



Cherry Tree
EDUCATION

CHERRY TREE SCHOOL SAFEGUARDING AND CHILD PROTECTION POLICY

DATE AGREED: SEPTEMBER 2017

REVIEWED: FEBRUARY 2018 APRIL 2018

DATE OF NEXT REVIEW: SEPTEMBER 2018

HEADTEACHER SIGNATURE:

MANAGEMENT COMMITTEE CHAIR SIGNATURE:

ALL STAFF MUST HAVE ACCESS TO THIS POLICY, AND SIGN TO CONFIRM THAT THEY HAVE READ, UNDERSTOOD AND WILL ADHERE TO ITS CONTENTS.

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Cherry Tree Safeguarding and Child Protection Policy

Relevant legislation & guidance used in the formulation of this Policy

- Keeping Children Safe in Education DfE Guidance 2016
- Children Act 1989 & 2004
- Children Act 1989 & 2004, Guidance and Regulations
- Protection of Children Act 1999
- Working Together to Safeguard Children DfE 2015
- Safeguarding Children Abused through Sexual Exploitation Kent and Medway LSCB 2017
- Child Protection Procedures Kent and Medway LSCB 2017
- Every Child Matters, 2003
- Safeguarding Children and Safer Recruitment in Education DfE Guidance 2007
- The Munro Review of Child Protection 2011
- Prevent Strategy 2011
- Safeguarding Children Who May Have Been Trafficked Guidance KSCB 2011
- Safeguarding Disabled Children: Practice Guidance 2009
- Safeguarding Children Who May have been affected by gang activity Kent and Medway LSCB 2017
- Protection from offenders Regulations 1997

Policy Statement

Cherry Tree School is absolutely committed to providing education services for children and young people that promote and safeguard their welfare. Cherry Tree school will:

- Ensure that the welfare and safety of children and young people is given paramount consideration in all aspects of the planning and management of services.
- Ensure that the recruitment and vetting of all paid staff and volunteers working with children and young people is carried out rigorously in accordance with the requirements of The Protection of Children Act 1999 and The Protection from Offenders Regulations 1997.
- Include the protection of children and young people as a component in induction training programmes for all new staff and provide child protection training for all staff.
- Provide staff with guidance and training on how to maintain appropriate boundaries in their work with children and young people.
- Provide regular supervision and support for staff to assist in the prevention and detection of harm to children and young people.
- Consult with and work in partnership with children and young people their parents and carers and agencies.
- Encourage open working practices and facilitate regular scrutiny of Cherry Tree School by legitimate inspectors and other professional agencies.
- Provide children and young people and significant adults with clear and easily understandable information about how to complain and ensure that all such complaints are fully investigated and the outcomes fully recorded.
- Ensure that all staff are aware of the Local Safeguarding Children's Board child protection procedures and guidance, an up to date copy of which should be available always for reference.
- Ensure that all staff know how to make a child protection referral in accordance with the procedure contained within this document.

Cherry Tree School believes that the protection of children should be non-discriminatory and that all children are entitled to protection from neglect, abuse and exploitation.

Children and young people who have been harmed, or who are suspected of being harmed, will be treated

with the same care and sensitivity regardless of whether the perpetrator is a parent, carer, friend or stranger. Information gained in the context of child protection will be passed on 'on a need to know basis' in accordance with the procedures in this document which, in turn, are consistent with the school's policy on confidentiality.

Safer Employment Practices

Cherry Tree School follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts always in compliance with the Independent School Standards. In line with the DfE's guidance 'Keeping Children Safe in Education' (2016), Cherry Tree prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff and volunteers who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required.

Recruitment

As part of carrying out safe recruitment procedures members of the teaching and nonteaching staff at the school including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches and volunteers are subject to the necessary statutory child protection checks before starting work. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the school may undertake an online update check through the DBS Update Service.

Further to the DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching by order of the Secretary of State. All staff will be checked against the Children's barring list as part of the enhanced DBS.

Refer to Safer Recruitment and Selection Policy for more information.

Code of Conduct for Teaching staff, support staff, non-teaching staff and all volunteers.

Cherry Tree School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This document should clarify what is expected in terms of professional behaviour; it gives clear advice about what constitutes illegal behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided. The aims are to safeguard children and young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct. Every member of staff should read this code of conduct in conjunction with the DfE's guidance "Keeping Children Safe in Education" (2016).

The following code of conduct will be reviewed annually.

- Adults working in school are responsible for their own actions and behaviour and should avoid any conduct which would lead a reasonable person to question their motivation or intentions.
- Adults working in school must work and be seen to work in an open and transparent way.
- Safer recruitment and selection procedures will be followed for all appointments.
- All staff have a 'duty of care' to the pupils.
- Cherry Tree School instructs staff, during the induction process, that they must ensure that their behaviour does not inadvertently lay them open to allegations of abuse. They need to treat all pupils with respect and try, as far as possible, not to be alone and out of site with a child or young person. Where this is not possible, for example, in lessons where pupils are building up confidence to be with others and are therefore on their own. It is always good practice to ensure that others are within earshot and that a gap or barrier should be maintained between teacher or learning mentor and child always, the door should remain open and the member of staff should remain visible. Regardless of circumstances, an Individual Risk Assessment will be completed by the School Operations Manager before working one to one.

- Adults should discuss and/or take advice promptly from a senior member of staff about any incident which could give rise for concern. This would include reporting infatuations by a student for that or another member of staff, to ensure that such situations can be handled promptly and sensitively.
- A record should be kept of any such incident and of decisions made/further actions agreed.
- Staff should apply the same professional standards regardless of gender or sexuality.
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
- Staff should be fully committed to safeguarding the welfare of all pupils by taking all reasonable steps to protect them from physical, sexual or emotional abuse.
- All adults should conduct themselves in a way that reflects the values of the school and meets the expected high professional standards.

If a member of staff does not follow this code of conduct this may lead to disciplinary procedures.

All staff, volunteers at Cherry Tree School must be familiar with and work in accordance with the policies at Cherry Tree School including Child Protection, Behaviour Management, Online safety, Health and Safety and Whistle Blowing. They must also:

- Behave in a mature, respectful, safe, fair and considered manner for example not making sarcastic remarks or 'jokes' to pupils that are personal, sexual, racist, discriminatory, intimidating or otherwise offensive.
- Not embarrassing or humiliating pupils.
- Not discriminate favourably or unfavourably towards any student for example treating all pupils equally – never building 'special' relationships or conferring favour on pupils and not giving or receiving gifts unless arranged through the school.
- Ensure that relationships with pupils remain on a professional footing for example not behaving in a way that could lead a reasonable observer to question conduct, intentions or suitability to care for other people's children.
- Not deciding to contact, communicate or meet with pupils outside work (this includes use of email, text, social networking and other messaging systems).
- Not developing 'personal' or sexual relationships with pupils. Any physical contact should be the minimum required for care, instruction or restraint.

Attention is drawn to the provisions of the Sexual Offences Act 2003 which creates a new criminal offence of abuse of a position of trust (when a person aged 18 or over is in a 'position of trust' with a person under 18 and engages in sexual activity with or in the presence of that child or causes or incites that child to engage in or watch sexual activity).

Child protection procedure

These procedures have been written in accordance with Kent County Council's child protection and safeguarding procedures. It sets out what staff must do if they have knowledge of, or suspect, or have disclosed to them or hear an allegation of harm to a child or young person.

- Make sure the young person is safe whilst you act.
- If there is a need for the young person to receive emergency medical attention, make sure this happens.
- Inform the Designated Child Protection Co-ordinator (either Soo Finn Headteacher or Emma Brown School Operations DSL) to discuss your concern
- The DCPC / DSL will gain advice from the KCSB and where appropriate organise an internal strategy discussion that will include consulting with the young person's social worker. If the young person's social worker is not available the duty social worker should be consulted. Do not leave a message.

The next course of action will be to deal with the situation as either:

- a minor but formal complaint in which case the School's Complaints procedure will be followed
- of sufficient concern to seek consultation with the local child protection team

- a referral as a matter of child protection to the local child protection team

If the decision is made to refer as a matter of child protection, the DCPC / DSL will organise contacting the child protection team (LADO) and will follow their advice and instruction. Agreement should be reached with the child protection team as to who will inform whom and when. Those authorities to be notified will include the Police and may include:

- The young person's parents, if known (there are circumstances where it would be inappropriate to inform the parents immediately an allegation has been made).
- Health Services (medical treatment or in some circumstances forensic medical evidence (with the young person's informed consent) may be sought or required).
- If outside of office hours the Emergency Duty Team must be informed.
- Inform, with agreement, the young person or adult who has made the initial allegation of what the next steps are to be.
- A written report detailing the allegation, appropriate dates and times, names and designations of people contacted and information of any action or decisions taken should be completed.
- The referral should be confirmed in writing with attachments of all relevant papers including any reports, within 24 hours or the next available working day to the child protection team and the Responsible Individual.

It is essential that staff keep copies of information exchanged, including correspondence and telephone messages. All relevant information should be recorded in the young person's file. The local authority will, following an 'Initial Strategy' meeting, decide if an investigation is required. If, as part of any investigation it is necessary for the Police to interview a young person, it is important to ensure the young person is accompanied by a supportive adult of his or her own choice. The DCPC / DSL, wherever feasible, must ensure that any young person who has been abused receives any necessary counselling and support. This should always be in consultation with, and the agreement of, the Investigating Authority and Police in order not to prejudice the outcome of any criminal investigations. Where criminal proceedings are possible, it will be necessary to seek the agreement of the investigating team (who may refer to the Crown Prosecution Service) for a decision on whether formal counselling/therapy can take place prior to completion of the investigation. All outcomes of investigations must be recorded in writing and held on file.

Guidance / Definitions

In the context of Cherry Tree School Policy statement, child abuse refers to any child under 18 years who, through the wilful act, or failure to act, of parents, carers or any other adult, has suffered or is likely to suffer physical, sexual or serious emotional harm. For the purposes of Cherry Tree School policy, the meaning of child abuse is extended to include certain behaviours exhibited by children and young people towards other children and young people. The standard of behaviour of staff towards children and young people demanded by Cherry Tree School is obviously higher than that expected of a parent. For example, a parent may legally physically discipline a child whereas a Cherry Tree School employee may not. Abuse by staff occurs where a member of staff takes advantage of his/her position of authority over a child and harms them physically, sexually or emotionally, either actively or by omission of good care. In 'Working Together to Safeguard Children 2015', the Department of Health identifies four categories of harm to children. They are: Neglect, Physical abuse, Sexual abuse and Emotional abuse:

- **Neglect** is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.
- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. 'Munchausen's Syndrome by Proxy' may also constitute physical abuse, whereby a parent or carer feigns the symptoms of, or deliberately causes ill health in a child.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities,

whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- **Emotional abuse** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Bullying and Cyber Bullying can also cause significant emotional abuse to a child or young person, whether the bullying is perpetrated by another child or whether it be by an adult

Significant harm is defined in the Children Act 1989 & 2004 as ill treatment or the impairment of health and development. Development is defined in terms of physical, intellectual, emotional, social, or behavioural development. Health is taken to include physical or mental health. The safety of children and young people forms a key part of the Children Act 2004. It introduced Local Safeguarding Children's Boards to replace Area Child Protection Committees

Dealing with allegations of harm to children

- All allegations of child abuse must be treated seriously no matter what their source.
- Whenever a member of staff receives information that a young person may be suffering or has suffered harm, the procedures set out in this document must be followed.
- In some circumstances children and young people or adults may try to tell a member of staff in confidence that they have been harmed or that they know of a young person who has been harmed. It is important to understand that it is not possible to give children and young people or adults guarantees of confidentiality. Staff members should always be aware of their responsibility to report information to the relevant authority if the child is to be protected from further abuse.
- Department of Health guidance advises that:

'It is good general child care practice to resist being drawn into secretive and collusive relationships with children. It is essential that a relationship is built up between children and staff, such that children feel that they can trust staff to do the best thing with a disclosure of abuse' (Children Act, Regulations & Guidance).

'Personal information about children and families held by professionals and agencies is subject to a legal duty of confidence, and should not normally be disclosed without the consent of the subject. However, the law permits the disclosure of confidential information necessary to safeguard a child or children.' (Working Together to Safeguard Children, 2015)

- Matters relating to confidentiality should be discussed with children and young people when they first arrive at the school to ensure they are clear about Cherry Tree School Safeguarding policy.
- Volume 4 of the Children Act, Regulations and Guidance gives the following advice on the disclosure of sexual abuse:

'While children may be harmed by being sexually abused they may also be further emotionally harmed if, when the problem is recognised, it is not dealt with in a sensitive way. Any staff member who becomes aware of the possibility of child sexual abuse from disclosure should take a limited history. If a child wishes to talk about the abuse it is obviously important that the adult concerned allows the child to talk, but it should be remembered that at some future point it will be necessary for the child to be interviewed in detail. In order that the child is not forced to repeat the information it is important that the initial questioning be kept to the minimum required to get a clear picture of what has been happening. Direct leading questions should not be asked.'

If a young person makes a disclosure the matter should be reported in accordance with the procedure set out at the beginning of this document.

What to do when children or young people harm other children or young people

Professionals in the field of child protection have become increasingly aware that many adult perpetrators of child abuse started committing abusive acts during childhood and adolescence. This phenomenon is contrary to the conventional understanding of criminal behaviour when it is assumed that most children and young people grow out of crime as they move into adulthood. Furthermore, work with adult perpetrators appears to suggest that significant numbers suffered from abuse themselves as children. It is therefore important to recognise that when children and young people abuse other children and young people such behaviour must be treated seriously and a referral must be made to the Social Services Department in accordance with the procedure set out at the beginning of this document. Child and adolescent perpetrators are themselves in need of help and the statutory authority's child protection procedures will need to be applied to both the victim and the abuser consistent with the guidance in 'Working Together to Safeguard Children' (2015)

In forming a judgement about what constitutes child to child abuse, Department of Health guidance from the Children Act 2004 advises: 'A very clear distinction will need to be made between, on the one hand, behaviour that amounts to serious physical assault, intimidation and sexual assault which requires external child protection intervention and possibly criminal investigation and, on the other hand, normal childhood behaviour or sexual exploration which should be dealt with by care staff'.

In 'Working Together to Safeguard Children' (2015) however, the Department of Health adds: 'staff should not dismiss some abusive sexual behaviour as 'normal' between children and young people and should not develop high thresholds before taking action'.

A professional judgement clearly must be made which makes a distinction between normal and abnormal child and adolescent behaviour. The following factors should be considered when deciding:

- The difference in age and level of maturity between the victim and perpetrator;
- The vulnerability of the victim;
- The seriousness of the behaviour;
- The level of risk faced by the victim and other children and young people;
- The persistence of the behaviour;
- The existence or absence of informed consent.

Cases in which children and young people harm other children and young people may have implications for other young people. Other children and young people may have been harmed by the same young person but not told staff, or have known about the abuse but felt too afraid to tell anybody. The DCPC / DSL will always inform the social workers of all children and young people affected or potentially affected by a reported incident of child abuse in the school.

Allegations of child abuse made against employees or volunteers

Cherry Tree School is aware that children looked after are particularly vulnerable and may be more at risk of harm than their peers. The school also recognises that it has a dual commitment to protect children and young people from harm and to protect employees, pupils and volunteers from malicious and/or mistaken allegations. Guidance offered under this heading seeks to explain this dual commitment.

It is the responsibility of all staff to ensure that the appropriate DCPC / DSL is immediately informed of any allegations of child abuse that may involve other staff. We positively encourage staff members at all levels to share any concerns they may have about any members of staff or volunteers in the context of protecting children (please see policy & procedure on Whistle Blowing). All information received by the DCPC / DSL will be dealt with as speedily as possible in accordance with relevant policy procedures. Where abuse by a member of staff is known or suspected, the action to be taken should be the same as with any other known or suspected abuse (see procedure at the beginning of this document). The DCPC / DSL will then contact the Area Children's Officer – Children's Safeguarding Team (who fulfils the Local Authority

Designated Officer (LADO) function) to agree further action to be taken in respect of the child and staff member.

In addition:

- The Headteacher and or Management Committee Chair must be advised immediately of all allegations.
- Members of staff or volunteers who suspect abuse must **not** advise or approach the member of staff concerned;
- Strict confidentiality should be observed always and information passed on should be on a need to know basis consistent with these procedures and guidance;
- The DCPC / DSL, in consultation with the relevant social services department, and Police will take a decision on what action is needed to safeguard the child, employee and other young people.

In cases where it is suspected that a DCPC / DSL is in any way implicated in allegations, staff members and volunteers should discuss their concern directly with the Responsible Individual. The nature of an allegation of child abuse is such that the school will have to ensure that the staff member concerned does not have any direct contact with children and young people in the school until the matter has been properly investigated. To protect the interests of the children, young people and the employee, the employee will be suspended from duty in accordance with the school's disciplinary procedure. It is particularly important to remember that all matters of staff discipline are governed by a policy of strict confidentiality. Only those who need to know should be informed about the allegation. Cherry Tree School will make every effort to arrange appropriate support for staff members and volunteers who are subject to investigation. This will include allocating a named support person.

Refer to Whistleblowing Policy for further information

Safeguarding children abused through sexual exploitation

The sexual exploitation of children is child sexual abuse. 'The sexual exploitation of Children' is defined by a broader context of abuse than formal 'prostitution'; the full spectrum of sexually exploitative situations includes children and young people exchanging sex for accommodation, food, gifts, drugs and/or safety. KSCB and MSCB adopts the definition agreed by the National Working Group in 2012:

'The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.'

All staff receive mandatory training on Child Sexual Exploitation. Children and young people involved in sexual exploitation should be treated as the victims of abuse not criminals. If staff members know or suspect that a child is or is at risk of being sexually exploited they should inform their DCPC / DSL immediately and the social worker should be informed. The DCPC / DSL will then complete the Kent & Medway Risk Assessment Toolkit to identify the level of risk

The DFE has published supplementary guidance to 'Working Together to Safeguard Children' (2015) entitled Tackling Child Sexual Exploitation (2011) which recognises the heightened risks to children who might be sexually exploited. It suggests ways of identifying those children who might be involved including the following:

- Children and young people may have started to form friendships with older persons, either male or female;
- Children and young people may be being picked up regularly by older persons in cars or there may be

- individuals loitering outside the school;
- Patterns of behaviour related to drug use may suggest that a young person is exploited to raise funds to purchase drugs;
- Children and young people may have relevant physical symptoms e.g. sexually transmitted infections.

The Children Act 2004 places a duty upon the Local Safeguarding Children's Board to put in place procedures to ensure the safety and welfare of children and to enable the Police to gather evidence about abusers and coercers. School's DCPC / DSL's should ensure that all staff at the school are familiar with the 'Working Together to Safeguard Children' 2015. Once the social worker has been informed of the staff member's suspicion that a young person is being sexually exploited they will need to act in accordance with the Local Safeguarding Children's Board protocol to try to help the child remain safe. If children or staff are feeling unsafe or threatened by the unwanted presence of individuals either loitering near the school or trying to make contact by phone they should call the Police immediately.

Safeguarding children who may have been affected by gang activity

The role of Safeguarding and child protection in relation to gangs should be both preventative and responsive – responding to the needs of those young people who are involved in gangs and at risk of harm as well as addressing the risk factors of other young people being drawn into gangs in the future. Children particularly vulnerable to suffering harm in the gang context are those who are:

- Not involved in gangs, but living in an area where gangs are active, which can have a negative impact of their ability to be safe, healthy, enjoy and achieve, make a positive contribution and achieve economic well-being
- Not involved in gangs but at risk of becoming victims of gangs, for example, siblings or children of known gang members
- Gang-involved and at risk of harm through their gang related activities

Young people who are involved in gangs are more likely to suffer harm themselves, through retaliatory violence, displaced retaliation, and territorial violence with other gangs or other harm suffered whilst committing a crime. These young people involved in gangs are more likely to possess and use weapons which increases the risk of them being harmed or harming someone else. Evidence shows that girls and some boys in gangs are at risk of being sexually exploited or sexually abused. Rape by gang members is often used as a form of retaliation. Reports to Police or professionals are rare due to fear and intimidation. All young people at Cherry Tree School must have an individual risk assessment completed and regularly updated to identify whether they are at risk of being radicalised, which would include being involved in gang culture. If any staff member should become concerned that a young person is being exposed or is at risk of becoming involved in a gang culture staff must consult with the DCPC / DSL.

Female Genital Mutilation (FGM)

Staff need to be alerted to the possibility of girls being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Children and young people who have suffered from FGM should be treated as the victims of abuse. If staff members know or suspect that a child is or is at risk FGM they should inform their DCPC / DSL immediately and the social worker should be informed.

Child abuse and the Internet

The Internet is increasingly becoming the focus of investigation into the distribution of child pornography. It also carries the possibility of adults establishing contact with children and 'grooming' them for

inappropriate or abusive relationships. Staff need to be alert to the possibility of children and young people being abused or placed at risk of abuse in this way. Normal use of the Internet for recreational and educational purposes by children and young people should be encouraged, but should be monitored always to ensure they are protected from harm. All staff receive mandatory Online Safety Child Protection Training.

Refer to E-safety Policy for further information

Prevent Strategy - preventing radicalisation and identifying cases of young people at risk of involvement in extremist behaviour

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation. Every member of staff in Cherry Tree School recognises through Safeguarding Training, Child Sexual Exploitation Training and On-Line Safety Training that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks. All young people at Cherry Tree School must have an individual risk assessment completed and regularly updated to identify whether they are at risk of being radicalised or at risk of radicalisation. If any staff member should become concerned that a young person is being exposed or is at risk of becoming radicalised, staff must consult with the DCPC / DSL with a view to completing a prevent referral form with the consent of the Local Authority/Parent of that young person.

Refer to Anti Radicalisation and Tackling Extremism Policy for further information

Safeguarding children who may have been trafficked

Trafficked Children are at increased risk of significant harm because they are largely invisible to professionals who would be able to assist them. 'Trafficked' children are any children that are under 18 years of age who have been 'recruited, transported, transferred, and harboured by means of threat or use of force. Exploitation of these children includes prostitution, sexual exploitation, forced labour or services, slavery, servitude or the removal of organs. A child may be trafficked between several countries in the EU or globally, prior to being trafficked into/within the UK. The child may have entered illegally or legally but the intention of exploitation underpins the entire process. Children who have been trafficked and exploited will suffer some form of physical or mental harm. Trafficked children are deprived of their rights to health care and freedom from exploitation and abuse, not provided with access to education and implied in acts of criminality. At the time they are found, Trafficked children may not show any obvious signs of distress or harm, they may be vulnerable to types of abuse and may continue to experience the effects of their abuse in the future. Cherry Tree School staff receive regular Safeguarding Training which includes raising the awareness of Trafficked Children and if a member of staff should have concerns that a child has been or is/at risk of being trafficked then they will notify the School Designated Safeguarding Lead who will pass this information onto the relevant authorities.

Safeguarding children with Special Educational Needs (SEN) and disabilities

Evidence suggests that children with 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 child's disability without further exploration.
- Children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs.
- Communication barriers and difficulties in overcoming these barriers.
- Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children.

- Their dependency on parents/carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour.
- They have an impaired capacity to resist or avoid abuse.
- They may have speech, language and communication needs which may make it difficult to tell others what is happening.
- They often do not have access to someone they can trust to disclose that they have been abused, can be especially vulnerable to bullying and intimidation.

Safeguards for Disabled Children are essentially the same as for all other children. A high level of awareness is promoted to staff around the risks of harm to children in Safeguarding Training. Disabled children must receive the same level of protection from harm as other children and the procedures described elsewhere in this policy apply equally to them. If a Disabled child has a communication impairment or learning difficulty, special attention should be paid to his/her needs. If any staff member has concerns regarding any child being abused or at risk of abuse they should report this immediately to their Designated Safeguarding Lead.

Refer to SEN and Disabilities Policy for further information

Co-operation with external agencies

Cherry Tree School requires all staff members and volunteers to co-operate with child protection agencies in the event of a child protection investigation. It is important that all the facts are established and that the full extent of any abuse is discovered so that the children and young people affected or potentially affected can receive proper protection and help. Cherry Tree School also expects staff to be helpful in enabling children and young people to have access to approved professionals in the interests of achieving safe and open working practices. Staff should always be helpful to visiting social workers and any other appropriate visitors. In doing so they should ensure that children and young people are given the opportunity to speak to these people in private. The Childline Helpline telephone number must be prominently displayed in the school. DCPC / DSLs must ensure that the number is available for use by the children and young people always.

Confidentiality

Information relating to child protection should always be treated in accordance with the company's policy on confidentiality and only be shared on a need to know basis in accordance with these procedures.

This policy will be reviewed annually by the Headteacher and or the Management Committee

APPENDIX 1

ROLE AND RESPONSIBILITIES OF THE SCHOOL DESIGNATED SAFEGUARDING LEAD

The School Designated Safeguarding Lead (DSL) is the first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil. The DSL does not need to be a member of the teaching staff but should be a recognised member of the Senior Management Team with the required status and authority to carry out the requirements of the role. Depending on the size and requirements of the school a Deputy Designated Safeguarding Lead should be available. The deputy is the first point of contact in the absence of the DSL to avoid any unnecessary delays in responding to a child/young person's needs. The DSL and Deputy are required to undertake child protection training every two years and should supplement this training by attending workshops which are provided by Kent Safeguarding Children Board. If required in the absence of a DSL there may be a need for the DSL or Deputy to support another school when dealing with child protection concerns.

Requirements:

- To have the skills and ability to identify signs of abuse.
- To know how to refer concerns to the appropriate investigating agencies.
- Maintain detailed and accurate written records of child protection concerns and ensure they are kept securely.
- Offer support, advice and give a level of expertise to all members of the school staff team.
- Ensure that all staff have access to and understand the school Child Protection Policy and the Kent Child Protection Procedures.
- Child protection training is part of the induction for all new staff in the school and that they are also linked into any relevant training.
- Be responsible with the Head teacher for the annual review and update of the School Safeguarding Policy and the presentation of this to the management Committee.
- Ensure that a copy of the School Child Protection Policy is available for any parents / carers and professionals who request to see it.
- Ensure that the Headteacher is updated on a regular basis about all issues and child protection investigations.
- Ensure that relevant safeguarding files are copied and forwarded appropriately when pupil transfers to another school.
- Be part of the team who review and monitor any causes of concern relating to pupils which are raised in school.

APPENDIX 2

DCPC / DSL Susan Finn (Headteacher) 07913759432

DCPC / DSL Emma Brown (School Operations Manager) 07745354498

The school's points of contact for children who are the focus of concern are as follows:

Kent County Council: Kent Safeguarding Children Board website for child protection:
www.kscb.org.uk

KSCB Central Duty Team – 03000 411111

Child Sexual Exploitation (Kent) – 101 and quote operation willow

Local Area Designated Officer LADO for Kent: 03000 410888

Local Area Designated Officer LADO for Hillingdon: 01895250975

Local Area Designated Officer LADO for Surry: 03002001006

Local Area Designated Officer LADO for Hounslow: 02085832785

Local Area Designated Officer LADO for Torbay: 01803208562 or 01803208411

Local Area Designated Officer LADO for Southampton: 02380915535 or 07789616092

Local Area Designated Officer LADO for Havering: 01708431653

Out of Hours Emergency Duty Team – 03000 419191

Police Emergency - 999

Kent Police Non-Emergency – 101

OFSTED Safeguarding Children 08456 404046 (Monday to Friday from 8am to 6pm)

Whistleblowing@ofsted.gov.uk

Department for Education dedicated helpline for staff and Management Committee members:

020 7340 7264 and counter-extremism@education.gsi.gov.uk

Disclosure and Barring Service:

PO Box 181, Darlington, DL1 9FA Tel: 01325 953795

APPENDIX 3

**Cherry Tree School
SAFEGUARDING INCIDENT / CONCERN FORM**

Pupil Name	Date of Birth and Year Group
Name and position of person completing form (please print)	
Date and Time of Incident or concern:	
Incident / concern (who what where when)	
Any other relevant information (witnesses, immediate action taken)	
Please state name and position of person who you informed: Please state time and date you informed them:	
Action Taken	
Signature	Date form completed:

RECORD OF ACTION must be completed by DCPC / DSL

DATE	DETAILS OF ACTIONS AND RESPONSES that only relate to this specific incident or concern (PLEASE WRITE CLEARLY)	SIGNATURE

Cherry Tree School

PREVENT REFERRAL FORM			
Name:			
Alternative names:			
Date of birth:		Gender:	
Address:			
Nationality:		Ethnicity:	
Language:		Religion:	
Family or carer details:			
Referring agency details			
Referral author and contact details			
Agency:			
Date of referral:			
Referral factors			
Faith / ideology issues	<i>(e.g. concerning comments relating to faith or ideology, association with extremists)</i>		
Social mobility issues	<i>(e.g. Poverty, lack of social activity, isolation, lack of education or employment, immigration issues)</i>		
Physical or mental issues	<i>(e.g. disability, learning difficulties, mental health concerns)</i>		
Risk or harm factors	<i>(e.g. threat posed by family member (i.e. DV issues), victim of hate crime or personal attack)</i>		

Criminal activity or association	<i>(e.g. involved in criminal activity, associating with known criminals)</i>
Summary reason for referral	
Outline main reasons for referral	
Existing agency involvement	
Outline any agency involvement already in place (that you are aware of) e.g. Early Help/Preventative Services (CAF), MAPPA, Safeguarding, YOS	
Any other relevant information	

When completed email to channel@kent.pnn.police.uk