



The Cardinal Wiseman Catholic School



Child Protection and Safeguarding Policy

Approved by Governors on: October 2018

Reviewed: Annually

Next review: Annually

Person (position, not name) to perform review: Director of Pupil Care and Learning Support

This policy should be read in conjunction with all other policies (as highlighted) and not as a standalone policy.

This policy takes into consideration and reflects all key aspects of the following documents:

- The Department for Education's (DFE's) statutory guidance for schools and colleges, 'Keeping children safe', - updated September 2018
- The designated teacher for looked after and previously looked after children. (Updated February 2018)
- Sexual Violence & Sexual harassment between children in schools & colleges (DfE guidance May 2018)
- Safeguarding Children in Education" (DfES / 0027 / 2004)
- HM Government: 'Working together to safeguard children', 2015
- HM Government: What to do if you are worried a child is being abused
- HM Government: Information sharing
- HM Government: Disqualification under the Childcare Act 2006
- London Child protection procedures & Practice guidelines (London safeguarding Children Board, March 2017 – 5th edition)
- The Prevent duty: Departmental advice for schools and childcare providers (DfE July 2015)
- Ealing Prevent Toolkit for Schools (Ealing Council 2016)
- UK Council for Child Internet safety: Sexting in school and colleges: Responding to incidents and safeguarding young people (2016)



The Cardinal Wiseman Catholic School



- Use of reasonable force in schools (DfE July 2013)

Key Personnel	Name	Contact details
Designated Safeguarding Lead (DSL)	Mr Paul Walton	Contact School – 0208 575 8222 Ext: 475 waltonp@wiseman.ealing.sch.uk
Deputy Designated Safeguarding Leads (DDSL)	Mrs Ann-Marie Mcloughlin	Contact school – 0208 5758222 Ext: 433 mcloughlina@wiseman.eaing.sch.uk
	Mrs Nichola Gray	Contact school – 0208 5758222 Ext: 493 grayn@wiseman.ealing.sch.uk
	Mr Mark Brown	Contact School – 0208 575 8222 Ext: 521 brownm@wiseman.ealing.sch.uk
Designated member of the Governing Body with child protection responsibilities	Mrs M Pound	Parents - Contact school Staff – see VLE (Frog) for contact details
Local Authority Designated Person (LADO) Allegations against Staff & Volunteers (ASV's).	Kogie Perumall	020 8825 8155 PerumallK@ealing.gov.uk
	James Jose	020 8825 8951 JoseJ@ealing.gov.uk
Prevent Strategy Lead	Mr Paul Walton	Contact School – 0208 575 8222 Ext 475 waltonp@wiseman.ealing.sch.uk
Prevent referral	Where schools have URGENT and IMMEDIATE	For LA advice and consultation: SmithPa@ealing.gov.uk



The Cardinal Wiseman Catholic School



	concerns for the safety and welfare of a child or young person regarding radicalisation ring 101	
Designated teacher in charge of looked after (LAC) and previously looked after children (PLAC)	Mrs Ann-Marie McLoughlin	Contact school – 0208 5758222 Ext: 433 mcloughlina@wiseman.eaing.sch.uk

“Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.”

(Working Together to Safeguard Children - 2015)

We are a Roman Catholic community and as such we seek to make Jesus Christ present in our world through all of our actions. We believe that values of truth and love underpin all of our policies and, in particular, the Safeguarding and Child Protection Policy.

At CW we aim to foster a culture in which all members of our school community act from the belief that every person is lovingly and uniquely created by God in his own image and likeness and therefore it is incumbent on us to strive to ensure that our students experience lives which are safe and secure and free from harm. To this aim we intend to create a culture of vigilance, where children’s welfare is promoted and timely and appropriate safeguarding action is taken for children who need extra help or who may be suffering from harm.

There are three main elements to our child protection policy;

- a) Prevention through the creation of a positive school atmosphere and the teaching and pastoral support offered to pupils.
- b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c) Support to pupils who may have been abused.

Therefore the following procedures and practices are in place:



The Cardinal Wiseman Catholic School



Responsibilities of the Governors for Safeguarding

Section 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school 'Safeguarding Children and Safer Recruitment in Education' (DCSF 04217-2006bkt-EN)

<http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/>

- Be aware of the Safeguarding policy, procedure, monitoring compliance & reporting as set out by the DFE, Westminster Diocese & Local Authority.
- Ensure a Child Protection Policy is in place along with a staff code of conduct, reviewed yearly and is available to all stakeholders either through the website or on request
- Ensure the Designated Child Protection Person is a senior teacher and that appropriate training is undertaken by him/her every two years & by the whole staff every two years. This follows the Local Authority Safeguarding board recommendations.
- Ensure procedures for safe recruitment & vetting are in place and adhered to and that only a Governor who has had appropriate safeguarding training may take part in a school recruitment process.
- Ensure there are procedures in place to handle allegations against members of staff ([disciplinary policy](#)) and other students ([behaviour policy](#))
- Hold the Headteacher and staff accountable for safeguarding
- Ensure that all allegations against members of staff and volunteers are referred to the Local Authority Designated Officer (LADO).
- Ensure procedures are in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed (or since resigned) due to safeguarding concerns ([Recruitment](#) & [Disciplinary policy](#))

Commented [a1]: Hyperlin to our behaviour and allegations against staff policy

Responsibilities of the staff for Safeguarding

[KCSE Part 1 and Annex A](#)

The document 'Keeping Children Safe in Education – DFE, September 2018) **MUST** be read including Annex A (pg 75) in conjunction with this policy and should be kept as an appendix to the school's child protection policy.

Commented [a2]: New insert and needs to be e-mailed out to staff



The Cardinal Wiseman Catholic School



- Be aware of the Safeguarding policy and procedures for raising Child Protection concerns (Procedures for dealing with suspected cases of abuse are stored on the shared area: 'Pupil Support teams').
- The school requests more than one emergency contact for each student where possible.
- Be aware of whistleblowing procedures or other concerns regarding the practice or conduct of adults with safeguarding or leadership responsibility, including how to make a complaint or direct Child Protection referral – Contact Kogie Perumall (Ealing LADO – 0208 825 8155)
- Foster a culture in which all pupils in need of support feel confident to come forward.
- Ensure the physical environment is safe and report any concerns immediately.
- Encourage students to adopt safe attitudes and behaviours by engaging them in reflective practices such as Restorative Justice
- This policy should be read in conjunction with the Behaviour, Anti-bullying, Attendance, Self-harm, Mental Health & E-Safety policies.

'Mandatory Reporting of Female Genital Mutilation [FGM]

In response to the Mandatory Reporting Duty which came into force on 31st October 2015, all teachers are now expected to be aware of their statutory responsibilities with reference to Female Genital Mutilation:

- Where a professional, who is subject to the mandatory reporting duty, has either been told by a girl that she has had FGM or has observed a physical sign appearing to show that a girl has had FGM s/he should personally report the matter to the police by calling 101.
- In all other cases, professionals should follow normal safeguarding processes. This is in line with guidance produced by NHS England and the Metropolitan Police Service.

For further information please refer to the recently published Home Office statutory guidance '[Mandatory Reporting of Female Genital Mutilation](#)' and note 'Annex A – FGM mandatory reporting process map'.

Note the flow chart published by DH / NHSE '[FGM Mandatory reporting duty](#)'.

Supporting Staff

We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.



The Cardinal Wiseman Catholic School



We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

8. Allegations against staff

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable when working with individual children or parents that this takes place in view of other adults.

Guidance about conduct and safe practice, including safe use of mobile phones and social networking sites by staff will be given at induction.

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the DSL and the Head teacher.

The Head teacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).

If the allegation made to a member of staff concerns the Head teacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO, without notifying the Head teacher first.

The school will follow Ealing procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless advised otherwise as a result of a consultation with the LADO.

Suspension of the member of staff, excluding the Head teacher, against whom an allegation has been made, needs careful consideration, and the Head teacher will seek the advice of the LADO and Human Resources lead (Ealing LA) in making this decision.

In the event of an allegation against the Head teacher, the decision to suspend will be made by the Chair of Governors with advice as above.

9. Whistle-Blowing

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

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude



The Cardinal Wiseman Catholic School



or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO following the Whistleblowing Policy.

Whistle-blowing regarding the Head teacher should be made to the Chair of the Governing Body whose contact details are readily available to staff through the VLE (Frog). Staff should also note that they are able to contact the NSPCC directly to report any concerns they may have relating to potential incidents of whistleblowing:

Whistleblowing Advice Line

Free advice and support for professionals concerned about how child protection issues are being handled in their organisation.

[0800 028 0285](tel:08000280285)

help@nspcc.org.uk

Responsibility of DSL

A member of the Senior Leadership Team has designated lead responsibility for Child Protection at the school. Their responsibilities include:

- Working in collaboration with Social Services and other external agencies to ensure that all students experience lives which are safe and secure and free from harm
- Appoint the appropriate member of the Year Teams or Support Teams to liaise with Social Services, pupil and family.
- Ensure all documentation is completed and disseminated immediately
- Confidential information is stored in locked cabinets and is only communicated on a need to know basis with the appropriate staff
- Induct new staff in Child Protection procedures and ensure there is **Cultural Competence** amongst all staff so they feel confident addressing Child Protection concerns, particularly those that may be prevalent in certain cultures (Female Genital Mutilation & Child Sexual Exploitation)
- Provide training opportunities to ensure staff are aware of prevalent issues such as **Radicalisation, Mental health, Self-harm and suicide**
- Provide Governors with dates of annual Child Protection INSET (delivered externally by LA)
- Remind all staff who the DSL and DDSL are each term



The Cardinal Wiseman Catholic School



- Provide a termly report to the Headteacher on students deemed vulnerable
- Liaise with the nominated member of the Governing Body & Headteacher to provide an annual report on Safeguarding & Child Protection
- Hold regular meetings between the Inclusion Support Administration team and the Welfare Assistant. These meetings focus on any patterns of illness or absence which may indicate safeguarding concerns or those **Children at risk of Missing Education**.

Recruitment & allegations against staff

- The school complies with the requirements of Keeping Children Safe in Education (DFE 2016) and Local Safeguarding Children Board (LSCB) by carrying out the required checks and verifying all applicants identity, qualifications and work history.
- The school obtains written confirmation from supply agencies or third party organisations that agency staff or other individuals who may work in the school have been appropriately cleared.
- The school keeps a Single Central Record
- All staff have either a CRB certificate (pre June 2013) or an enhanced DBS disclosure.
- A number of staff has undergone Safer Recruitment Training and at least one of whom is present on any interview panel.
- Procedures for dealing with allegations of abuse are in line with LEA guidelines (see D of H booklet "What to do if you're worried a child is being abused" and refer to DFE guidance). Safeguarding & Child Protection procedures are disseminated to staff every year through the staff handbook. The staff handbook should also contain 'Whistle-blower' policy.
- Staffing matters are confidential and the school must operate within statutory guidance around Data Protection.
- Allegations of abuse against a member of staff must be reported to the Headteacher immediately (see Catholic Education Service 'model disciplinary procedure' & 'Safeguarding Children & Safer recruitment in Education' – section 5 for guidance)
- Where an allegation against a member of staff is received, the Headteacher, senior named person or the Chair of Governors must inform the duty Local Authority Designated Officer (LADO)
- Allegations against the Headteacher – Chair of Governors to be notified immediately



The Cardinal Wiseman Catholic School



Visitors & supply staff

All visitors have to report to reception before they can enter the school site. All appropriate checks are carried out (identification, nature of visit and member responsible for visit) before they are allowed on to the site. All visitors are issued with a safeguarding leaflet on arrival as well as being accompanied at all times unless appropriate checks have been carried out.

Visitors to the school are asked to sign in and are given a visitors badge which is a different colour to the ID badges worn by permanent staff. All visitors are expected to observe the school's Safeguarding and Health & Safety regulations. Visitors with DBS clearance are issued with green lanyard/ID badges. Visitors without DBS clearance are issued with a Red lanyard/ID badge and are escorted around the school site at all times by a permanent member of staff.

All supply staff are given an induction booklet outlining the schools child protection procedures before they commence working with children

Training

Staff will be kept informed about child protection responsibilities and procedures through regular CPD, induction, e-mail bulletins, briefings, the staff handbook and annual safeguarding training. All staff will attend a compulsory annual training session on child protection awareness (including recognising the signs of child abuse and Part 1 Annex A of KCSIE 2018) as part of their induction /CPD programme as well as receiving Part One of 'Keeping Children Safe in Education'. The school will provide further CPD sessions throughout the academic year on prevalent safeguarding themes based on the current national agenda or on specific local needs. Where other adults are working in the school alone with pupils, the head teacher or the deputy head (Business Manager) will ensure that they are aware of the contents of these policies. (Copies of policies can be found on the school website and the safeguarding folder in the shared staff area). Any trainee teachers will receive a training session on child protection awareness as soon as possible after their arrival.

The DSL and Deputy DSL's attend regular training on safeguarding and child protection issues. Certificates of attendance are held in school. In line with the Local Safeguarding boards' advice, the school insists on the following:

- Whole staff training is delivered annually
- Governing body training is updated every three years

Fostering a culture of safeguarding within the school



The Cardinal Wiseman Catholic School



It is the responsibility of all members of the school community to foster a culture of safeguarding in the school thereby protecting ourselves and each other. Our experience is that students are most likely to report difficulties when they have positive relationships with the adults in the school system and trust that their concerns can be dealt with. We aim to achieve this through the following systems:

Robust pastoral system

The pastoral team consists of the Director of Inclusion, an AHT, an associate AHT, a Head of Year and a deputy for each year group. In addition, there are number of support staff including one Inclusion Assistant and a part-time counsellor.

On entering in Year 7, groups of approximately 28 students are assigned to a member of staff (Form Tutor) who will be drawn from the teaching staff. The tutor will remain with the group (circumstances permitting) until the end of year 11. They will meet together every day, both at the beginning and the end of the day, thus allowing the tutor to notice any changes in the student's behaviour which may indicate that there are safeguarding concerns. These positive relationships have been crucial in helping to identify those students most at risk of **Child Sexual Exploitation (abusive relationships), Mental Health illness (Self-harm) and peer on peer abuse including:**

- **Bullying/cyber bullying**
- **Gender based violence/sexual assaults**
- **Youth produced Sexual Imagery (previously known as sexting)**

One HoY is assigned to undertake responsibility for the transition of students from primary school. Visits are made to the main feeder schools by the HoY in order to allow a thorough transfer of information where there are safeguarding concerns.

At the end of Year 7, the outgoing HoY 11 assumes responsibility for the year group and remains so until they too reach year 11 ensuring continuity for the students and their families.

All tutors have coaching conversations with their tutees on a regular basis. This allows the tutor to develop a positive and trusting relationship with their tutees and enable them to recognise changes in the child's behaviour promptly.

Safeguarding through the curriculum



The Cardinal Wiseman Catholic School



The curriculum provides many opportunities for discussing and promoting key safeguarding topics and British values prevalent to our students through subjects such as PHSE (Wellbeing Programme), RE, English, Science and History. Cardinal Wiseman adopts a holistic approach to develop a strong ethos by promoting:

- Activities and opportunities which equip pupils with the skills they need to stay safe from abuse and to develop healthy and safer relationships
- Material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills
- Activities which protect children from harm and to ensure that they are taught in a way that is consistent with the law and **British values** and to promote respect for all others
- Learning opportunities that facilitate the understanding of wider issues within the context of learning about the values on which our society is founded and our system of democratic government
- Material which actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Learning opportunities which promote tolerance of and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations
- Information on *Peer on peer* abuse is taught to students. Allegations of peer on peer abuse are recorded, investigated and sanctioned following the school's behaviour policy.
- Information on equality of rights for LGBT communities and challenging stereotyping, prejudice behaviour and gender roles.

In addition to lesson based learning, external speakers, theatre performances, debating clubs, drop down days and assemblies are used throughout the year to enhance the student's awareness of how to keep safe. Topics include **Mental Health, anti-bullying, discriminatory language, Child Sexual Exploitation and on-line safety**. On-line safety is taught with specific reference to safeguarding through numerous forums.

Cardinal Wiseman actively encourages visits from authorities such as the police and youth justice organisations to reinforce the importance of the rule of law.

Outside agencies such as the Tenten theatre group and the Chelsea's Choice Group provide awareness programmes and additional support to those students who are deemed vulnerable.



Youth Produced Sexual Imagery (Previously known as Sexting)

The term sexting is now replaced by 'youth produced sexual imagery'

Definition: 'Imagery' covers both still photos and moving videos

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18

These images are shared between young people and/or adults via a mobile phone, handheld device or website with people they may not even know.

It is important to be aware that young people involved in sharing sexual videos and pictures may be committing a criminal offence. Specifically, crimes involving indecent photographs (including pseudo images) of a person under 18 years of age fall under Section 1 of the Protection of Children Act 1978 and Section 160 Criminal Justice Act 1988. Under this legislation it is a crime to:

- take an indecent photograph or allow an indecent photograph to be taken;
- make an indecent photograph (this includes downloading or opening an image that has been sent via email);
- distribute or show such an image;
- possess with the intention of distributing images;
- advertise; and



The Cardinal Wiseman Catholic School



- Possess such images.

While any decision to charge individuals for such offences is a matter for the Crown Prosecution Service children need to be aware that they may be breaking the law. However, the response to these incidents should be guided by the principle of proportionality and the primary concern at all times should be the welfare and protection of the young people involved.

Outcome 21 – Criminal prosecutions

Whilst young people creating and sharing sexual imagery can be very risky, it is often the result of young people's natural curiosity about sex and their exploration of relationships. Often, young people need education, support or safeguarding, not criminalisation. Consequently, As of January 2016 the Home Office launched a new outcome code (Outcome 21) to help formalise the discretion available to the police when handling crimes such as youth produced sexual imagery.

When should the school notify the Police?

1. The incident involves an adult
2. There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
3. What you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
4. The imagery involves sexual acts and any pupil in the imagery is under 13
5. You have reason to believe a pupil or pupil is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming

The school deems Aggravated (malicious) incidents of 'Youth produced Sexual Imagery' to be those that involve criminal or abusive elements beyond the creation of an image.

This includes adult involvement or criminal or abusive behaviour by minors such as sexual abuse, extortion, threats, malicious conduct arising from personal conflicts, or creation or sending or showing of images without the knowledge or against the will of a minor who was pictured.



The Cardinal Wiseman Catholic School



Where the school deems an incident of youth produced sexual imagery to be malicious (aggravated), students will be sanctioned and may face permanent exclusion.

If none of those factors apply then a school may decide to respond to the incident without involving the police or children's social care (a school can choose to escalate the incident at any time if further information/concerns come to light). **The decision to respond to the incident without involving the police or children's social care would be made in cases when the DSL is confident that they have enough information to assess the risks to pupils involved and the risks can be managed within the school's pastoral support and disciplinary framework and if appropriate local network of support.** If a young person has shared imagery consensually, such as when in a romantic relationship, or as a joke, and there is no intended malice, it is usually appropriate for the school to manage the incident directly.

Experimental incidents of youth produced imagery involves students taking pictures of themselves to share with established boy or girlfriends, to create romantic interest in other students, or for reasons such as attention seeking. There was no criminal element (and certainly no criminal intent) beyond the creation and sending of the images and no apparent malice or lack of willing participation.

For incidents which are deemed to be experimental the school will look to protect and educate rather than merely sanction a pupil.

A student is likely to be very distressed especially if the image has been circulated widely and if they don't know who has shared it, seen it or where it has ended up. They will need pastoral support during the disclosure and after the event. They may even need immediate protection or a referral to social services.

The following questions will help decide upon the best course of action:

- Is the student disclosing about themselves receiving an image, sending an image or sharing an image?
- What sort of image is it? Is it potentially illegal or is it inappropriate?
- Are the school child protection and safeguarding policies and practices being followed? For example, is a member of the child



The Cardinal Wiseman Catholic School



protection team on hand and is their advice and support available?

- How widely has the image been shared and is the device in their possession?
- Is it a school device or a personal device?
- Does the student need immediate support and or protection?
- Are there other students and or young people involved?
- Do they know where the image has ended up?

If indecent images of a child are found:

- Notify the Designated Safeguarding Lead
- Consider sanctions where appropriate (see guidance in part 2)
- Store the device securely **but do not print off, download or save the image on to another device**
- Make a referral to social care or SAFE if needed
- Contact the police (if appropriate)
- Put the necessary safeguards in place for the student, e.g. they may need counselling support, immediate protection and parents must also be informed.
- Inform parents and/or carers about the incident and how it is being managed.

(Depending on the nature of the image and the family circumstances of the young person, communication with parents will need to be carefully handled.)

Sexual Violence & Sexual harassment between children in schools & colleges (DfE guidance May 2018)

Sexual violence

When referring to sexual violence in this advice, we do so in the context of child on child sexual violence.

Sexual violence is defined under the Sexual Offences Act 2003¹³ as described below:



The Cardinal Wiseman Catholic School



Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.¹⁵

- a child under the age of 13 can never consent to any sexual activity;¹⁶
- the age of consent is 16;¹⁷
- sexual intercourse without consent is rape.

The school's Wellbeing programme provides advice and lesson plans to teach consent at Key stage 3.

Sexual harassment

Sexual harassment means 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;



The Cardinal Wiseman Catholic School



- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.¹⁸ It may include:
 - non-consensual sharing of sexual images and videos. (UKCCIS sexting advice provides detailed advice for schools and colleges);
 - sexualised online bullying;
 - unwanted sexual comments and messages, including, on social media; and
 - sexual exploitation; coercion and threats.

Action following a report of sexual violence and/or sexual harassment

What to consider

The School will carefully consider any report of sexual violence and/or sexual harassment. The designated safeguarding lead (or deputy) is likely to have a complete safeguarding picture and be the most appropriate person to advise on the schools initial response. Important considerations will include:

- the wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered;
- the nature of the alleged incident(s), including: whether a crime may have been committed and consideration of harmful sexual behaviour (as set out on paragraphs 16-20);
- the ages of the children involved;
- the developmental stages of the children involved;
- any power imbalance between the children. For example, is the alleged perpetrator significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?;



The Cardinal Wiseman Catholic School



- is the alleged incident is a one-off or a sustained pattern of abuse?;
- are there ongoing risks to the victim, other children, adult students or school or college staff?; and
- other related issues and wider context.

62. As always when concerned about the welfare of a child, all staff should act in the best interests of the child. In all cases, schools and colleges should follow general safeguarding principles as per Keeping Children Safe in Education. **Immediate** consideration should be given as to how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).

63. The starting point regarding any report should always be that sexual violence and sexual harassment is not acceptable and will not be tolerated. Especially important, is not to pass off any sexual violence or sexual harassment as 'banter', 'part of growing up' or 'having a laugh'.

Reasonable Force

We acknowledge that staff must only ever use reasonable force as a last resort and the situations in which this can take place are clearly set out in the Reasonable Force policy.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff need to ensure they are clear about their professional conduct.

Children Missing in 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.

A child going missing from education is a potential indicator of abuse or neglect. Staff are asked to alert the schools CP officer if they suspect that a child's sustained absence from school is of concern. If a student is suspected as being 'missing in education' reasonable enquiries will be made by the Inclusion administration team to establish why the student is not in school. This will include home visits and notifying the Local Authority, Social Care and the Police in order to identify the risk of abuse

Commented [a3]: Hyperlink to our reasonable force policy



The Cardinal Wiseman Catholic School



and neglect, including sexual exploitation, and to help prevent the risks of them going missing in the future.

We will be aware of and consider the risks of potential safeguarding concerns such as travelling to conflict zones (as determined by the Foreign and Commonwealth Office), FGM and forced marriage.

Anti-Bullying

Our school's anti-bullying policy is set out in the **Behaviour Policy** and acknowledges that to allow or condone bullying may lead to an increase in a variety of safeguarding issues. This includes all forms of bullying including cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.

Increasing awareness of how to report concerns:

Students and parents receive a robust induction on entry which includes information on how to report concerns and the processes for making complaints. The school makes every effort to establish open and honest effective working relationships with parents and update them on changes to policies and procedures for safeguarding through the annual Parent Information Evenings. The student planner, school website and Virtual Learning Environment have safeguarding and child Protection advice and provide direct links to key websites/organisations such as CEOP.

Health & Safety

Our Health & Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment, in relation to internet use, and when away from the school undertaking school trips and visits.

Extended School and off-site arrangements

Our Health & Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment, in relation to internet use, and when away from the school undertaking school trips and visits.

All extended and off site activities are subject to risk assessment to satisfy health and safety and safeguarding requirements. Where extended school activities are provided by and managed by the school, the school's Child Protection and Safeguarding Policy and procedures apply.



The Cardinal Wiseman Catholic School



When students attend off-site activities, including day and residential visits and work related activities, the school will check that effective child protection arrangements are in place.

Child Protection

When a child first reveals a Child Protection issue the staff member should:

- Listen carefully to the child and reassure them that they are not to blame
- Ask questions that help to give more details but DO NOT LEAD e.g. ask "Is someone you know doing this?" not "Is it your father?"
- Make a written record
- Do not offer confidentiality. Pupils and their families are entitled to confidentiality but staff have a duty to pass on confidential information if a pupil is at risk. This must be made clear to the pupil and staff must ensure that the pupil understands.
- Inform the DSL immediately
- The DSL will decide whether to inform Social Services, contact Child Protection Advisers (consultation service) to seek guidance where appropriate.
- Inform Social Services prior to informing the parents in most cases – must have child's name, D.O.B & address available
- The school will always undertake to share our intention to refer a child to Children's Social Care with the parents or carers, unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from the Child Protection team of the Child's home Local Authority
- Where social services permit the DSL should arrange to meet parents as soon as possible to inform them of a referral and outline the next stage and the support available
- Appoint the appropriate member of the Year Teams or Support Teams to liaise with Social Services, pupil and family.
- Ensure all documentation is completed and disseminated immediately
- All telephone referrals should be followed up using the Local Authority inter-agency referral form

If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, the staff member concerned should press for re-consideration



The Cardinal Wiseman Catholic School



Professional Confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil, nor should they agree with a pupil to keep a secret as, where there is a child protection concern, this must be reported to the Designated Safeguarding Lead and may require further investigation by appropriate authorities. Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only and on the guidance of Child protection professionals. Any information shared with a member of staff in this way must be held and treated confidentially.

We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Social Care.

Records and monitoring

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be shared with other agencies.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will make an accurate record as soon as possible using the school's safeguarding Referral form (**See appendix 4**) noting what was said or seen, putting the event in context, and giving the date, time and location. This is then presented to the Designated Child protection Person (or Deputy) who will decide on appropriate action.

Any file notes are kept in a confidential file in chronological order (which is separate to the student's central file) and stored in a secure place in student services. All electronic analysis and records are stored and protected with password protected log-ins. In the same way notes must be kept of any pupil who is being monitored for child protection reasons. These records may be subject to the exemptions contained with the school's Data Protection policy. Safeguarding files can be viewed by the family concerned, although any information linked to other pupils will be excluded (from parent, student, third party etc) All Child Protection files are stored in locked filing cabinets. Access to these is limited to the



The Cardinal Wiseman Catholic School



DSL, the Deputy DSL and the relevant HoY and deputy HoY. In the DSLs absence the deputy DCCP can obtain access (keys) from the Headteacher.

If a pupil transfers from the school, these files will be copied and forwarded (separately from the child's main school file) to the pupil's new educational setting by recorded delivery, marked 'Confidential' and for the attention of the receiving school's Designated Safeguarding Lead. A receipt is also obtained from the receiving school.

Communication with stakeholders

Amendments to the Safeguarding and Child Protection policy will be e-mailed to all staff and made an agenda item (with minutes recorded) on the first available curriculum meeting. A copy highlighting all changes will also be posted on the e-newsletter which is sent to all parents/carers.

Copies of the Safeguarding & Child Protection Policy are made available to parents through the reception & website.

Monitoring and Evaluation

Our Safeguarding and Child Protection Policy and Procedures will be monitored and evaluated by:

Governing Body visits to the school
Pupil surveys and questionnaires
Scrutiny of Attendance and punctuality data
Scrutiny of range of risk assessments
Scrutiny of Governing Body minutes
Logs of bullying/racist/behaviour incidents for Senior Leadership Team and
Review of parental concerns and parent questionnaires

This policy also links to our policies/guidance on:

Behaviour, which requires Reasonable force
Whistleblowing
Allegations against staff
Parental Complaints Procedure
Attendance
Behaviour Policy
Health & Safety
PSHE
Relationships, Sex and Education
E-Safety, including acceptable use policy for staff



Appendix One

Recognising signs of child abuse

Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect

Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with designated / named /lead person, manager, (or in the absence of all those individuals, an experienced colleague)
- May require consultation with and / or referral to Children's Services



The Cardinal Wiseman Catholic School



The absence of such indicators does not mean that abuse or neglect has not occurred

In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a "cry for help" and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries



Bruising

Children can have accidental bruising, but the following must be considered as non accidental unless there is evidence or an adequate explanation provided:

- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation Scalds to the buttocks



The Cardinal Wiseman Catholic School



of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement

Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or not attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self esteem and lack of confidence



The Cardinal Wiseman Catholic School



- Withdrawn or seen as a “loner” – difficulty relating to others

Recognising Signs of Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family. Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child’s age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

Sexual Abuse by Young People

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will



The Cardinal Wiseman Catholic School



hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, in appropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. it may also be that the behaviour is "acting out" which may derive from other sexual situations to which the child or young person has been exposed.

If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity includes any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

Assessment

In order to more fully determine the nature of the incident the following factors should be given consideration. The presence of exploitation in terms of:

- Equality – consider differentials of physical, cognitive and emotional development, power and control and authority, passive and assertive tendencies
- Consent – agreement including all the following:
 - ❖ Understanding what is proposed based on age, maturity, development level, functioning and experience



The Cardinal Wiseman Catholic School



- ❖ Knowledge of society's standards for what is being proposed
 - ❖ Awareness of potential consequences and alternatives
 - ❖ Assumption that agreements or disagreements will be respected equally
 - ❖ Voluntary decision
 - ❖ Mental competence
- Coercion – the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and irresponsible with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

Child Sexual Exploitation

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile



The Cardinal Wiseman Catholic School



- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

Appendix Two

Forced Marriage (FM)

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly as a school or through a third party. Always call either Social Care or the Forced Marriage Unit 020 7008 0151.



Appendix 3

Prevent Duty

From 1 July 2015 all schools have a duty to fulfil Prevent.

Prevent duty is not intended to stop pupils debating controversial issues but to build resilience to radicalisation as we will teach values that will challenge extremist views. Via History and RE schemes of work and the Wiseman Well-being programme pupils will have the opportunity to learn about the dangers of extremism and be able to identify signs of radicalisation.

We will provide a safe space where pupils and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

What we will do;

- Ensure that governors, staff, parents and students are aware of the increased risk of online radicalisation and assess the risk of pupils being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.
- Ensure there is a specific Prevent risk assessment in place and that this is reviewed regularly or in response to changing risk factors
- Carry out a risk assessment to record, manage and address the risk where any particular pupils or groups of pupils have been identified as vulnerable or resistant to British values,
- Ensure individual risk assessments are carried out by the DCP (Prevent strategy lead) in conjunction with other safeguarding leads at the school and the Safer School's Police Officer or Local Prevent Lead. Where it is safe to do so risk assessments will be carried out following consultation with parents
- Be alert to changes in pupil's behaviour which could indicate that they may be in need of help or protection.
- When it is appropriate, make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multiagency approach to protect vulnerable people.
- Provide staff with WRAP (Workshop to Raise Awareness of Prevent) training on induction and provide updates where necessary.
- Ensure that suitable filtering is in place on our IT system to prevent and ensure that pupils are safe from terrorist and extremist material when accessing the internet in school and whilst using our devices.



The Cardinal Wiseman Catholic School



- Ensure that pupils understand how to stay safe online and provide parents with guidance and advice on how to best to support their children.
- Engage with the Local Prevent team by attending 'Arise' (Anti-Radicalisation In Schools for Ealing) Network meetings as scheduled

Why do young people become drawn towards extremist ideologies?

The path to radicalisation and a world of extremist ideology is a different one for many, but some of the reasons that young people can be drawn to it include:

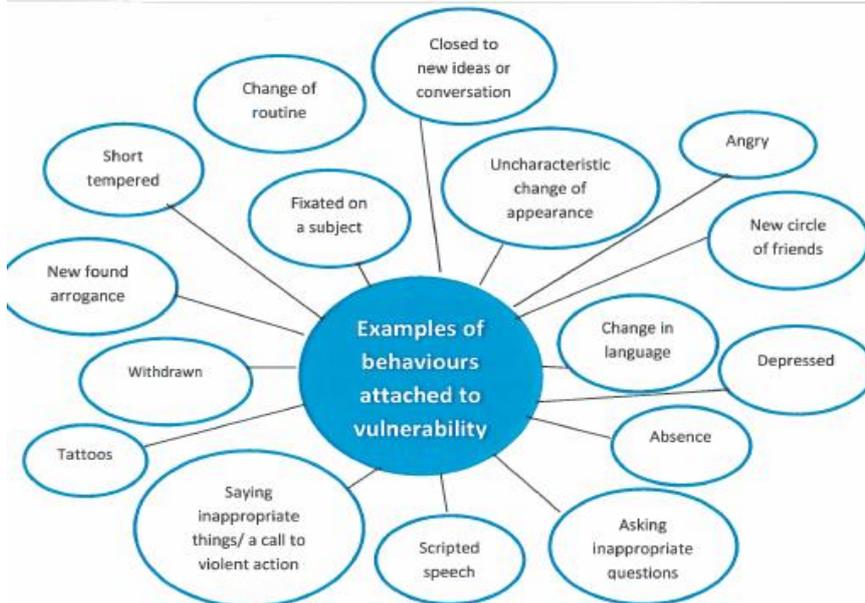
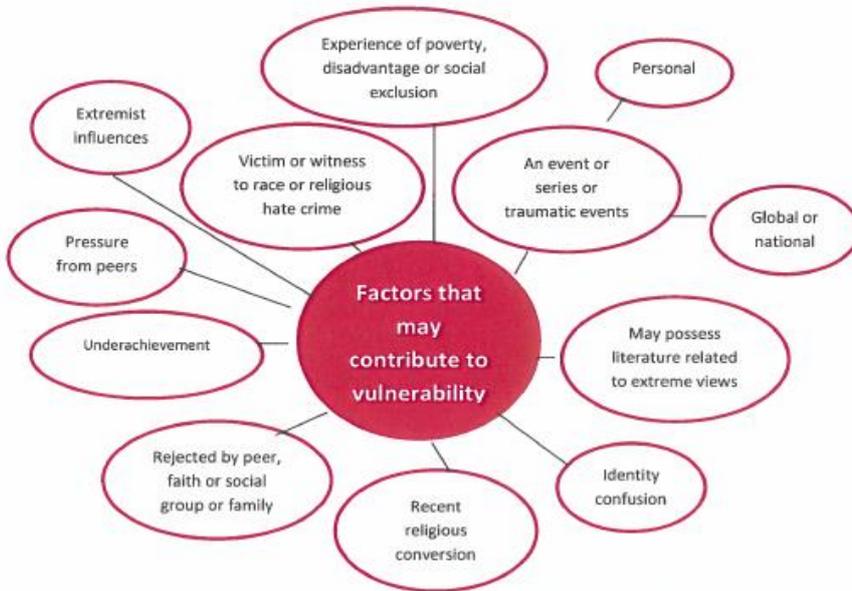
- **Questioning their identity and faith**
- **Feeling a sense of injustice, whether it be personal, societal or in the world and then wanting to make a difference**
- **Needing to belong to a social group perhaps to strengthen their own identity**
- **Needing to raise their own self-esteem**
- **Being rejected or isolated by their peers**
- **Being affected by mental health issues**



Early indicators of extremism



The Cardinal Wiseman Catholic School



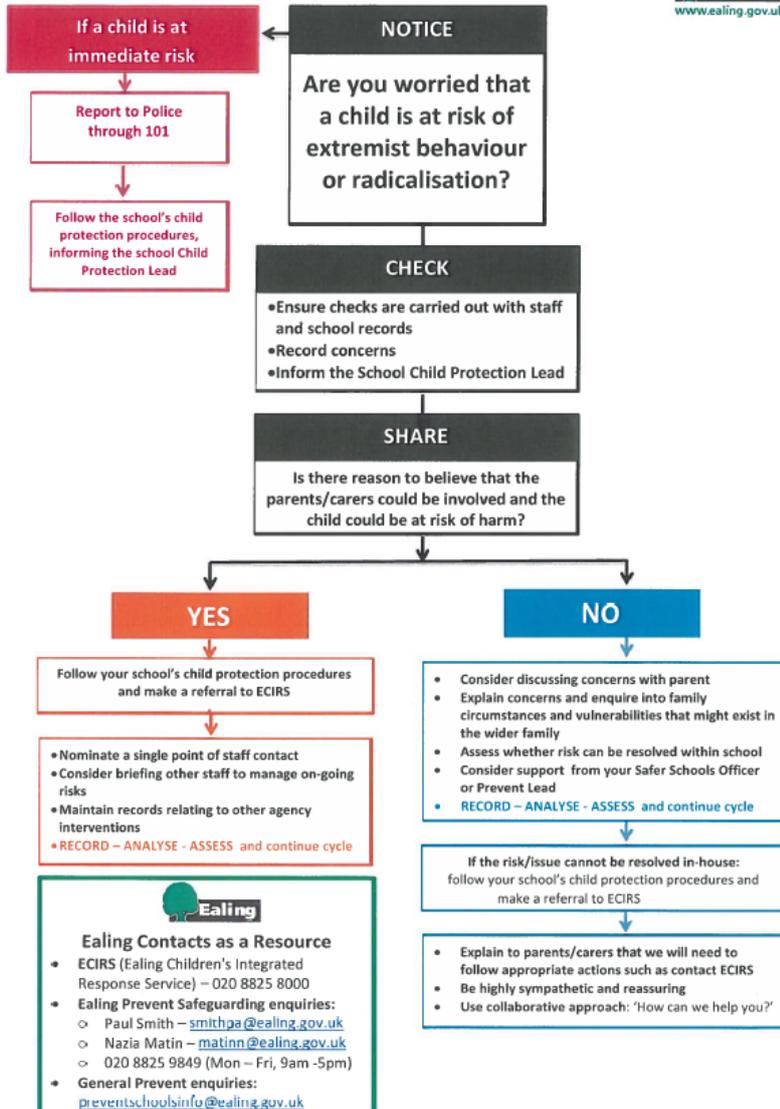
How to report concerns relating to extremism



The Cardinal Wiseman Catholic School



Prevent Incident of Concern Flowchart for School Settings:



Where necessary we will also contact the Metropolitan Police (non-emergency) on 101 or if a child's life is in immediate danger from any extremist organisation or that they may be imminently planning to travel to Syria or Iraq we will dial 999 or call the confidential Anti-Terrorist Hotline on 0800 789 321.

Appendix 4



The Cardinal Wiseman Catholic School



Safeguarding & Child Protection referral form

Please tick to indicate whether this is a:

Child Protection concern that requires immediate intervention

A **safeguarding concern** which requires a follow up conversation

Name of teacher:

Date:

Time:

Student(s) name:

Nature of concerns raised by staff member (please provide a summary of the concerns):

Allegations made and whom by:

Disclosures made by the pupil:

Actions taken by member of staff:

Signed.....

This section is to be completed by the DSL only



The Cardinal Wiseman Catholic School



Referral made to external agency: Y/N

Name of external agency involved:

Information shared with:

Response from parents/carers:

Record contact names/details of any agencies involved:

Please indicate (circle) if this incident represents an increase, decrease or no change to the risk of harm to the child

