



# SAFEGUARDING CHILDREN - CHILD PROTECTION POLICY

## INTRODUCTION

Colston Bassett School recognises its responsibilities for safeguarding children and protecting them from harm.

This Child Protection Policy will be reviewed by the School Directors and Headteacher.

Date of last review: March 2017

Date of next review: March 2018 or in line with new legislation

Role	Name
Designated Senior Person for Child Protection	Mrs R E O'Dell (Headteacher)
Designated Deputy Person for Child Protection	Mrs D E Miller (School Director)
LA Child Protection Contact/LADO	Cheryl Stollery
MASH (Multi-Agency Safeguarding Hub)	

## COLSTON BASSETT SCHOOL COMMITMENT

Our policy applies to all staff, governors and volunteers working in the school and takes into account statutory guidance provided by the Department for Education and local guidance issued by the Nottinghamshire Safeguarding Children Board.

We will ensure that all parents/carers are made aware of our responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this policy on the school website.

These duties and responsibilities as set out within the Education Act 2002 sec 175 and 157, DfE Statutory Guidance Keeping Children Safe in Education 2016 and HM Working Together to Safeguard Children 2015 which are incorporated into this policy.

# SAFEGUARDING

## **Safeguarding children is defined as:**

- The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

## **Safeguarding and promoting the welfare of children is defined 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;
- Working Together to Safeguard Children 2015 (page 6).

## **Safeguarding is not just about protecting children from deliberate harm. It also relates to aspects of school life including:**

- Pupils' health and safety.
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational visits.
- Intimate care.
- Internet or e-safety.
- Appropriate arrangements to ensure school security, taking into account the local context.

## **Safeguarding can involve a range of potential issues such as:**

- Bullying, including cyber bullying (by text message, on social networking sites, etc.) and prejudice based bullying.
- Racist homophobic or transphobic abuse.
- Extremist behaviour.
- Child sexual exploitation.
- Sexting.
- Substance misuse.
- Issues which may be specific to a local area or population, for example gang activity and youth violence.
- Particular issues affecting children including domestic violence, sexual exploitations, female genital mutilations and forced marriage.

Our ethos is that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within our school will play their part, including working with professionals from other agencies, to meet the needs of our most vulnerable children and keep them safe.

Our school therefore, led by the Designated Safeguarding Officer, aims to provide a safe environment and vigilant culture where children and young people can learn and be safeguarded. If there are safeguarding concerns we will respond with appropriate action in a timely manner for those children who may need help or be suffering, or likely to suffer, significant harm.

Where staff or others need to raise concerns, these can be to the Designated Person for safeguarding (the Headteacher) who will coordinate a response. Concerns can be raised directly with Children's Social Care but we would advocate contact with the Designated Person first but without building in too much delay.

The designated safeguarding lead who is familiar with national and local guidance will share concerns, where appropriate, with the relevant agencies.

## THE POLICY

### **There are five main elements to our policy:**

1. Providing a safe environment in which children can learn and develop.
2. Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
3. Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse.
4. Supporting pupils who have been abused or harmed in accordance with his/her child protection plan.
5. Raising awareness of safeguarding children, child protection processes and equipping children with the skills needed to keep them safe.

We recognise that because of the day to day contact with children, our school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Ensure that every effort is made to establish effective working relationships with parents and colleagues from other agencies.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse:
  - Availability of local and online advice
  - Recognising and managing risks including online, sexual exploitation and running away
  - Developing healthy relationships and awareness of domestic violence, bullying and abuse
  - Recognising how pressure from others can affect their behaviour.
- Take all reasonable measures to ensure risks of harm to children's welfare are minimised.
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies.
- Ensure robust child protection arrangements are in place and embedded in the daily life and practice of the school.
- Promote pupil health and safety.
- Promote safe practice and challenge unsafe practice.
- Ensure that procedures are in place to deal with allegations of abuse against teachers and other staff including volunteers (DfE Keeping Children Safe in Education 2016, page 63) and the NSCB Local Inter-agency Procedures.
- Provide first aid and meet the health needs of children with medical conditions.
- Ensure school site security.
- Address drugs and substance misuse issues.
- Support and plan for young people in custody and their resettlement back into the community.

- Work with all agencies with regard to missing children, anti-social behaviour/gang activity and violence in the community/knife crime and children at risk of sexual exploitation.
- Everyone having a duty to safeguard children inside/outside the school environment including school trips.

**We will follow the procedures set out by the Nottinghamshire Safeguarding Children Board (NSCB) and take account of guidance issued by the DfE in Keeping Children Safe in Education 2016 to:**

- Ensure we have a designated senior and deputy person for child protection who has received appropriate training and support for this role.
- Ensure every member of staff knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by making this policy available to them on the school website.
- Notify Children's Social Care if there is an unexplained absence of more than two days of a pupil who is subject to a child protection plan.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral and actions to safeguard.
- Ensure all records are kept securely; separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Apply confidentiality appropriately.
- Apply the escalation policy if there is any concern about the actions or inaction of social care staff or staff from other agencies.

## SUPPORTING CHILDREN

We recognise that children who are abused or who witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

- The content of the curriculum.
- A school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The school behaviour policy.
- The school will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Children's Social Care (in line with the Pathway to Provision), and the Early Help Assessment Form (EHAF), etc.
- Ensuring that, where a pupil leaves and is subject to a child protection plan or where there has been wider safeguarding concerns, their information is transferred to the new school immediately and that the child's social worker is informed.

## SAFE STAFF AND SUPPORTING STAFF

- Safer recruitment processes will be followed in accordance with DfE Keeping Children Safe in Education 2016, Part Three Safer Recruitment.
- Checks and references are an essential part of this process.
- Staff will have access to advice on the boundaries of appropriate behaviour within the Colston Bassett School staff handbook and training.
- In the event of any complaint or allegation against a member of staff, the Headteacher (Designated Person) should be notified immediately. If it relates to the Headteacher, the School Directors should be informed without delay. We will respond to all allegations robustly in collaboration with the Local Authority Designated officer (LADO).
- Staff may find some of the issues relating to child protection upsetting and may need support which should be provided by the school if requested.

## TIMELINES FOR STAFF TRAINING

- Designated Person training: updated within every two years (statutory requirement). Knowledge and skills are also updated annually.
- Whole school training: to be updated within every three years as agreed with the Nottinghamshire Safeguarding Children Board. All staff receive safeguarding and child protection updates at least annually.

## LINKS TO OTHER POLICIES

This policy, together with the following, should be read alongside and in conjunction with other policies regarding the safety and welfare of children. These together make up the suite of policies to safeguard and promote the welfare of children in this school.

- **Anti-Bullying and Anti-Harrassment Policy**
- **Equal Opportunities Policy**
- **Staff Induction Handbook**
- **E-Safety Policy**
- **Health and Safety Policy**
- **Behaviour Management Policy**
- **Whistleblowing Policy**
- **Mobile Phone and Social Networking Policy**
- **Schools information published on the website**
- **Pathway to Provision (link in Appendix 1)**
- **NSCB procedures (link in Appendix 1)**

The following appendices are a part of this policy:

**Appendix 1 - Roles and Responsibilities**

**Appendix 2 - Identifying Concerns**

**Appendix 3 - Confidentiality**

**Appendix 4 - Records and Monitoring**

**Appendix 5 - E.Safety, The Prevent Duty, Child Sexual Exploitation (CSE) and Female Genital Mutilation (FGM)**

**Appendix 6 - Statutory Guidance, Procedures and Associated Responsibilities**

For Appendices 7 to 14, please refer to **Safeguarding Policy Section 2.**

POLICY REVIEWED MARCH 2017

# APPENDIX 1

## ROLES AND RESPONSIBILITIES

### **Everyone**

Everyone who comes into contact with children and their families have a role to play in safeguarding children. All staff within our school/college/academy are particularly important as they are in a position to identify concerns early and provide help to children to prevent concerns from escalating (KCSIE). All staff contributes to providing a safe environment in which children can learn.

### **Teachers (including NQTs) and Headteachers – Professional duty**

The Teacher's Standards 2012 remind us that teachers, newly qualified teachers and headteachers should safeguard children and maintain public trust in the teaching profession as part of our professional duties.

### **Senior Designated Person Role**

We have a Senior Designated Person for safeguarding children and child protection officer who has received appropriate training and support for this role. The Senior Designated Person is the Headteacher.

The Deputy Designated Person (a School Director) will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded within the school ethos and that specific duties are discharged. They will assist the Senior Designated Person in dealing with referrals, attending Child Protection Conferences and supporting the child/children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. Our Senior Designated Person will ensure there is a structured procedure within the school, which will be followed by all of the members of the school community in cases of suspected abuse.

## RESPONSIBILITIES OF THE SENIOR DESIGNATED PERSON

The Senior Designated Person (the Headteacher) will:

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support, advice and expertise within the school when deciding whether to make a referral by liaising with relevant agencies.
- Maintain an overview of all children about whom there are concerns i.e. subject to a child protection plan, Child in Need (CiN) plan, Looked After Children (LAC), Early Health Assessment Form (EHAF) or there is a concerns file (Appendix 9 may assist).
- Ensure the policies and procedures adopted by the School Directors are fully implemented, and followed by all staff.
- Ensure all staff feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing policies.
- Ensure all staff have access to and read: - the Whole School Child Protection Policy, the staff behaviour/conduct policy and DfE Keeping Children Safe in Education guidance 2016, Part one, as a minimum.

## TRAINING

The Senior Designated Person will attend training in order to:

- Have a working knowledge of how the Nottinghamshire Safeguarding Children Board operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so.
- Recognise and identify signs of abuse and understand when it is appropriate to make a referral to children's social care.
- Ensure each member of staff has access to, and understands this policy.
- Ensure all staff receive induction training covering child protection and are able to recognise and report any concerns immediately they arise.
- Be able to keep detailed, accurate and secure written records of referrals/concerns.
- Be proactive in identifying suitable training courses that would develop and enhance their knowledge and attend any relevant or refresher training courses at least every two years.

## RAISING AWARENESS

**The Senior Designated Person will:**

- Keep themselves up to date with national and local safeguarding procedures and ensure staff in the school access regular training and updates.
- Ensure the school's safeguarding and child protection policy is updated and reviewed annually.
- Contribute to any development work within the school (Appendix 10 may assist).
- Ensure parents are aware that the safeguarding and child protection policy is on the school website and will alert them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.
- Ensure when children leave the school, that their safeguarding/child protection file is discussed with the Senior Designated Person at the new school, as soon as possible and that it is transferred separately to the main pupil file. This file will document all concerns as well as child protection and safeguarding concerns.

# APPENDIX 2

## IDENTIFYING CONCERNS

All members of staff will know how to respond to a pupil who discloses abuse, or where others raise concerns about them and will be familiar with procedures to be followed.

If a child chooses to tell a member of staff about alleged abuse, there are a number of actions that staff will undertake to support the child:

- The key facts will be established in language that the child understands and the child's words will be used in clarifying/expanding what has been said.
- No promises will be made to the child, e.g. to keep secrets.
- Staff will stay calm and be available to listen.
- Staff will actively listen with the utmost care to what the child is saying.
- Question normally without pressurising and only using open questions.
  - Leading questions should be avoided as much as possible.
  - Questioning should not be extensive.
- Staff will not put words in the child's mouth but note the main points carefully.
- A full written record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was said, comment on the child's body language, etc.
- It is not appropriate for staff to make children write statements about abuse that may have happened to them.
- Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on.
- The Senior Designated Person will be immediately informed, unless the disclosure has been made to them.
- Information should be shared with children's social care without delay, either to the child's own social worker or to the MASH. Children's Social Care will liaise with the police where required which will ensure an appropriate police officer response rather than a uniformed response. The Police would only therefore be contacted direct in an emergency.



# APPENDIX 3

## CONFIDENTIALITY

We recognise that all matters relating to child protection are confidential; however, a member of staff must never guarantee confidentiality to a pupil.

Where there is a child protection concern it will be passed immediately to the Designated Senior Person and/or to Children's Social Care.

The Designated Senior Person will disclose personal information about a pupil to other members of staff, including the level of involvement of other agencies, only on a 'need to know' basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

# APPENDIX 4

## RECORDS AND MONITORING

Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed.

**At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body map below should be used in accordance with recording guidance.**

**Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. MASH or the child's social worker if already an open case to social care.**

Staff will record any minor concerns on the chronology and will take responsibility for alerting the designated person should the number of concerns rise or, in their professional judgement, become significant.

At the point at which a concern file (see below) is commenced then the chronology can be transferred to the concern file.

Safeguarding, child protection and welfare concerns will be recorded and kept in a separate secure file known as a 'concern' file (formerly referred to as a child protection file), which will be securely stored and away from the main pupil file. The main pupil file should have a red C in the top right hand corner to denote a separate file exists.

Files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

## WHY RECORDING IS IMPORTANT

Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information.

## THE CONCERNS FILES

The establishment of a 'concern' file, which is separate from the child's main school file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ, i.e. a child subject to a child protection plan, looked after child, CiN may be looked at differently to a child recently bereaved, parental health issues etc. Professional judgement will therefore be an important factor when making this decision and will need clear links between staff and the Designated Safeguarding Leads in school (Mrs R E O'Dell and Mrs D E Miller).

A 'concern' or 'confidential' file should be commenced in the event of:

- A referral to MASH/Children's Social Care.
- A number of minor concerns on the child's main school file.
- Any child open to social care.

It is suggested that within a child's 'concern' file there is:

- A front sheet.
- A chronology.
- A record of concern in more detail and body map, where appropriate.
- A record of concerns and issues shared by others.

The school will keep written records of concern about children even where there is no need to refer the matter to MASH/Children's Social Care (or similar) immediately but these records will be kept within the separate concerns file.

Records will be kept up to date and reviewed regularly by the Senior Designated Person to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.

The concern file can be active or non-active in terms of monitoring, i.e. a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded on the front sheet as a start and end date. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

If the child moves to another school, the concern file will be sent or taken, as part of the admission/transition arrangements, to the Senior Designated Person at the new establishment/school. There will be a timely liaison between each school Senior Designated Person for Safeguarding to ensure a smooth and safe transition for the child.

## RECORDING PRACTICE

Timely and accurate recording will take place when there are any issues regarding a child.

A recording of each and every episode/incident/concern/activity regarding that child, including telephone calls to other professionals, needs to be recorded on the chronology kept within the confidential file for that child. This will include any contact from other agencies who may wish to discuss concerns relating to a child. Actions will be agreed and roles and responsibility of each agency will be clarified and outcomes recorded. The chronology will be brief and log activity; the full recording will be on the record of concern.

More detailed recording on the record of concern will be signed and dated and include an analysis, taking account of the holistic needs of the child, and any historical information held on the child's file. Support and advice will be sought from social care, or early help whenever necessary. In this way a picture can emerge and this will assist in promoting an evidence based assessment and determining any action(s) that needs to be taken. This may include no further action, whether an EHAF should be undertaken, or whether a referral should be made to MASH/Children's Social Care in line with the NCC Pathway to Provision document.

Such robust practice across child protection and in safeguarding and promoting the welfare of children will assist the school in the early identification of any concerns which may prevent future harm.

The Senior Designated Person and Deputy will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an ongoing dialogue with staff). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

# APPENDIX 5

## E-SAFETY

Our school recognises the growing need for children to be educated on how to stay safe on line details of which are outlined in our **E-Safety Policy**.

## PREVENT DUTY AND RADICALISATION

We will endeavour to seek to protect children and young people from being drawn into, and against, the messages of all violent extremism. This includes and is not restricted to ISIL, AQ, Far Right, Neo Nazi, White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The use of social media and the internet as tools to radicalise young people cannot be underestimated. We recognise that those that seek to recruit young people to follow extremist ideology often target those who are already vulnerable in some way and that exposure to extreme views can make young people vulnerable to further manipulation and exploitation.

As a school we are clear that we have a duty to safeguard young people from such dangers and we will actively promote resilience to such risks through our RE curriculum, assemblies, anti-bullying work, and e-safety and IT policies.

If we suspected a child of radicalisation, we would refer it to the Nottinghamshire Police Prevent Team

**The Police Prevent Team is best contacted via [prevent@nottinghamshire.pnn.police.uk](mailto:prevent@nottinghamshire.pnn.police.uk).**

We ask all staff members to take the Channel General Awareness module.

**[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html).**

## CHILD SEXUAL EXPLOITATION (CSE)

Colston Bassett School adheres to the NSCB procedure in relation to child sexual exploitation. This is our policy to summarise our position. We recognise that child sexual exploitation is a high profile issue both nationally and locally. The school recognises that the child sexual exploitation can cause a great deal of harm to a child, including physically, emotionally, educationally and socially. Where it exists it can also cause harm to communities including school.

Child sexual exploitation can happen in a number of ways to both boys and girls, for example it can happen in the virtual world through various social media and this can still cause significant harm. It can happen through inappropriate relationships such as older boy/girlfriends or through parties, gangs or organised abuse. Some children will be particularly vulnerable to being exploited, for example if they have had a chaotic upbringing or if they are in care or go missing, involved in gangs or being bullied.

We recognise however that any child can become a target for exploitation, particularly where the internet and social media are involved. This is because the normal life events that go with being a child or teenager in today's age can be a challenge and make them susceptible to being groomed and exploited.

As a school we recognise that prevention is the best position with regard to CSE. We seek to support children to develop confidence and build resilience. We will endeavour to support their age appropriate knowledge and raise awareness and understanding of what CSE is, to understand the risks of CSE and to spot the warning signs for themselves and also their friends and peers and by doing so keep safe.

If prevention is not possible, we aim to identify children who are at risk of, or being exploited very early. Early intervention is key to effectively working with the child to prevent or reduce the level of risk. Once they have been groomed some children will find it difficult to withdraw from their abusers and we need to contribute to helping to protect them. Some children feel that they are in a relationship with these people.

We commit to working with our inter-agency partners to safeguard and protect children. Much of this work will be through our programmes of personal, social and health education (PSHE) or through our Sex and Relationship Education (SRE) work.

An important part of educating our children is focussing on what is a healthy relationship and issues of consent. This will also target potential abusers at an early age with the intention of helping to shape their attitudes to others. We want to have a culture where the welfare of children is actively promoted and staff and pupils are vigilant. As part of this children will feel listened to and safe.

## FEMALE GENITAL MUTILATION

### GUIDANCE NOTES FOR STAFF

Female Genital Mutilation is a safeguarding issue; it is child abuse and a form of violence against girls.

Local guidance for schools is contained within Guidelines for all agencies including schools within the Nottinghamshire Safeguarding Children Board procedures NSCB procedures FGM. This guidance is based on national non-statutory government guidance (2011) Government guidance FGM.

FGM is a procedure that includes the partial or total removal of the external female genital organs for 'cultural' or other non-therapeutic reasons. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure (Female Genital Mutilation Act 2003). Despite the harm it causes, FGM practising communities consider it normal to protect their cultural identity. It is estimated that 24,000 girls in the UK are at risk and 66,000 women are living with the physical and psychological consequences; this is the scale of the problem. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The majority of children have the procedure between the age of 5-8 years.

#### **School staff should be alert to the following indicators:**

- The family comes from a community that is known to practise FGM or is less integrated within the community.
- A child may talk about a long holiday to a country where the practice is prevalent.
- A child may confide that she is to have a 'special procedure' or to attend a special occasion.
- A child may request help, directly or indirectly, from a teacher or another adult.
- Any female child born to a woman or has a sister who has been subjected to FGM must be considered to be at risk, as must other female children in the extended family.
- A girl is withdrawn from PSHE/SRE.

#### **In brief the signs that FGM may have occurred are:**

- Difficulty walking, sitting or standing.
- Spending longer in the bathroom.
- Urinary or menstrual problems.
- Prolonged absence and then noticeable behaviour changes.
- Reluctance to undergo normal medical examinations.
- May confide in a professional but may not be explicit or may be embarrassed.

### Where you know or suspect that FGM has occurred:

- Be sensitive to the child and family, be gender sensitive, make no assumptions, be non-judgemental, use simple language, record clearly.
- You have a duty to protect, safeguard and share information.
- Refer to Children's Social Care for coordination of careful assessment (not necessarily with consent) through MASH.

### There will be potential enquiries under Section 47.

- Potential police enquiries.
- Possible use of police protection or legal orders such as EPO, prohibitive steps but not necessarily the removal of the child.

## INFORMATION ON A CHILD MISSING FROM EDUCATION

All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Effective information sharing between parents, schools, colleges and local authorities is critical to ensuring that all children are safe and receiving suitable education.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. School and college staff should follow their procedures for unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.

Schools and colleges should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, female genital mutilation and forced marriage. Further information about children at risk of missing education can be found in the **Children Missing Education** guidance.

## SCHOOLS

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers. Schools must place pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should consider notifying the local authority at the earliest opportunity to prevent the child from going missing from education.

It is important that the admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur. This can assist the school and local authority when making enquiries to locate children missing education.

Schools should monitor attendance and address it when it is poor or irregular. All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- The full name of the parent with whom the pupil will live;
- The new address; and
- The date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- The name of the new school; and
- The date on which the pupil first attended or is due to start attending that school.

Schools are required to notify the local authority **within five days** when a pupil's name is added to the admission register. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply to pupils who are registered at the start of the school's youngest year, unless the local authority requests for such information to be provided.

Schools must also notify the local authority when a pupil's name is to be deleted from the admission register **under any of the fifteen grounds set out in the Education (Pupil Registration) (England) Regulations 2006 as amended, as soon as the ground for deletion is met and no later than the time at which the pupil's name is deleted from the register**. This duty does not apply where the pupil has completed the school's final year, unless the local authority requests for such information to be provided.

A pupil's name can only be deleted from the admission register under regulation 8(1), sub-paragraph (f)(iii) or (h)(iii) if the school and the local authority have failed to establish the pupil's whereabouts after jointly making reasonable enquiries. Advice on carrying out reasonable enquiries can be found in the **Children Missing Education** guidance.

Where a school notifies a local authority that a pupil's name is to be deleted from the admission register, the school must provide the local authority with:

- The full name of the pupil;
- The full name and address of any parent with whom the pupil lives;
- At least one telephone number of the parent with whom the pupil lives;
- The full name and address of the parent with whom the pupil is going to live, and the date the pupil is expected to start living there, if applicable;
- The name of pupil's destination school and the pupil's expected start date there, if applicable; and
- The ground in regulation 8 under which the pupil's name is to be deleted from the admission register.

Schools and local authorities should work together to agree on methods of making returns. When making returns, the school should highlight to the local authority where they have been unable to obtain the necessary information from the parent, for example in cases where the child's destination school or address is unknown. Schools should also consider whether it is appropriate to highlight any contextual information of a vulnerable child who is missing education, such as any safeguarding concerns.

**It is essential that schools comply with these duties, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be at risk of not receiving an education and who might be at risk of being harmed, exploited or radicalised.**

# APPENDIX 6

## STATUTORY GUIDANCE, PROCEDURES AND ASSOCIATED RESPONSIBILITIES

### LINKS TO GUIDANCE OR PROCEDURES

DfE Keeping Children Safe in Education new statutory guidance for schools and colleges published April 2015 which replaces Safeguarding Children and Safer Recruitment in Education 2007 and also replaces the DfE Dealing with Allegations of Abuse Against Teachers and other staff published in October 2012

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/300309/KCSIE\\_gdnce\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf)

Working Together to Safeguarding Children - a guide to inter-agency working to safeguard and promote the welfare of children - March 2015

<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

The Nottinghamshire Safeguarding Children Board (NSCB) revised safeguarding procedures and the learning from local and national Serious Case Reviews.

<http://www.nottinghamshire.gov.uk/caring/protecting-and-safeguarding/nscb/>

Direct link to the procedures: <http://nottinghamshirescb.proceduresonline.com/index.html>

Guidance on the Pathway to Provision – threshold documents for access to support and services, link:

<http://www.nottinghamshire.gov.uk/caring/childrenstrust/pathway-to-provision/>

### EXISTING

Information for Schools via Nottinghamshire County Council website <http://www.nottinghamshire.gov.uk/learning/schools/information-for-schools/>

### LEGISLATION AND GUIDANCE

**The Education Act 2002 s175 and s157** remains the primary legislation which schools and colleges must have regards to when carrying out their duties to safeguard and promote the welfare of children.

Unless otherwise specified, 'school' therefore means all schools whether maintained, non-maintained, or independent schools, including academies and free schools, alternative provision academies and pupil referral units. 'School' does not include maintained nursery schools. 'College' means further education colleges and sixth-form colleges, and relates to children under the age of 18, but excludes 16-19 academies and free schools (which are required to comply with relevant safeguarding legislations by virtue of their funding agreement). (DfE Keeping Children Safe In Education 2015.)

**Proprietors of independent schools also have a duty to safeguard and promote the welfare of pupils at school under Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2010 as amended by SI 2012/2962 and the Education (Non-Maintained Special Schools) (England) Regulations 2011.**



The **Children Act 1989** and the supplementary guidance in **Working Together to Safeguard Children 2015** and Department for Education (DfE) **Keeping Children Safe in Education 2015** sets out the legal duties, infrastructure and arrangement that should be in place to ensure that children and young people are protected from harm and that those working within schools and the education service have the necessary skills and knowledge to ensure this. Schools should comply with this statutory guidance.

## KEEPING CHILDREN SAFE IN EDUCATION 2015

- The Headteacher and Senior Designated Person for safeguarding in each school should ensure that all staff read at least part one of Keeping Children Safe in Education.
- KCSIE also places a requirement for all schools and colleges to have in place a **Staff Behaviour Policy (Code of Conduct)**. The child protection policy and staff behaviour policy should be provided to all staff, including temporary staff and volunteers on induction.

## WORKING TOGETHER TO SAFEGUARD CHILDREN 2015

Working Together to Safeguard Children 2015 is inter-agency statutory guidance for professionals. It focuses on the core requirements and explains what individuals and organisations should do to keep children safe. In doing so it seeks to emphasise that effective safeguarding systems are those where:-

- The child's needs are paramount, and the needs and wishes of each child should be considered to ensure that every child receives the support they need at an early stage.
- All professionals should be alert to the needs of the child and to any risk of harm that individual abusers, or potential abusers, may pose to children.
- All professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and the local authority children's social care (Working Together to Safeguard Children 2015).
- The Child Protection Policy template sets out the key elements of the guidance including the definition of what is safeguarding.

## VULNERABLE GROUPS

Some children and young people may be particularly vulnerable to abuse and harm. The designated safeguarding lead should be aware of the range of guidance that is available and vigilant to concerns being raised by staff and children which need to be reported in accordance with national (Government) and local (NSCB) procedures without delay. The lead should also ensure staff working with children are alert to signs which may indicate possible abuse or harm.

To support this links to statutory, national and local guidance are below:

- Child Sexual Exploitation 'What to do if you suspect a child is being sexually exploited'  
<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>
- Female Genital Mutilation (FGM)  
<http://media.education.gov.uk/assets/files/pdf/f/fgm%20guidance.pdf>
- Children who may have been trafficked  
<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>
- Gang and Knife Crime DCSF – 00064-2010  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/288804/Safeguarding\\_children\\_Gang\\_activity.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288804/Safeguarding_children_Gang_activity.pdf)

- Homophobic, Transphobic Bullying  
<https://www.gov.uk/government/news/homophobic-bullying-in-schools-project-gets-underway>
- Guidance is also available on the Nottinghamshire Safeguarding Children Board Website for Children with Looked After Status and Children Missing from Home and Care  
<http://www.nottinghamshire.gov.uk/caring/protecting-and-safeguarding/nscb/informationprofessionals/procedures-practice-guidance/>

## TRAINING AND RELATED AGENCIES

Schools invest time and other resources in partnership activity and this investment should be aimed at improving outcomes for pupils. The Local Authority actively promotes the benefits to schools of partnerships and in this case to safeguard and improve the outcomes for potentially vulnerable pupils. Examples of this are:

- **NSPCC Child line Projects:** [www.childline.org.uk](http://www.childline.org.uk)
- **Nottinghamshire Safeguarding Children Board:**  
<http://nottinghamshirescb.safeguardingchildren.co.uk/>
- **Local Authority Anti Bullying Co-ordinator: Lorna Naylor** provides advice and support to schools regarding anti bullying, cyber bullying and e safety. Tel: 01623 797193  
E-mail: [lorna.naylor@nottscc.gov.uk](mailto:lorna.naylor@nottscc.gov.uk)

## CONTACTS

NSCB Administrator - 01159 773 935

MASH - 0300 500 8090

Out of hours - Nott's Emergency Duty Team 0300 456 454 6

Duty Social Worker - 01623 520520

Local Authority Designated Officer (LADO) - 01623 433169

Early Help Unit - 01623 433500 [early.help@nottscc.gov.uk](mailto:early.help@nottscc.gov.uk)

Disclosure and Barring Service Helpline - 01325 953 795

[www.nottinghamshire.gov.uk/pathwaytoprovision](http://www.nottinghamshire.gov.uk/pathwaytoprovision)

[www.nottinghamshire.gov.uk/nscb](http://www.nottinghamshire.gov.uk/nscb)