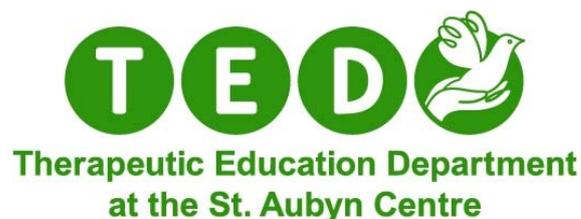


CHILD PROTECTION POLICY FOR THE ST AUBYN CENTRE THERAPEUTIC EDUCATION DEPARTMENT

DUE FOR APPROVAL BY MANAGEMENT COMMITTEE JUNE 2018

POLICY TO BE REVIEWED JUNE 2019

DESIGNATED SAFEGUARDING LEAD:	Gill Jackson
DEPUTY DESIGNATED SAFEGUARDING LEAD:	Sarah Butler
DESIGNATED SAFEGUARDING GOVERNOR:	Holly Turner
ESSEX UNIVERSITY PARTNERSHIP TRUST SAFEGUARDING LEAD	Holly Turner (in her absence Mel Arthey)



Contents

1	Introduction
2	Statutory Framework
3	Roles and responsibilities
4	Types of abuse / specific safeguarding issues
5	Procedures
6	Training
7	Professional confidentiality
8	Records and information sharing
9	Interagency working
10	Allegations about members of the workforce
11	Promoting positive mental health and resilience in school
12	Whistleblowing
Appendix A	Children and Families Hub Partner Access Map
Appendix B	PREVENT referral flow chart
Appendix C	Essex Windscreen of Need and levels of intervention

CHILD PROTECTION POLICY FOR SCHOOL

1. Introduction

Schools and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.

(Keeping Children Safe in Education – DfE, 2016)

This Child Protection Policy is for all staff, parents, governors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school. It should be read in conjunction with the Safeguarding Policy, Safer Recruitment Policy, Staff Code of Conduct Policy, Physical Intervention Policy, Preventing and Tackling Bullying Policy, Behaviour Policy, Health and Safety Policy, Educational Visit Policy, E-safety Policy. It should also be read in conjunction with Keeping Children Safe in Education (DfE, 2016).

Safeguarding and promoting the welfare of children is defined in Keeping Children Safe in Education as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

2. Statutory framework

Section 175 of the Education Act 2002 (*Section 157 for Independent schools*) places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

The development of appropriate procedures and the monitoring of good practice in Essex are the responsibilities of the [Essex Safeguarding Children Board \(ESCB\)](#). In Essex, all professionals must work in accordance with the [SET Procedures \(ESCB, 2018\)](#).

Our school also works in accordance with the following legislation and guidance:

[Keeping Children Safe in Education](#) (DfE, 2016) – *draft version (DfE, 2018) effective September 2018*

[Working Together](#) (HMG, 2015) – *updated version expected June 2018*

Education Act 2002

[Effective Support for Children and Families in Essex](#) (ESCB, 2017)

[Counter-Terrorism and Security Act \(HMG, 2015\)](#)

[Serious Crime Act 2015](#) (Home Office, 2015)

Sexual Offences Act (2003)

Education (Pupil Registration) Regulations 2006

Information sharing advice for safeguarding practitioners (HMG, 2015)

Data Protection Act 1998

[What to do if you're worried a child is being abused](#) (HMG, 2015)

[Searching, screening and confiscation](#) (DfE, 2018)

Children Act 1989

Children Act 2004

[Preventing and Tackling Bullying \(DfE, 2017\)](#),

Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)

[Sexual violence and sexual harassment between children in schools and colleges](#) (DfE, 2017)

3. Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people within schools and the Local Authority who have specific responsibilities under child protection procedures. The names of those in our school with these specific responsibilities (the designated safeguarding lead and deputy designated safeguarding lead) are shown on the cover sheet of this document.

The Management Committee

The Management Committee ensures that the policies, procedures and training in our school are effective and comply with the law at all times. It ensures that all required policies relating to safeguarding are in place and that the child protection policy reflects statutory and local guidance and is reviewed at least annually.

The Management Committee ensures there is a named designated safeguarding lead and deputy safeguarding lead in place.

The Management Committee ensures the school contributes to inter-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.

The Management Committee ensures that all staff members undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.

The Management Committee ensures that children are taught about safeguarding, including online, ensuring that appropriate filters and monitoring systems for online usage are in place. Our children will be taught how to keep themselves safe through teaching and learning opportunities as part of a broad and balanced curriculum.

The Management Committee and school leadership team are responsible for ensuring the school follows recruitment procedures that help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see the school's 'Safer Recruitment' policy for further information). It ensures that volunteers are appropriately supervised in school.

The Designated Safeguarding Lead (and Deputy)

The designated safeguarding lead in school takes lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They ensure that everyone in school (including temporary staff, volunteers and contractors) is aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals to Essex Children's Social Care (Family Operations Hub) are made in accordance with current SET procedures. They work with the local authority and other agencies as required.

If for any reason the designated safeguarding lead is unavailable, the deputy designated safeguarding lead will act in their absence.

The Headteacher

The Headteacher works in accordance with the requirements upon all school staff. In addition, (s)he ensures that all safeguarding policies and procedures adopted by the Management Committee are followed by all staff.

All school staff

Everyone in our school has a responsibility to provide a safe learning environment in which our children can learn. All staff members are prepared to identify children who may benefit from early

help and understand their role within this process. This includes identifying any emerging problems so appropriate support may be provided and liaising with the designated safeguarding lead to report any concerns. All staff members are aware of and follow school processes (as set

out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so.

4. Types of abuse / specific safeguarding issues

Keeping Children Safe in Education (DfE, 2016) defines abuse as the maltreatment of a child.

“Somebody may abuse or neglect a child by inflicting harm or by 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 (e.g. via the internet). They may be abused by an adult or adults or another child or children”

The four main types of abuse referred to in Keeping Children Safe in Education are:

- Physical
- Emotional
- Sexual
- Neglect

Our school is aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection.

Peer on peer abuse

Our school may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at school, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Our school recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, ‘sexting’ or sexually harmful behaviour. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs.

We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that

makes them feel uncomfortable. Our school understands the different gender issues that can be prevalent when dealing with peer on peer abuse.

See Preventing and Tackling Bullying Policy

PSHCE Policy

Young people with mental health difficulties, special educational needs (SEN) and disabilities

Our school understands that children with mental health difficulties, special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the mental health difficulties, SEN or disability, without further exploration
- Children with mental health difficulties, SEN and disabilities can be disproportionately impacted by things like bullying, without outwardly showing signs
- Communication barriers and difficulties in overcoming these barriers

Children missing from education

All children, regardless of their age, ability, aptitude and any special education needs they may have are entitled to a full-time education. Our school recognises that a child missing education is a potential indicator of abuse or neglect and will follow the school procedures for unauthorised absence and for children missing education. Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency (Missing Education and Child Employment Service, Social Care or Police).

Our school must inform the local authority when, on carrying out follow up checks, we are aware that a young person who has been in hospital at The St Aubyn Centre fails to attend school regularly.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community. In Essex, the definition of Child Sexual Exploitation (CSE) from the Department of Education (DfE, 2017) has been adopted:

"Child Sexual Exploitation is a form of child sexual abuse. It 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 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 understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our school is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The designated safeguarding lead will lead on these issues and work with other agencies as appropriate.

This [one page process map](#) sets out arrangements for CSE in Essex.

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse.

As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Our school will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures.

Forced marriage

A forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

Prevention of radicalisation

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

It requires schools to:

- teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. All staff members understand how to identify those who may benefit from this support and how to make a **referral to the Essex CHANNEL panel.** (*Appendix B*)

5. Procedures

All staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor to the school who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the designated safeguarding lead (or, in their absence, the deputy designated safeguarding lead).

All action is taken in accordance with the following guidance;

- Essex University Partnership Trust Safeguarding Children Policy
<http://intranet/Documents/EPUT/CLP37 - Safeguarding Children Policy - April 2017.pdf>
- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB,2018) <http://www.escb.co.uk/>

- **Essex Effective Support**

- Keeping Children Safe in Education (DfE,2016)
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- Working Together to Safeguard Children (DfE, 2015)
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- 'Effective Support for Children and Families in Essex' (ESCB, 2017)

<http://essexpartnership.org/content/effective-support-children-and-families-essex-0>

- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)
<https://www.gov.uk/government/publications/prevent-duty-guidance>
- Keeping Children Safe in Education (DfE, 2016)

Where the disclosure is made to a member of The Therapeutic Education Department (TED) and there is immediate danger to a young person or persons in addition to the above a phone call will be made to The Children and Families Hub and/or the police and the EPUT Safeguarding Lead informed.

All members of the TED team are aware that as employees, or as responsible adults, if they feel a young person is in danger they are able to refer directly to ECC and not wait for referral through the EUPT system.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will make an accurate record using the Essex Partnership University Trust (EUPT) on-line Green (Raising Concern) Form.

This is then emailed to the EUPT Safeguarding Lead, the Head of Education (designated safeguarding lead) on the NHS system, the Ward Manager, the Modern Matron and the EUPT ward Safeguarding Champion and printed and presented to the Nurse in Charge of the shift and a copy put into the tray for the Ward Safeguarding Lead and into the young person's file for Reviews. The copy is from the young person's file is given to the Medical Secretary in Ward Reviews. No copies of green forms are kept in Education.

Safeguarding is an item on the agenda of the weekly TED Team meeting and anonymised issues and outcomes are recorded where appropriate.

If the designated safeguarding lead or the deputy is not satisfied that the EUPT Safeguarding lead has dealt with the disclosure they will refer cases of suspected abuse or allegations to the Children and Families Hub by telephone and in accordance with the procedures outlined in the SET procedures (ESCB, 2018) and in 'Effective Support for Children and Families in Essex' (ESCB, 2017) and the EPUT Safeguarding Lead will be informed.

If, for any reason, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. Safeguarding contact details are displayed in the school to ensure that all staff members have unfettered access to safeguarding support, should it be required. Any individual may refer to Social Care where there is suspected or actual risk of harm to a child.

When new staff, volunteers or regular visitors join our school they are informed of the safeguarding arrangements in place, the name of the designated safeguarding lead (and deputy) and how to share concerns with them.

6. Training

The designated safeguarding lead (and deputy) undertake Level 3 child protection training at least every two years. The Headteacher, all staff members and governors receive appropriate child protection training which is regularly updated and in line with advice from the Essex Safeguarding Children Board (ESCB). In addition, all staff members receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any child protection training undertaken is kept for all staff and governors.

The school ensures that the designated safeguarding lead (and deputy) also undertakes training in inter-agency working and other matters as appropriate

7. Professional confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or pupils), or promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the designated safeguarding lead and the procedure detailed in 5. followed.

8. Records and information sharing

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst GDPR places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

The St Aubyn Centre Therapeutic Education Department and Essex University Partnership Trust

- Use of the Essex University Partnership Trust (EUP) 'Green Form'

The procedure listed in 5. Is followed to ensure records are made and shared with EPUT. When necessary body maps are completed by The St Aubyn Centre EPUT nursing staff.

Well-kept records are essential to good child protection practice. Our school works with EPUT to record any concern held about a child or children by the NHS Trust, Where a member of TED has

reported directly to The Children and Families Hub all records are processed through the EPUT system.

- Sharing at Daily Multi-disciplinary Meetings and Ward Reviews

All disclosures recorded on EUPT Green forms are shared at the daily meeting and the weekly Ward Reviews. The EUPT Safeguarding Lead attends these meetings to explain steps to be taken and those already taken.

- TED Team meeting

Safeguarding and Child Protection is an agenda item at the weekly team meeting. Where a 'Green Form' has been completed the outcome is discussed. If there is any concern about the outcome this is then raised by the Safeguarding Lead or Deputy with the EUPT Safeguarding Lead or Deputy.

- Home Schools

Young people on roll at The St Aubyn Centre TED are usually dual rolled. The home school retains the child protection records. When the Head of Education/Safeguarding Lead contacts the home school the link person will be asked whether a Child Protection file is held and whether there are issues which it is important should be shared with The St Aubyn Centre. The link person from the home school attends the Care Programme Approach (CPA) Review meetings and receives reports which include details of disclosures made whilst their pupil is in hospital.

9. Interagency working

At The St Aubyn Centre EPUT ensure that the centre is represented at any child protection conference called for young people in hospital or previously known to them. Members of TED work with the St Aubyn Centre EPUT representative before and after the meetings.

If a child is subject to a Child Protection or a Child in Need plan, the key teacher, overseen by the designated safeguarding lead will ensure the child is monitored regarding their presentation and achievement in school. If the school is part of the core group, the designated safeguarding lead will ensure the school is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the designated safeguarding lead will inform the child's Social worker immediately and then record that they have done so and the actions agreed.

10. Allegations about members of the workforce

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Staff Handbook / Code of Conduct. The school works in accordance with statutory guidance and the SET procedures (ESCB, 2018) in respect of allegations against an adult working with children (in a paid or voluntary capacity). Section 7 of the current SET procedures provides detailed information on this.

The school has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff will be referred to the Headteacher (or the Deputy Headteacher in their absence). This role is distinct from the designated safeguarding lead as the named person should have sufficient status and authority in the school to manage employment procedures. Staffing matters are confidential and the school operates within statutory guidance around Data Protection.

Where the concern involves the headteacher, it should be reported direct to the Chair of the Management Committee.

SET procedures (ESCB, 2018) require that, where an allegation against a member of staff is received, the Headteacher, senior named person or the Chair of Governors must inform the duty Local Authority Designated Officer (LADO) in the Children's Workforce Allegations Management Team on **03330 139 797** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. The school does not carry out any investigation before speaking to the LADO.

11. Promoting positive mental health and resilience in school

Positive mental health is the concern of the whole community and we recognise that schools play a key part in this. Our school wants to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter balance and promote further growth of resilience.

It is vital that we work in partnership with nurses, other members of the The St Aubyn Centre EPUT team and parents to support the well-being of our pupils. Parents should share any concerns about the well-being of their child with The St Aubyn Centre, so appropriate support and interventions can be identified and implemented.

12. Whistleblowing

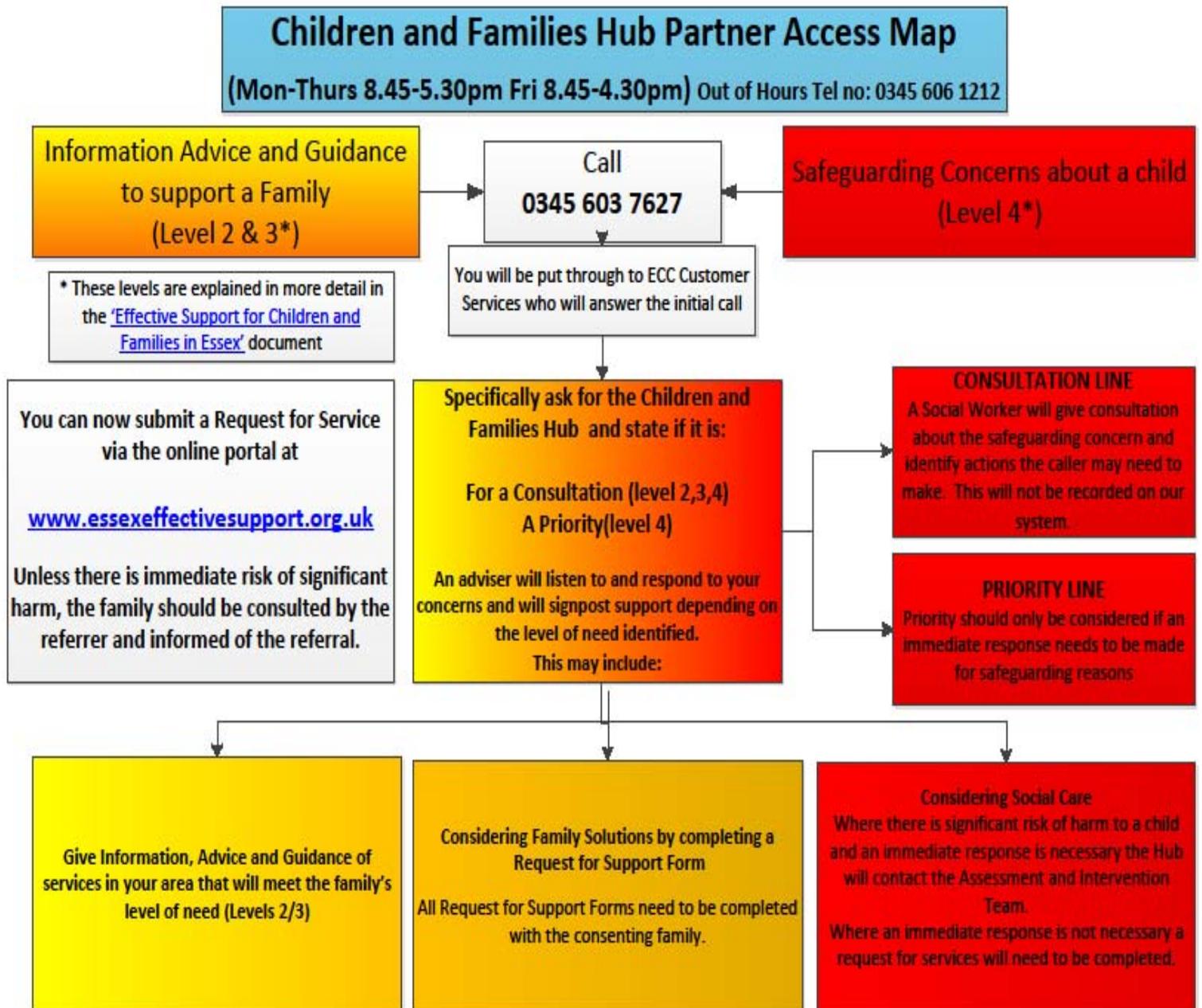
Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider school community) raises a concern about danger or illegality that affects others, for example pupils in the school or members of the public.

All staff members are made aware of the duty to raise concerns about the attitude or actions of staff in line with the school's Code of Conduct / Whistleblowing policy.

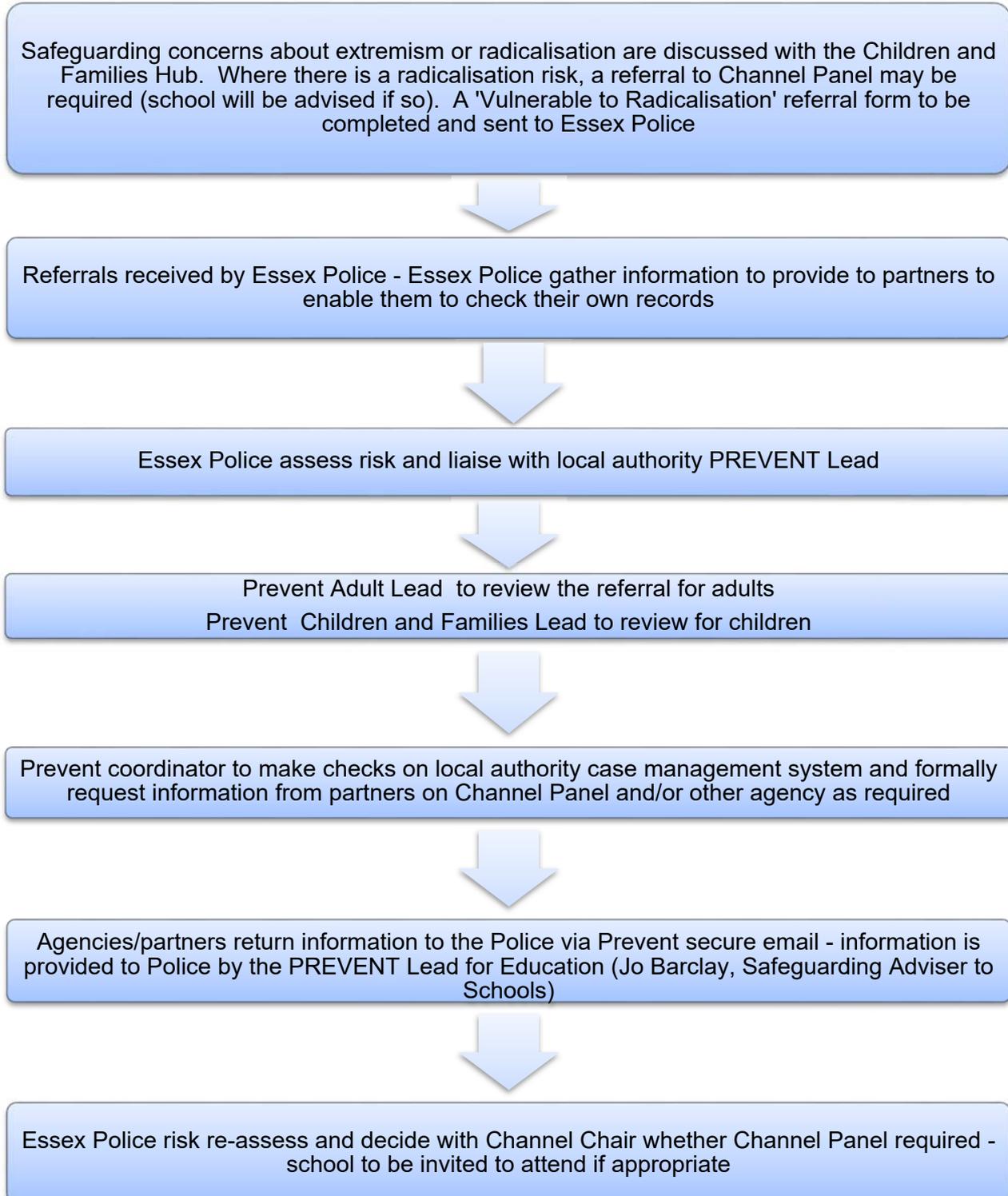
We want everyone to feel able to report any child protection / safeguarding concerns. However, for members of staff who feel unable to raise these concerns internally, they can call the the NSPCC whistleblowing helpline on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: help@nspcc.org.uk.

Parents or others in the wider school community with concerns can contact the NSPCC general helpline on: 0808 800 5000 (24 hour helpline) or email: help@nspcc.org.uk.

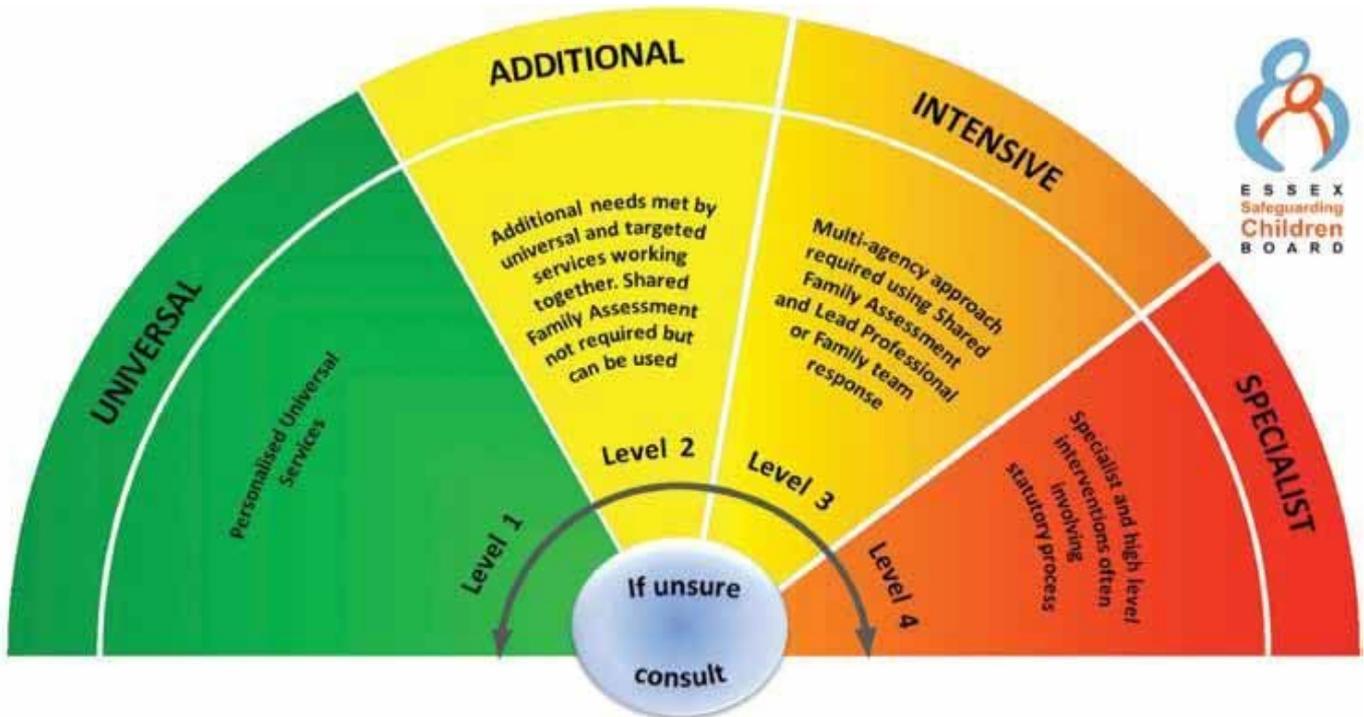
Appendix A: Children and Families Hub flow chart



Appendix B: PREVENT Referral Flowchart



Appendix C: Essex Windscreen of Need and levels of intervention



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs

Children with **Additional** needs are best supported by those who already work with them, such as Family Hubs or schools, organising additional support with local partners as needed. When an agency is supporting these children, an Early Help Plan and a Lead Professional are helpful to share information and co-ordinate work alongside the child and family.

For children whose needs are **Intensive**, a coordinated multi-disciplinary approach is usually best, involving either an Early Help Plan or a Shared Family Assessment (SFA), with a Lead Professional to work closely with the child and family to ensure they receive all the support they require. Examples of intensive services are children's mental health services and Family Solutions.

Specialist services are where the needs of the child are so great that statutory and/or specialist intervention is required to keep them safe or to ensure their continued development. Examples of specialist services are Children's Social Care or Youth Offending Service. By working together effectively with children that have additional needs and by providing coordinated multi-disciplinary/agency support and services for those with intensive needs, we seek to prevent more children and young people requiring statutory interventions and reactive specialist services

APPENDIX D 'GREEN FORM' SAFEGUARDING ALLEGATION RECORDING FORM

THIS FORM IS TO BE USED FOR THE RECORDING OF SERVICE USER'S ALLEGATIONS OF ABUSE (EITHER AS ALLEGED VICTIM OR ABUSER OR WHERE CONCERNS ABOUT ABUSE ARE IDENTIFIED)

Name of service user:		Date of birth & age:	
Remedy no:		Unit/Team:	
Name & disciple of staff member hearing disclosure/allegation		Date, time & venue of disclosure	
No. of allegation (if part of a series of allegations being made during course of work):		Date, venue & times of alleged incident	
Briefly indicate nature of abuse disclosed:	Sexual Abuse Physical Abuse Emotional Abuse Neglect Other (please describe)		
Briefly indicate if service user is:	Victim Perpetrator		