- Although the Director will have day-to-day responsibility for the recruitment of staff, the trustees will ensure that they maintain an overview of recruitment systems in order to scrutinise practise and ensure all statutory checks are carried out.
- Staff responsible for carrying out recruitment checks should ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.
- Checks will be taken out on existing staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.
- The Director is responsible for keeping a single central record of all staff and volunteers (including trustees) who work at the site.
- The single central records should include details of all checks carried out and the outcome of these checks or any certificates obtained in the format shown at appendix 3.
- Where staff are recruited via third parties such as employment agencies, the Director will:
  - seek written confirmation from the agency that the agency has carried out all necessary checks on the individual
  - request written confirmation of the outcome of all checks or request written confirmation that an enhanced DBS certificate has been received by the agency
  - check the identity of agency staff when they first present for work to ensure they are person against whom the checks were taken out.

## 5.2. Checks to be carried out

KANGA will verify the following information for all new staff:

- The applicant's identity must be verified from their passport or other photographic ID and proof of address must be provided.
- The applicant's right to work in the UK must be evidenced through documentation. Only original documentation should be accepted and its validity checked in the presence of the applicant.
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list. If the applicant will begin work before an enhanced DBS check can be completed, a barred list check will be obtained.
- In the case of teaching staff, checks will be made on the applicant's academic and vocational qualifications and further checks made on Teacher Regulation Agency (TRA) Teacher Services system to ensure they are not prohibited from teaching under a teacher prohibition order.
- Checks will be made to ensure any member of staff or trustee involved in the management of KANGA is not barred from doing so under a section 128 direction.
- Where the applicant has been living abroad, similar enquiries will be made in the country of origin relating to the applicant's qualifications and suitability to teach via the TRA Teacher Services system.

*Be aware of the following central government guidance:*

[Criminal records checks for overseas applicants - Publications - GOV.UK](#)

[Employing overseas-trained teachers from outside the EEA - Publications - GOV.UK](#)

- Enquiries will be made regarding the applicant's state of physical and mental health to the extent that it may affect their capacity to carry out their role.
- KANGA will keep copies of the following documents on staff personnel files:
  - documents used as proof of identity such as passports or driving licences;

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- a summary of the DBS certificate (from September 2018 a copy of the DBS certificate may be kept on file);
- documents that prove the staff member's right to work in the UK.

### 5.3. References

- Applicants will be asked to provide a full employment history and details of at least two referees, including previous and recent employers, and who should be a senior member of staff with the authority to provide references. References from colleagues will not be acceptable.
- All references will be taken up prior to interview and will be requested directly from the referee, including references for internal candidates. Referees will be contacted to resolve any issues that emerge from the references provided.
- References will be taken up from current employers only; if the applicant is not currently employed, verification of will be sought from their previous school/college as to the dates the applicant was employed and the reasons for leaving the post.
- Any information provided by applicants as part of an application process will be verified with independent sources and any reference received electronically will be checked to verify the originating source.

### 5.4. DBS checks

In order to ensure that people who work in KANGA are suitable to do so and are not barred from working with children, KANGA will apply to the Disclosure and Barring Service (DBS) for police checks and other barred list information as part of the recruitment process.

Full DBS checks which include barred list checks will only be taken out on individuals who are involved in regulated activity. This is defined as close, unsupervised contact on a regular basis involving activities such as:

- teaching
- training
- supervising
- care
- guidance and advice
- driving a vehicle
- personal or intimate care.

The activity must be carried out regularly as part of the staff member's day to day responsibilities and the checks will be reasonable in order to safeguard children.

Full DBS checks with barred list checks will also be carried out on permanent staff members working at KANGA or unpaid volunteers who regularly work unsupervised at KANGA and whose work means they have an opportunity for regular contact with children.

Other staff, contractors and supervised volunteers who have opportunities for regular contact with children but do not carry out a regulated activity will be subject to an enhanced DBS check but **not** barred list checks.

Decisions on whether a person is carrying out a regulated activity or whether their role provides opportunities for regular contact with children requiring a DBS check will be made by whoever is responsible for recruitment, for example the director or a trustee, and the following will be taken into consideration when deciding on this.

- the age of the children;
- their level of vulnerability;

## Safeguarding and child protection policy

- the numbers of children in the group;
- the nature of the role;
- opportunities for contact with the children.

KANGA has robust procedures for day to day staff management and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

KANGA will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure.

### 5.5. Volunteers

The Director will ensure that the following are carried out in relation to unpaid volunteers such as parents who accompany students on outings or provide help in the classroom:

- All volunteers will be required to undergo a recruitment process, such as references, DBS and other checks and interviews that is appropriate and proportional to the duties assigned to them.
- Volunteers who are carrying out a regulated activity, for example being left unsupervised with children or providing personal care to children should be subject to an enhanced DBS check, including barred list information.
- New volunteers who are not carrying out regulated activity but who have an opportunity for regular contact with children will be subject to an enhanced DBS check but this may not include a barred list check.
- For other volunteers who are not carrying out regulated activity and do not have regular contact with children, the Director will carry out a risk assessment to decide whether an enhanced DBS check should be carried out depending on:
  - o the nature of the role
  - o what information is already known about the volunteer
  - o what references from work or volunteering activity the volunteer has provided regarding suitability
  - o whether the role is eligible for an enhanced DBS check.
- KANGA will ensure that all volunteers are competent to carry out the duties assigned to them and are only assigned duties that are suitable to their qualification and experience.
- Volunteers carrying out regulated activity but for whom a DBS check has not been carried out will be suitably supervised by teaching staff at all times at a level that ensures the safety of students.
- All volunteers will be fully inducted in relation to all policies and procedures.

## 6. Staff practice and conduct

### 6.1. Induction and training

- The Director will ensure that all staff are fully inducted, are made aware of the following policies of KANGA and that staff are fully aware of their role in implementing these:
  - o Safeguarding and child protection policy and procedures
  - o Behaviour policy
  - o Staff code of conduct
- Staff will be asked to confirm in writing that they have received and read all relevant staff policies, including "*What to do if you are worried a child is being abused*" guidance.
- The designated safeguarding lead will ensure that all staff are fully inducted with regard to KANGA child protection procedures and that they receive safeguarding and child protection training on a two-yearly basis.
- The Director will keep a central record of all statutory and other training undertaken by staff members, trustees and volunteers.
- Staff and trustees will receive multi-agency safeguarding training at the level that is appropriate to their roles and responsibilities.

## Safeguarding and child protection policy

- As well as basic safeguarding training, the designated safeguarding lead and their deputy will receive specific training on their role and other relevant multi-agency training courses.
- Staff will also receive training on Early Help and the safeguarding referral process as part of their safeguarding training.
- Staff will receive regular and timely updates on child protection and safeguarding issues via the designated safeguarding lead in order to ensure they remain up to date with new legislation.

### 6.2. Conduct and safe teaching practice

- KANGA expects staff and volunteers to set a good example to students through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.
- The Director will ensure that there is a written code of conduct in place and that each member of staff, including volunteers, signs a code of conduct agreement on appointment that sets out KANGA expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies.
- Governors will have their own separate code of conduct. This is a responsibility of the governing board or trust.
- Staff will be expected to follow KANGA's social media policy in terms of their use of social media, particularly in relation to professional standards and relationships with students.

### 6.3. Behaviour management, physical intervention and restraint

KANGA will put in place a behaviour management policy, which has been agreed by the trustees, which follows government guidance and any use of physical intervention and restraint will be linked to the implementation of this policy.

*Guidance from the Department of Education provides schools with the powers to intervene in a variety of ways in order to manage behaviour within and outside the school. Details of these may be found at: [Behaviour and discipline in schools - Publications - GOV.UK](#)*

### 6.4. Allegations against staff

In the event that an allegation is made against a member of staff or volunteer, KANGA will follow the relevant Local Authority Safeguarding Children Board procedures for managing allegations against a member of staff.

- Islington [Allegations made against staff](#)
- Croydon [The Management of Allegations against Staff who work with Children and Young People](#)

The Trustees will appoint the Director as the representative for the purposes of the allegations procedures and who will link with the Local Authority Designated Officer for all allegations raised. A further staff member will be identified as their deputy to act in their absence or if allegations are made against the responsible staff member.

All allegations in relation to staff members will be referred to the Director; allegations against the Director will be referred to the trustees.

### 6.5. Whistleblowing

KANGA fosters a culture of openness in line with the "Freedom to speak up" review and will put in place strategies and procedures to ensure that staff feel enabled to raise concerns relating to the safeguarding of children or poor practice that may cause a risk to children.

KANGA recognises that there may be circumstances where staff and students feel unable to raise concerns or incidents of malpractice within KANGA environment as there is reasonable doubt that these would be dealt with adequately.

## Safeguarding and child protection policy

All staff and volunteers have a legal duty to raise concerns where they feel individuals or schools/colleges are failing to safeguard and promote the welfare of children. Where it is not possible to raise concerns within KANGA, staff and volunteers may report concerns to the following;

- Relevant Local Authorities lead officers for child protection or safeguarding where there are issues regarding the welfare of a student;
- The following numbers can be used where there are issues regarding KANGA's overall procedures around safeguarding
  - Croydon confidential whistle blowing email address – [schoolwhistle@croydon.gov.uk](mailto:schoolwhistle@croydon.gov.uk)
  - Islington Council Whistleblowing Officer, CWBO (07979 834012)
  - the Ofsted whistle-blowing line on **0300 123 3155**
  - the NSPCC whistleblowing advice line on **0800 028 0285** is open from 8 am – 8pm Monday –Friday or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The Director is responsible for ensuring that these numbers are advertised on site and made available to staff and students.

## 7. Health and safety and risk assessments

### 7.1. Responsibility for health and safety

The trustees and Director will ensure that there is a robust health and safety policy in place in order to meet the statutory responsibility for the safety of students and staff on site.

Any health and safety policy adapted by KANGA will be based on the government guidance (link below) and will seek to balance risk avoidance against providing students with opportunities to take part in activities that help them learn to manage risk themselves.

[Health and safety: Advice on legal duties and powers](#)

Day-to-day responsibility for health and safety issues in KANGA will be delegated to a member of staff who is competent to carry out these duties and who has received the appropriate training.

<b>Name:</b> <b>Designation:</b> <b>Contact details:</b>
--

### 7.2. Risk assessments

KANGA will seek to identify and manage risk through the use of risk assessments. These will be carried out:

- on an annual basis for the site as a whole;
- for all trips;
- for all work-based learning or work experience placements;
- whenever there are any changes to the site or normal practices;
- following any serious incident.

Consideration should also be given to conducting risk assessments where external people outside of KANGA may have unregulated access or the usual measures for health and safety may not be sufficient.

### 7.3. Working with aggressive and violent parents

When working with families who are known to children or adult social care and there are concerns about the behaviour of parents towards members of staff, this must be discussed with the Director and the designated safeguarding lead and the information shared with children's social care.

If there are high levels of risk involved in contact with parents, children's social care may convene a risk assessment meeting with the network in order to discuss strategies to reduce risk, and it is vital that schools and colleges are part of this process.

### 8.4 Site security and visitors

- KANGA normally rents space from local schools or other similar institutions and will liaise with them to ensure it is a safe environment and securely protected against trespass and/or criminal damage.
- The Director will decide whether or not contractors should be subject to DBS checks before being allowed access to the building, depending on the level of access they are likely to have to students.
- Where the visitor is employed by an organisation where DBS checks are normally required, for example NHS staff, the Director will request written confirmation that relevant checks have been carried out for that individual.
- All visitors and contractors will be:
  - informed to report to reception on arrival;
  - expected to provide proof of identity
  - expected to wear a name-badge or carry some form of identification at all times when on KANGA premises;
  - suitably supervised by staff at all times;
  - made aware of health and safety procedures.
- The Director will ensure that any contract entered into with contractors' sets out clearly the expectations for worker's behaviour and the responsibility of contractors to monitor and ensure compliance with policies.
- Contracted workers will not be allowed to approach or speak to students in any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.
- Visiting organisations such as theatre groups who will be performing for or working directly with students will be expected to have adequate child protection procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding students.

### 7.4. Monitoring and review

To enable KANGA to monitor the safety of the premises and the environment, as well as the implementation of policies, the Director and the trustees will ensure that;

- all policies are regularly monitored by the designated safeguarding lead and annually reviewed by the Director and agreed by the trustees;
- KANGA keeps a central record of all accidents and incidents including what action was taken and by whom;
- staff are aware of their responsibility to record accidents and incidents;
- the Director has an overview all accidents/incidents;
- serious accidents and incidents are reported to the trustees;
- the designated safeguarding lead ensures a high standard of recording of all concerns held about children;
- all accidents and incidents are scrutinised on a regular basis by the trustees to identify any problems or weaknesses around safeguarding policies and procedures or any emerging patterns, and agreeing to any course of action.

## B. Additional safeguarding policies and procedures

Guidance and policies relating to a range of topics can be found on the [CSCB website](#). Or [ISCB website](#)

### 1. Non-collection of children

KANGA will only allow children aged 11 and over to make their own way to and from its premises. Younger children will be dropped off and collected by a parent/carer or other nominated adult. Parents/cares will be asked to provide the details of the person who will normally collect the child and will be informed of the need to notify KANGA in advance if this changes, giving details of the person authorised to collect the child. KANGA will also ensure that the details of at least two people who can be contacted in an emergency in the event that the child is uncollected.

Parents will also be asked to inform KANGA where children are subject to court orders that limit contact with a named individual.

In the event that anyone who is not authorised to do so attempts to collect the child, KANGA will not allow the child to leave but contact the parent immediately.

If a child remains uncollected at the end of the session KANGA will follow the procedure agreed with children's social care:

- KANGA will check with the child to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members, and wait with the child until someone comes to collect them.
- Children will not be released into the care of another parent even where they offer to take the child home.
- KANGA contact the relevant Local Authority Safeguarding Children Board to seek advice at 30 minutes after the end of the session if there are difficulties in contacting parents or other family members.
- If all possible means of contact have been exhausted and no contact made KANGA will contact relevant Local Authority Safeguarding Children Board and if advised to do so the police, who will arrange to collect the child or make arrangements for the child to be transported to the children's social office.
- KANGA will regularly ask parents to confirm and update contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so.

Where children are regularly uncollected or collected late, this should be discussed with the designated safeguarding lead. If there are also child protection concerns, a referral should be made to children's social care via the relevant Local Authority Safeguarding Children Board.

### 2. Peer on peer abuse

Where a student's behaviour is likely to cause significant harm to other students, for example through, Bullying, cyberbullying, upskirting, physical violence or initiation rites, KANGA will refer the perpetrator and the victim to children's social care via the relevant Local Authority Safeguarding Children Board.

It should be noted that '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. It is now a criminal offence and may constitute sexual harassment.

### 3. Harmful sexual behaviour, sexual violence and harassment

KANGA recognises that sexual violence and sexual harassment between students is a serious safeguarding issue and such behaviour will not be tolerated. Behaviour management and anti-bullying policies will reflect

## **Safeguarding and child protection policy**

KANGA's approach and staff and students will be made aware of the standard of expected behaviour and the likely responses to any incidents of sexual violence and harassment.

KANGA will follow the statutory guidance *Sexual violence and sexual harassment between students* and will work with relevant agencies to safeguard and support victims, take appropriate action against alleged perpetrators and ensure a safe learning environment for all students.

KANGA will promote an environment where victims feel empowered to raise concerns and report incidents. Any reports of sexual violence or harassment will be taken seriously and thoroughly investigated by KANGA and appropriate referrals made to the police and children's social care.

KANGA will ensure that staff and trustees receive relevant training to help them ensure an effective response to incidents that protects individual victims and safeguards the welfare of all students and staff.

KANGA will ensure staff are able to provide appropriate support to victims and alleged perpetrators that meets their needs and continues to promote their education.

KANGA will ensure there is a robust response to all incidents and will follow the procedures set out in Part 5 of the *Keeping children safe in education* statutory guidance.

Reported incidents will be investigated by the member of staff to whom the young person discloses in partnership with the designated safeguarding lead, who will also carry out a risk assessment to look at any continued risk to the victim or other students and staff from the alleged perpetrator within KANGA environment.

Where the allegation involves material posted online, KANGA will request that the electronic device is handed over as part of the investigation.

The member of staff and designated safeguarding lead will write up a record of the investigation that will set out how KANGA will respond to the incident.

The designated safeguarding lead may take advice from the relevant Local Authority Safeguarding Children Board. Possible outcomes include referral to Early Help Services, MASH, Learning Access and/or the police, or managing the matter internally under normal behaviour policies.

Where a referral will be made to children social care or the police, the designated safeguarding lead will discuss the issue with the relevant agency and following this discussion a decision will be made on whether and how to inform the alleged perpetrator and their parents.

KANGA will take any necessary action to continue to safeguard the victim and other students within KANGA environment based on the level of risk established from the risk assessment, including decisions about the victim and alleged perpetrator sharing classrooms. These decisions will be reviewed in the light of on-going police and children's social care investigations to take account of any changes in the status of investigations and any bail conditions placed on the alleged perpetrator.

Where necessary and appropriate, KANGA will consider the support needs of the alleged perpetrator and will make referrals to relevant agencies for support on their behalf.

## **4. Prevention of radicalisation**

KANGA's safeguarding duty includes the duty to promote British values in order to counter the extremist narrative and prevent young people from being radicalised and drawn into terrorism.

[Promoting fundamental British values as part of SMSC in schools](#)

## Safeguarding and child protection policy

Under Counter-Terrorism and Security Act 2015, KANGA also has a duty to refer young people on to the relevant Local Authority Channel Panel under the Prevent strategy where there are concerns that they are being radicalised.

### [The Prevent Duty](#)

Where there are concerns that a young person might be considering extremist ideologies and/or may be radicalised and would benefit from specialist support to challenge extremist ideologies, or that a younger student may be at risk due to their parent's radicalisation, KANGA should make a referral to the relevant Local Authority Safeguarding Children Board.

*KANGA designated safeguarding lead should be consulted for internal advice on making a referral. Prior to making a referral KANGA may also speak to and get advice from:*

- *Croydon's Prevent Co-ordinator (Haydar Muntadhar: email [haydar.muntadhar@croydon.gov.uk](mailto:haydar.muntadhar@croydon.gov.uk); tel. 0208 726 6000 (ext. 62070)*
- *Islington's Prevent Coordinator (Beverley Thomas email [Beverley.Thomas@islington.gov.uk](mailto:Beverley.Thomas@islington.gov.uk), tel 020 7527 3018)*

## 5. Honour Based Violence

The Metropolitan Police definition of so-called honour based violence is: 'a crime or incident, which has or may be committed to protect or defend the honour of the family and/or community'. Honour based violence cuts across all cultures and communities.

The perceived immoral behaviour which could precipitate a murder include: Inappropriate make-up or dress; the existence of a boyfriend; kissing or intimacy in a public place; rejecting a forced marriage; pregnancy outside of marriage; being a victim of rape; interfaith relationships; leaving a spouse or seeking divorce.

A child who is at risk of honour based violence is at significant risk of physical harm (including being murdered) and/or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member.

Murders in the name of 'so-called honour' are often the culmination of a series of events over a period of time and are planned. These include: House arrest and excessive restrictions; denial of access to the telephone, internet, passport and friends; threats to kill; pressure to go abroad. There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserved to die.

When receiving a disclosure from a child, professionals should recognise the seriousness / immediacy of the risk of harm. Professionals should not minimize the potential risk of harm or attempt to be a mediator. Professionals should see the child immediately, on their own, in a secure and private place and contact the agency's named child protection person.

## 6. Mandatory reporting of Female Genital Mutilation (FGM)

KANGA will follow the statutory guidance on FGM in order to safeguard girls who are at risk of FGM:

### [Multi-agency statutory guidance on female genital mutilation](#)

Where a student makes a disclosure of FGM, KANGA will follow the mandatory reporting rules and make appropriate referrals to the police and the relevant Local Authority Safeguarding Children Board.

All concerns around FGM, including any disclosure made by a student, will be discussed with the designated safeguarding lead before any action is taken.

## 7. Children with special education needs (SEN)

KANGA is aware that children with special education needs may be more vulnerable to harm and abuse and may be more likely to experience bullying. They may also have difficulty in reporting harm and abuse due to communications difficulties and professionals may miss vital indicators.

## 8. Safeguarding vulnerable groups

KANGA is aware that some students may be living in circumstances that may make them more vulnerable to abuse, neglect or poor outcomes and who may need help or intervention from Early Help Services, children's social care or other agencies in order to overcome problems or keep them safe.

KANGA will adhere to the following policies in order to respond to the needs of these vulnerable groups.

### **Children at risk of forced marriage**

If a school becomes aware of a child that may be at risk of a forced marriage they should in the first instance to relevant Local Authority Safeguarding Children Board. If a child is at immediate risk they should contact the police.

Further advice on forced marriage can be obtained from the Foreign and Commonwealth Office's Forced Marriage Unit by phone 0207 008 0151 or emailing [fmufco@fco.gov.uk](mailto:fmufco@fco.gov.uk) [Forced marriage - FCO Guidance](#)

### **Domestic abuse and/or sexual violence**

Schools can refer young people affected by domestic or sexual violence to relevant Local Authority Safeguarding Children Board.

In Croydon further advice and guidance can be obtained from the Family Justice Centre who can be contacted by phoning their helpline of 0208 688 0100 or by emailing [fjc@croydon.gov.uk](mailto:fjc@croydon.gov.uk)

Specific guidance on adolescent to parent violence and abuse is published by the Home Office

[Adolescent to parent violence and abuse \(APVA\)](#)

### **Privately fostered children**

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent is a 'close relative' for 28 days or more. Schools have a legal duty to notify relevant Local Authority of any students they know to be private fostered. Designated safeguarding leads should refer to relevant Local Authority Safeguarding Children Board any private fostering arrangements that come to their notice.

## 9. Contextual safeguarding for young people

KANGA is aware that as young people grow more independent, they may face more risk from safeguarding threats from outside of the home, either from within the community, at school/college or from their own peer group.

KANGA will adhere to the following policies whenever there are concerns that young people are at risk from any of these issues:

### **Children who run away/go missing**

Children who run away or go missing from home or care are vulnerable to criminal and/or sexual exploitation. If a school becomes aware of a child who is missing from home or care and that child has not been reported missing to the police they should so using 101.

## **Safeguarding and child protection policy**

Running away may be an indicator of other problems and therefore referral to relevant Local Authority Safeguarding Children Board should be considered. Early intervention after the first episode may prevent a child being exploited.

### [Children who run away or go missing from home or care](#)

## **Children at risk of sexual exploitation**

Child sexual exploitation is a form of sexual abuse that occurs when 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 in sexual activity a) in exchange for something the victim needs or wants, and/or be for financial advantage or increased status of the perpetrator or facilitator.

If a school becomes aware of child that may be being sexual exploited they should refer to relevant Local Authority Safeguarding Children Board.

### [Child sexual exploitation – DfE guidance](#)

## **Young people at risk from gang activity or serious youth violence**

Supporting young people to build resilience and raise their awareness of the risks associated with gangs and serious youth violence is key to helping keep young people safe in their communities.

Staff should be aware of the indicators which may signal that children are at risk from, or are involved with serious violent crime. may include:

- Increased absence
- Change in friendship groups
- Relationships with older individuals or groups
- Signs of self-harm or significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions

These may indicate involvement or approach by criminal networks or gangs.

Be alert to the possibility of children and young people bringing weapons onto site. There are various reasons why a young person may be carrying a weapon. These should be explored with the young person.

The police must be informed via 101 of any student found in possession of a weapon in school or any weapon that is found on site.

### [Preventing youth violence and gang involvement](#)

## **Modern slavery and trafficked children**

County lines is when children and young people travel out of London to sell drugs on behalf of adults in those localities. Those involved with county lines will often go missing for a few days at a time. Children and young people involved in county lines may be considered as having been trafficked and be victims of criminal exploitation.

If you become aware of child or young person who may be at risk a referral should be made to relevant Local Authority Safeguarding Children Board.

### [Safeguarding children who may have been trafficked](#)

### [Criminal Exploitation of children and vulnerable adults: County Lines guidance](#)



# APPENDIX 1: CHILD PROTECTION; DEFINITIONS AND INDICATORS

## Definitions

Child protection is part of the safeguarding agenda that focuses on preventing maltreatment and protecting children at risk of neglect or abuse. Under the Children Act 1989, CSSW have a legal duty to investigate and take any action to protect children where there are concerns that they are at risk of suffering **significant harm**, which is defined as:

**Neglect:** failure to provide basic care to meet the child’s physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.

**Physical abuse:** causing physical harm or injury to a child.

**Sexual abuse:** involving children in sexual activity, or forcing them to witness sexual activity, which includes involving children in looking at or the production of pornography.

**Emotional abuse:** failure to provide love and warmth that affects the child’s emotional development; psychological ill treatment of a child through bullying, intimidation or threats.

## Possible indicators of abuse and neglect

<b>Neglect</b>	<p>Inadequate or inappropriate clothing</p> <p>Appears underweight and unwell and seems constantly hungry</p> <p>Failure to thrive physically and appears tired and listless</p> <p>Dirty or unhygienic appearance</p> <p>Frequent unexplained absences from school</p> <p>Lack of parental supervision</p>
<b>Physical abuse</b>	<p>Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury</p> <p>Injuries in unexpected places or that are not typical of normal childhood injuries or accidents</p> <p>High frequency of injuries</p> <p>Parents seem unconcerned or fail to seek adequate medical treatment</p>
<b>Sexual abuse</b>	<p>Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child’s age/stage of development</p> <p>Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend</p> <p>Continual, inappropriate or excessive masturbation</p> <p>Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy</p> <p>Unwillingness to undress for sports</p>

**Safeguarding and child protection policy**

<p><b>Emotional abuse</b></p>	<p>Developmental delay Attachment difficulties with parents and others Withdrawal and low self-esteem</p>
<p><b>Indirect indicators of abuse and neglect</b></p>	<p>Sudden changes in behaviour Withdrawal and low self-esteem Eating disorders Aggressive behaviour towards others Sudden unexplained absences from school Drug/alcohol misuse Running away/going missing</p>
<p><b>Parental attributes</b></p>	<p>Misusing drugs and/or alcohol Physical/mental health or learning difficulties Domestic violence Avoiding contact with school and other professionals</p>

# APPENDIX 2: SAFEGUARDING CHILDREN MONITORING/INCIDENT FORM

**Name of setting:** KANGA

**Name of child:** \_\_\_\_\_ **DOB:** \_\_\_/\_\_\_/\_\_\_

**Status:**  monitoring due to concerns  subject to child protection plan

## Concerns/risks

Attendance and punctuality

Periods of exclusion (including dates)

Contact with parents/family

Health and physical appearance

Behaviour and emotional presentation (including any sexualised behaviour)

Concerning incidents

Peer relationships

Academic performance and achievement

## Views of child and parents

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**Safeguarding and child protection policy**

**Outcomes of monitoring**

- continue monitoring
- carry out Early Help Assessment
- referral to Local Authority Safeguarding Children Board
- referral to health services
- referral for education support services
- referral on behalf of parent/carer

**Action taken**

Name of staff member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPENDIX 3: SINGLE CENTRAL RECORD

### Important notes

This record should indicate what checks have been taken out for the following:

All staff, including supply staff and others who work in regular contact children in school, including volunteers and governors

### Agency staff

Please give details of confirmation of checks that have been carried out by the supplying agency.

### Volunteers

- Unsupervised volunteers should not be left alone or allowed to work in regulated activity.
- For new volunteers in regulated activity who regularly teach children unsupervised an enhanced DBS is needed with a barred list check.
- For new volunteers not in regulated activity, schools should obtain an enhanced DBS certificate.
- Existing volunteers who provide personal care, the school should consider obtaining an enhanced DBS.
- Existing volunteers who are unsupervised do not need to have a DBS check with a barred list check because the volunteer should have been checked originally.
- For existing volunteers not in regulated activity there is no requirement for an enhanced DBS check (a school can request one but may not request a check of the barred list).
- For a volunteer not engaging in regulated activity a risk assessment should be made and a professional judgement made about the need for an enhanced DBS check.
- Supervision of volunteers – there must be supervision by a person in regulated activity, where supervision occurs, this must be regular and day to day and the supervision must be reasonable in all the circumstances to ensure the protection of children.

### Regulated activity

## **Safeguarding and child protection policy**

Regulated activity (see p20 for definition) – the period condition is at any time on more than three days in any period of 30 days. ‘Frequently’ is doing something once a week or more. Work of the nature defined is considered regulated activity if done regularly; where this is the case an enhanced DBS check is needed with a barred list check.

### **Contractors**

Contractors or employees of contractors working at the school should have the appropriate level of DBS check if a check is required, eg if the contractor is carrying out teaching or providing a level of care or supervision of children regularly.

### **Documents and certificates**

Please give details of any documentary evidence obtained as part of each check. Please note that there is no requirement to list DBS numbers. Also, to comply with the Data

Protection, DBS certificates should not be retained any longer than six months. Other documents to verify identity, right to work in the UK etc, should be kept in personnel files.

**Safeguarding and child protection policy**

**Example of Record of checks taken out and/or certificates obtained**

Name	Date of service	Address	DOB	Position held/ regulated activity?	Evidence of identity: (name of person carrying out check and date of check)	Barred list check (date and name of person carrying out check)	Enhanced DBS check (date and name of person carrying out check)	Prohibition from teaching check (date and name of person carrying out check)	Prohibition from management of schools under section 128 check (independent and free schools and academies only)	Checks on persons from overseas (date and name of person carrying out check)	Checks on professional qualifications/ Certificates obtained (date and name of person carrying out check)	Checks on right to work in the UK/documents obtained (date and name of person carrying out check)	For supply staff, evidence from the employment agency that relevant checks have been carried out (date of confirmation and name of school staff checking)

## APPENDIX 4: SAFEGUARDING CHECKLIST

*To be used by the Director and trustees to carry out an assessment of the school's safeguarding framework*

Name of setting:

Address:

Director/Head teacher:

Contact details:

Date of safeguarding assessment:

Requirement	Yes	No	Comments/action
<b>Leadership and the safeguarding and child protection framework</b>			
Comprehensive safeguarding policies covering early help and child protection and a staff conduct policy covering use of technology, relationships with students, communications and use of social media			
Agreed procedures for dealing with incidents of sexual violence and sexual harassment that are linked to the school's behaviour and bullying policies			
There are agreed local procedures in place for making referrals to relevant Local Authority Safeguarding Children Board where there are concerns about the safety and welfare of a child			
There is a designated trustee with responsibility for safeguarding and child protection			

**Safeguarding and child protection policy**

A senior member of the leadership team has been appointed as the designated safeguarding lead and a nominated deputy to carry out the role in their absence and they have the time and resources allocated to carry out their responsibilities			
The safeguarding lead and their deputy have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 2 years.			
Arrangements are in place to ensure staff can liaise with the safeguarding lead or their deputy at all times during normal operating hours			
Promotes a multi-agency approach to safeguarding and child protection in line with <i>Working together</i> and staff are able to attend child protection conferences and other multi-agency meetings as appropriate			
Promotes positive behaviour and this is reflected in behaviour management strategies used; reasonable force and restraint is used only in line with legislation; use of any behaviour management strategy is tailored to the needs of the student and carefully monitored for effectiveness			

Effective policies for dealing with bullying and discrimination, including cyberbullying, sexting and inappropriate language			
There is a policy around dealing with allegations against staff and all staff are aware of the policy and know what action to take if they have concerns about another member of staff			
Policy of openness and challenge and staff and students feel safe to raise concerns; there is a whistleblowing policy in place and all staff and students know who to contact if they are concerned that safeguarding issues are not being adequately dealt with by the school			

**Safeguarding and child protection policy**

<p>Taken steps to implement the Prevent duty and staff are aware of how to make appropriate referrals to Channel Panel</p>			
<p>Policy on dealing with children who harm other children and all staff are aware of what action to take under this policy</p>			
<p>Seeks the views of students and parents with regard to safeguarding issues and all safeguarding and child protection policies are available on the website</p>			
<p><b>Staff knowledge and safeguarding practice</b></p>			
<p>All staff are inducted in safeguarding arrangements in the school and have received and read all relevant policies</p>			
<p>All staff have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 3 years.</p>			
<p>All staff receive regular updates to safeguarding and child protection legislation via the designated safeguarding lead as required</p>			
<p>All staff are able to identify those children who may benefit from early help and are able to provide support within the school or make appropriate referrals to Croydon’s Early help service</p>			
<p>All staff are able to recognise the indicators of abuse and harm, can identify children who may be at risk of harm</p>			
<p>All staff know what action to take to refer children appropriately to relevant Local Authority Safeguarding Children Board where there are concerns and make timely referrals and follow up referrals where it is thought the child’s situation is not improving</p>			

**Safeguarding and child protection policy**

All staff are aware of their legal duty under the mandatory reporting rules for FGM and can make appropriate notifications to the police and relevant Local Authority Safeguarding Children Board in known cases of FGM			
All staff are aware of what actions to take when a child goes missing from education or does not attend and that missing episodes are monitored; all staff are aware of the link between going missing and			
safeguarding issues such as sexual exploitation, criminal behaviour, substance misuse and trafficking; there are procedures in place to notify the relevant Local Authority Safeguarding Children Board where a child is removed from the school roll in line with the local <i>Children missing from school</i> policy			
All staff are able to share information lawfully and appropriately and work jointly with partner agencies; parents are informed of concerns and actions taken unless this puts the student at further risk			
Records of concerns and referrals are up to date and timely and kept securely			
All staff receive regular supervision that enables them to raise safeguarding issues			
Risk assessments are routinely carried out to ensure the health and safety of students on site, on school trips and during work experience			
Students feel safe and are aware of how to raise concerns and complaints with a trusted adult			
<b>Safer recruitment</b>			
Safer recruitment procedure that is in line with statutory requirements			

**Safeguarding and child protection policy**

<p>Single central record providing details of when and by whom the following checks on candidates were taken out:</p> <ul style="list-style-type: none"> <li>• Identity checks</li> <li>• DBS/barred list checks</li> <li>• Prohibition from teaching/section 128 checks</li> <li>• Appropriate checks with overseas organisations where the candidate is from abroad</li> <li>• Checks to establish right to work in the UK</li> <li>• Professional qualifications check</li> </ul>			
<p>Clear system in place in line with statutory requirements for volunteers or contractors coming onto the site, .Enhanced DBS checks are taken out on all staff members, volunteers and governors; barred list checks are also taken out on staff, volunteers and governors who are involved in regulated activity</p>			
<p>Named member of senior leadership team decides on whether or not volunteers, visitors or contractors require a DBS check and this decision is informed by a risk assessment; arrangements are put in place to supervise and oversee volunteers, visitors and contractors where a DBS check is not carried out and children are not left unsupervised with any individual who has not undergone a DBS check</p>			
<p>Seeks written confirmation from agencies that these checks have been taken out on all agency and supply staff prior to appointment; all agency and supply staff are required to present proof of identity prior to beginning work</p>			
<p>A member of the trustees and senior leadership involved in interviewing has completed an accredited safer recruitment training course</p>			

**Safeguarding and child protection policy**

<b>Dealing with allegations against staff</b>			
There is a named staff member with responsibility for liaising with the police and LADO			
Appropriate referrals are made to the DBS where staff cease to work at the school following investigation into allegations			