**Eastlea Community School Safeguarding Policy**

This Safeguarding Policy is available on our school website and on request from the school office.

This Safeguarding Policy will be shared with all staff at the beginning of each academic year. Agency and supply staff will also be given the policy when they start at our school. In addition all staff, teaching and non teaching staff are asked and given time to, familiarise themselves with the policy detail during induction. **Part One and Annexe A of the statutory guidance ‘Keeping Children Safe in Education”, DfE (2019)** is shared with all staff during staff training at the start of the academic year.

**Staff will need to be aware of the Safeguarding Policy, the role and identity of the Designated Safeguarding Lead (DSL) and the Student Support Managers (SSMs) as deputies, the Behaviour Policy, the Whistle-blowing Policy and the Safeguarding Response to Children who go missing from education. All staff are encouraged to shape and contribute to our safeguarding arrangements and child protection policy.**

This Safeguarding Policy will be reviewed annually by the Governing Body in the Autumn term.

|  |  |  |
| --- | --- | --- |
| Role/organisation | Name | Contact details |
| Designated safeguarding Lead (DSL) | Emma Lane | 0207 540 0440  emma.lane@eastlea.newham.sch.uk |
| Deputy DSL | Stacey Ellis | 0207 540 0472  stacey.ellis@eastlea.newham.sch.uk |
| Local Authority Designated Officer (LADO) | Nick Pratt | 0203 373 3803  CPRT.LADO@newham.gov.uk |
| Chair of Governors | Dante Micheaux | info@eastlea.newham.sch.uk |
| Channel helpline |  | 020 7340 7264 |

**1. Introduction and Aims:**

At Eastlea Community School we are committed to safeguarding children and young people and expect everyone who works in our school to share this commitment.

Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them.

We will always act in the best interest of the child.

**The school aims to ensure that:**

* **Appropriate action is taken in a timely manner to safeguard and promote our children’s welfare**
* **All staff are aware of their statutory responsibilities with respect to safeguarding**
* **Staff receive training in recognising and reporting safeguarding issues**
  1. The purpose of Eastlea Community School’s Safeguarding Policy is to ensure every child who is a registered student at our school is **safe and protected from harm**. This means we will always work to:
* Protect children and young people at our school from maltreatment;
* Prevent impairment of our children’s and young people’s health or development;
* Identify children and young people who may be in need of extra help;
* Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care;
* Undertake that role so as to enable children and young people at our school to have the best outcomes.

**1.2 This policy will give clear direction to all staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.**

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered students at our school. The key elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeated occasions. The school’s Student Services Managers (SSMs) and Attendance Lead regularly liaises with the Designated Safeguarding Lead (DSL) to discuss:

* All persistently absent students and; those who go missing;
* To identify the risk of abuse and neglect including sexual abuse or exploitation; and
* To ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

**1.5 This policy applies to all students, staff, parents, governors, volunteers and visitors at our school**

1.6. Definitions:

**Safeguarding and promoting the welfare of children means:**

* 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

**Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer significant harm.

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. (**See Appendix 1: Areas of Abuse)**

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Neglect** is a form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexting** (also known as youth produced sexual imagery) is the sharing of sexual imagery (photos or videos) by children

**Children include everyone under the age of 18.**

**2. OUR ETHOS**

2.1 Every child’s welfare at the school is of paramount importance. Our school will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children and to prevent concerns from escalating. All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

2.3 A**ll staff and regular visitors will, through training and induction, know how to:**

* **Recognise indicators of concern;**
* **How to respond to a disclosure from a child; and**
* **How to record and report this information.**

We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose. **Staff should never promise a child that they will not tell anyone about a report of abuse. If staff are in any doubt about sharing information they should speak to the Designated Safeguarding Lead (DSL) or deputy DSL.**

2.4 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This is extended to include material that will encourage our children to develop essential life skills. For example, our PSHE and Computer Science syllabi include learning on e-safety each school year. Learning is delivered at an age-appropriate level and will cover Relationships and Sex Education for all year groups. Students are encouraged to discuss challenging issues and support each other as appropriate.

2.4 We will work in partnership and endeavour to establish effective working relationships, with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2015) and Newham Safeguarding Children Board procedures.

**3. ROLES AND RESPONSIBILITIES**

|  |  |  |
| --- | --- | --- |
| Role | Name | Contact details |
| Designated Safeguarding Lead (DSL) | Emma Lane | emma.lane@eastlea.newham.sch.uk  0207540440 |
| Student Services Manager-Year 7 | Danielle Fisher | [danielle.fisher@eastlea.newham.sch.uk](mailto:danielle.fisher@eastlea.newham.sch.uk)  02075400430 |
| Deputy DSL  Student Services Manager-Year 8 | Stacey Ellis | [Stacey.ELLIS@eastlea.newham.sch.uk](mailto:Stacey.ELLIS@eastlea.newham.sch.uk)  0207540472 |
| Student Services Manager-Year 9 | Nicole Middleton | [nmiddleton1.316@eastlea.newham.sch.uk](mailto:nmiddleton1.316@eastlea.newham.sch.uk)  0207540411 |
| Student Services Manager-Year 10 | Debra O’Loughlin | Debra.O'LOUGHLIN@eastlea.newham.sch.uk  0207540409 |
| Student Services Manager-Year 11 | Natalie Bourne | [Natalie.BOURNE@eastlea.newham.sch.uk](mailto:Natalie.BOURNE@eastlea.newham.sch.uk)  0207540457 |
| Named Safeguarding Governor | Linda Jordan | info@eastlea.newham.sch.uk |

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the students at this school. This includes the responsibility to provide a safe environment in which children can learn.

**The Governing Body**

3.2 The Governing Body of Eastlea Community School has an overarching role in ensuring that policies, procedures and training in the school are effective and comply with the law at all times. The Governing Body is accountable for ensuring the effectiveness of our Safeguarding Policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our students, we also have a named governor, Linda Jordan, who champions safeguarding within the school

3.3 The Governing Body will ensure that:

* The Safeguarding Policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Newham Safeguarding Children Board policies and procedures;
* They have read and will follow “Keeping Children safe in Education “ 2019
* The school contributes to inter-agency working in line with “Working Together to Safeguard Children” (2015);
* A senior member of staff from the Leadership Team is designated to take the lead responsibility for Safeguarding and Child Protection. There are other staff, appropriately trained, to deputise on any issues in the absence of the Designated Safeguarding Lead (DSL) to ensure there will always be cover for this role;
* All staff receive a Safeguarding induction and are provided with a copy of this policy;
* All staff undertake appropriate Child Protection training that is updated annually;
* Procedures are in place for dealing with allegations against members of Staff and Volunteers in line with statutory guidance;
* Safer recruitment practices are followed in accordance with the requirements of ’Keeping Children Safe in Education’ DfE (2019);
* The Governing Body remedy, without delay, any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4 The Governing Body will receive annually a safeguarding report that contains records of the safeguarding training that has taken place at the school, the number of staff attending the training and any outstanding or necessary training requirements for the school. The report will also record all safeguarding activity that has taken place at the school over the year. The report will not identify individual students. Governors will also ensure that opportunities to teach safeguarding are appropriate and robust.

**The Principal**

3.5 At Eastlea Community School the Principal is responsible for:

* Identifying a senior member of staff from the leadership team to be the Designated Safeguarding Lead (DSL);
* Identifying additional staff members to act as the Designated Safeguarding Lead (DSL) in his/her absence, to ensure there is always cover for the role;
* Ensuring that the Safeguarding Policies and Procedures adopted by the Governing Body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
* Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with the agreed Whistle-blowing Procedures;
* Liaising with the LADO in the event of an allegation of abuse being made against a member of staff.

**The Designated Safeguarding Lead (DSL)**

3.6 The Designated Safeguarding Lead (DSL) is a senior member of staff, from the Leadership Team who takes lead responsibility for safeguarding and child protection in our school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of “Keeping Children Safe in Education” September 2019.

3.7 The DSL will provide advice and support to staff on child welfare and child protection matters. Any concern for a child’s safety or welfare should be recorded in writing and given to the DSL immediately.

3.8 During term time the DSL and or a Student Services Manager (SSM) as deputy DSL, will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. If in exceptional circumstances, a DSL or SSM as Deputy DSL is not available on the school site in person, we will ensure that they are available via telephone and any other relevant media.

3.9 The DSL or a SSM as deputy DSL at Eastlea Community School will represent our school at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will:

* Liaise with Children’s Services and other agencies where necessary;
* Make referrals of suspected abuse to Children’s Services;
* Take part in strategy discussions and other interagency meetings; and
* Contribute to the assessment of children.

3.10 The DSL maintains written records and child protection files and ensures that they are kept confidential and stored securely.

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our Safeguarding Policy and the procedures they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and that appropriate training needs are identified.

**4. TRAINING & INDUCTION**

4.1 When new staff join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school’s Safeguarding Policy along with Part one and Annex A of “Keeping Children Safe in Education”2019 and are informed as to who our Designated Safeguarding Lead (DSL) and SSMs are. All staff are expected to and given time to, read these key documents and sign to say they have done so. They will also be shown how a referral can be made to the DSL and SSMs as necessary. All staff are asked to familiarise themselves with the agreed signs of abuse which can be found in **Appendix 1: Areas of Abuse.**

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period. This programme will include information relating to:

* Signs and symptoms of abuse;
* How to manage a disclosure from a child;
* How to record concerns and;
* The remit of the role of the Designated Safeguarding Lead (DSL).

The training will also include information about Whistle-blowing in respect of concerns about another adult’s behaviour and suitability to work with children.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of “Keeping Children Safe in Education” 2019. In order to achieve this we will ensure that:

* All members of staff undertake appropriate safeguarding training on an annual basis in accordance with the Newham Safeguarding Children Board advice, we will evaluate the impact of this training;
* All staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

4.4 All regular visitors, temporary staff and volunteers to our school will be given a set of our safeguarding procedures in the staff welcome pack; they will be informed of whom our DSL and SSMs are and how to raise a concern.

4.5 The DSL, SSMs and other senior members of staff, who may be in a position of making referrals, attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Newham Safeguarding Children’s Board at least once every three years. The DSL and SSMs will attend training every two years. In addition to formal training, DSLs will ensure that they update their knowledge and skills at regular intervals and at least annually, to keep up with any developments relevant to their role. We will do this by accessing the Newham Connect, disseminating National and local updates to staff, by attendance at DSL network meetings, Early Help Partnership networks and attending other relevant training.

4.6 Our Governing Body will also undertake appropriate training to ensure governors are able to carry out their duty to safeguard the children at our school through the Newham Partnership Working training opportunities.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Annual training for all staff makes links to guidance on specific safeguarding issues such as Child Sexual Exploitation (CSE) and Female Genital Mutilation (FGM), Extremism, Prevent and Criminal Exploitation of children for example. In addition, local guidance can be accessed via Newham Safeguarding Children Board.

**5. PROCEDURES FOR MANAGING CONCERNS**

5.1 Eastlea Community School adheres to child protection procedures that have been agreed locally through the Newham Children’s Safeguarding Board (NSCB). Where we identify children and families in need of support, we will carry out our responsibilities in accordance with NSCB Threshold Guidance.

5.2 Every member of staff, including volunteers, working with children at our school are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. Where colleagues are concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

5.3 All staff are **expected** to report any concerns that they have to the DSL and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect children.

**5.4 IF A CHILD MAKES A DISCLOSURE TO YOU**

If a child discloses a safeguarding issue to you, you should:

* Listen to and believe them
* Allow them time to talk freely and do not ask leading questions
* Stay calm and do not show that you are shocked or upset
* Tell the child they have done the right thing in telling you
* Do not tell them they should have told you sooner
* Explain what will happen next and that you will have to pass this information on
* Do not promise to keep it a secret
* Write up your conversation as soon as possible in the child’s own words
* Stick to the facts, and do not put your own judgement on it
* Report the concern in person to a member of the safeguarding team and then log on SafeGuard

5.5 It is not the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a **duty** to recognise concerns and pass the information on to the DSL in accordance with the procedures outlined in this policy.

5.6 The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it **immediately** to the DSL or, if unavailable, to a deputy DSL. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

5.7 All concerns about a child should be reported without delay and recorded in writing using the online tool **SafeGuard.**

5.8 Following receipt of any information raising a concern, the DSL will consider what action to take and seek advice from Newham Children’s Triage as required. All information and actions taken, including the reasons for any decisions made, will be fully documented in SafeGuard.

5.9 The DSL will decide whether to consider offering Early Help to support the family or to make a referral to Newham Children’s Triage when there are complex needs or child protection concerns. The school will use the NSCB Threshold Guidance to inform our decision making.

5.10 If a referral to Children’s Triage has not met the threshold for targeted support or statutory intervention, the Designated Safeguarding Lead will make a full written record of the decision and outcome. The school will continue to offer early help and interventions, supported by the use of the Early Help Record and Plan.

5.11 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Newham Children’s Triage immediately. Anybody can make a referral. If the child’s situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Principal. Concerns should always lead to help for the child at some point.

5.12 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Newham Children’s Triage, or the police if:

* The situation is an emergency and the Designated Safeguarding Lead (DSL), their deputy and the Principal are all unavailable;
* They are convinced that a direct report is the only way to ensure the student’s safety.

5.13 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy, should raise their concerns with the Principal or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point, should contact **Children’s Services** directly with their concerns. **(Appendix 2)**

5.14 **Peer on Peer Abuse** - We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to:

* Bullying (including cyber bullying);
* Gender based violence/sexual assaults; and
* Sexting.

Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse, as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult. The same **NSCB Threshold Guidance** will apply in respect of any child who is suffering or likely to suffer significant harm; staff must never tolerate or dismiss concerns relating to peer on peer abuse.

5.15 Procedures to minimise the risk of peer on peer abuse can be found in our **Anti-Bullying Policy,** which includes:

* How allegations of peer-on-peer abuse will be recorded, investigated and dealt with;
* The different forms of peer-on-peer abuse;
* A clear statement that abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”;
* Clear processes as to how victims, perpetrators and any other child affected by peer-on-peer abuse will be supported;
* Recognition of the gendered nature of peer-on-peer abuse (i.e. that it's more likely that girls will be victims and boys perpetrators), but that all peer-on-peer abuse is unacceptable and will be taken seriously.

5.16 Sexting:

**Your responsibilities when responding to an incident**

If you are made aware of an incident involving sexting (also known as ‘youth produced sexual imagery’), you must report it to the DSL immediately.

**You must not:**

* View, download or share the imagery yourself, or ask a pupil to share or download it. If you have already viewed the imagery by accident, you must report this to the DSL;
* Delete the imagery or ask the pupil to delete it;
* Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL’s responsibility);
* Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers;
* Say or do anything to blame or shame any young people involved;

You should explain to the pupil that you need to report the incident, and reassure the pupil(s) that

they will receive support and help from the DSL. Report the incident to the DSL immediately.

5.17 We recognise that children with **Special Educational Needs and/or Disabilities (SEND)** can face additional safeguarding challenges and these are discussed in the annual training for staff. These additional barriers can include:

* Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration;
* Children with SEN and Disabilities can be disproportionally impacted by things like bullying- without outwardly showing any signs; and
* Communication barriers and difficulties in overcoming these barriers.

The Safeguarding Team will work closely with the **Resource Provision** at the school, to ensure the safeguarding of all of our children. The procedure for managing concerns about children in the resource provision, are the same as for any other child in the school. If a referral is made, the Children with Disabilities Team **will** also be notified of the concern.

5.18 At Eastlea Community School we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of **Female Genital Mutilation (FGM)** and other forms of so-called **‘honour-based’ violence (HBV)**. We provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV, they should inform the DSL immediately. The DSL will activate the local safeguarding procedures, using existing National and Local protocols for multi-agency liaison with the police and children’s social care.

5.19 Where FGM has taken place, there is a **mandatory** reporting duty placed on teachers (since 31 October 2015). Section 5B of the “Female Genital Mutilation Act” 2003 (as inserted by section 74 of the “Serious Crime Act” 2015) places a **statutory** duty upon teachers in England and Wales, to report to the police (calling 101) where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. **Those failing to report such cases will face disciplinary sanctions.** Wewill provide guidance and support to our teachers on this requirement and further information on: when and how to make a report can be found in the following **Home Office guidance: 'Mandatory Reporting of Female Genital Mutilation - procedural information' (October 2015).** ). If teachers report an act of FGM to the police, they should still discuss the case with the DSL and involve children’s social care as appropriate.

5.20 We recognise that safeguarding against **radicalisation and extremism** is no different to safeguarding against any other form of vulnerability in today’s society. At Eastlea Community School we will ensure that:

* Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise;
* There are systems in place for keeping students safe from extremist material when accessing the internet in our school, by using effective filtering and usage policies;
* The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism;
* The DSL will make referrals to Newham Children’s Triage and will represent our school at Channel meetings as required.
* Through our curriculum, we will promote the spiritual, moral, social and cultural development of students and British Values.

5.21 Eastlea Community School uses the statutory guidance in **“Children missing education: statutory guidance for local authorities” September 2016’** to guide policy and procedure:

When a student is added to the school admission register an expected start date is arranged. If the student subsequently does not arrive as expected the school notifies the local authority (LA) at the earliest opportunity, to prevent the child from going missing from education. Apart from students who join the school at the start of the school’s year 7, Eastlea will, within five days, when a pupil’s name is added to the admission register, provide all the information held within the admission register about the pupil to the LA.

When a pupil leaves Eastlea Community School and their name is deleted from the admission register (under one of the 15 reasons), the school informs the local authority and will supply the following information:

* 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;
* If applicable, 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;
* The name of the pupil’s destination school and the pupil’s expected start date there, if applicable; and
* The grounds under which the pupil’s name is to be deleted from the admission register;

When a pupil leaves the school, the admission register must also record:

* The name of the pupil’s new school; and
* The expected start date at the new school

If information is missing Eastlea Community School will notify without delay 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.

When a vulnerable pupil is missing education, we will consider whether it is appropriate to highlight any contextual information, such as any safeguarding concerns.

5.22 As well as the additional safeguarding responsibilities, we recognise that **Looked After Children (LAC)** and previously looked after children are a particularly vulnerable group.

The school recognises the risks presented in **Private Fostering** arrangements where children are cared for by members of the extended family and in some cases members of the community. Eastlea Community School fulfils its mandatory duty to inform the local authority of children in such arrangements.

5.23 Eastlea Community School recognises that the context of our school requires staff to be acutely aware of symptoms of **Child Sexual Exploitation (CSE).** Training is provided annually for all staff and they are taught to look out for students displaying these attributes. The DSL and Student Services Managers have advanced training in CSE. Where CSE is a possibility, a NSPCC risk assessment is conducted and Triage and interventions considered by the DSL.

5.24 When **peer-on-peer abuse** concerns are reported, including incidents of **‘sexting’**, the DSL and SSMs as deputies, deal with the matter sensitively to ensure the risk to the student is removed and students recognises the seriousness of this issue. The school uses **UKCCIS Guidance: Sexting in schools and colleges, responding to incidents, and safeguarding young people (2016)** to guide interventions.

**5.25 Criminal Exploitation including County Lines.** Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of County Lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs, weapons and money for them. Key to identifying potential involvement may be ‘missing episodes’ when the victim may have been trafficked for the purpose of transporting drugs, weapons or money. Our school will consider a referral using the Newham pathways or a direct referral using the National Referral mechanism for human trafficking.

5.26 **Self-Harm and Suicide Risk.** Mental health is the concern of the whole community and we recognise that schools play a key part in this. Our school wants to develop and protect the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone’s vulnerability and protective factors that can promote or strengthen resiliency.

The more risk factors present in an individual’s life, the more protective factors or supportive interventions are required to promote further growth and resilience. It is recognised that young people that may be suffering from mental ill-health and are at risk of self-harm or suicide may present in school as making good progress and achieving well. It is therefore vital that we work in partnership with parents and carers to support the well-being of our pupils. It is equally important that parents share any concerns about the well-being of their child with school, so appropriate support and interventions can be identified and implemented.

Where there are concerns that a child or young person may be self- harming, it will be taken seriously as this may indicate an increased risk of suicide either intentionally or by accident. If a child discloses self-harm or found to be self-harming the Designated Safeguarding Lead (DSL) or relevant key person will take the time to establish any underlying concerns.

The child will be supported to access services using the appropriate Newham referral pathways.

**6. RECORDS AND INFORMATION SHARING (including GDPR)**

6.1 If staff are concerned about the welfare or safety of any child at our school they will immediately verbally report their concern to the DSL or SSMs as deputies and record their concern on SafeGuard.

6.2 Any information recorded will be kept in a separate named file and not with the child’s academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within the school on the basis of ‘need to know in the child’s interests’ and on the understanding that it remains strictly confidential.

6.3 Child protection information will only be kept in the named file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our early help and safeguarding files will include; a chronology, contents front cover and records of significant events in the child’s life.

6.4 When a Student leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. The DSL, on transferring a pupil’s child protection file, will communicate with the new school in advance to enable them to put support in place for the student. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the **Newham Elective Home Education Team.**

6.5 **Procedures and Multi-agency working**: We work with procedures which are in accordance with government guidance and locally agreed multi-agency arrangements, put in place by the three safeguarding partners (the local authority, the clinical commissioning group for the area, and the chief officer of police for the area).Our work reflects the local criteria for action and the local protocol for assessment.

6.5 **The Data Protection Act (DPA) 2018 and GDPR do not prevent,** or limit, the sharing of information for the purposes of keeping children safe; staff need to share ‘special category personal data’. The DPA 2018 contains ‘safeguarding of children and individuals at risk’ as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk

**7. WORKING WITH PARENTS & CARERS**

7.1 Eastlea Community School is committed to working in partnership with parents and carers to safeguard and promote the welfare of children and to support them to understand **our statutory responsibilities in this area.**

7.2 When new students join our school, parents and carers will be informed that we have a Safeguarding Policy. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children’s Services. Parents sign an agreement as part of the **Home School Agreement** to this effect.

7.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents’ rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

7.4 We will seek to work together with parents to support if there are any worries or concerns we may have about their child, unless to do so may place a child at increased risk of harm.

7.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

* Full names and contact details of all adults with whom the child normally lives;
* Full names and contact details of all persons with parental responsibility (if different from above);
* Emergency contact details (if different from above);
* Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

**8. CHILD PROTECTION CONFERENCES**

8.1 Children’s Services will convene an Initial Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a **Child Protection Plan** in order to monitor the safety of the child and the required reduction in risk.

8.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the DSL or one of the Deputy Student Services Managers. In any event, the person attending will need to have as much relevant up to date information about the child as possible; other members of staff may be required to contribute to this process.

8.3 All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the NSCB. The information contained in the report will be shared with parents before the conference, as appropriate and will include information relating to the child’s physical, emotional and intellectual development and the child’s presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

8.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children’s Services or whose child is subject to a Child Protection Plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

**9. SAFER RECRUITMENT**

9.1 We will ensure that the Principal, Leadership team and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Principal and Governing Body will ensure that **Safer Recruitment Practices** are followed in accordance with the requirements of ‘Keeping Children Safe in Education’, DfE (2019). It’s vital that schools adopt “recruitment procedures that help deter, reject or identify people who might abuse children”.

9.2 At Eastlea Community School we will use the recruitment and selection process to deter and reject unsuitable candidates, at least one person conducting an interview will be trained in safer recruitment techniques. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

9.3 We will maintain a **Single Central Register** of all safer recruitment checks carried out in line with statutory guidance given in ‘Keeping Children Safe in Education’, DfE (2019). This also includes supply staff, agency staff and volunteers. Also recorded is whether written confirmation has been received that the employment business, supplying the member of supply staff, has carried out the relevant checks and obtained the appropriate certificates, the date that confirmation was received and whether any enhanced DBS check certificate have been provided in respect of the member of staff.

**10. SAFER WORKING PRACTICE**

10.1 All adults who come into contact with our children have a **duty of care to safeguard and promote their welfare.** There is a **legal duty** placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 All staff will be provided with a copy of our Staff Handbook at induction, including Key policy documents. They will be expected to know our school’s Behaviour Philosophy and policy for Positive Handling and carry out their duties in accordance with this advice. There will be occasions when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

10.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Most teaching areas in the school are designed to give clear view from corridors and between classrooms. Visibility panels should not be covered with student work or blinds to reinforce transparency.

10.4 Guidance about **acceptable conduct and safe practice** is given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in **‘Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings’ (October 2015).** All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

10.5 Mobile phones

Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

**11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

11.1 Our aim is to provide a safe and supportive environment, which secures the well-being and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in the **Newham Safeguarding Children Board and Part 4 of ‘Keeping Children Safe in Education’, DfE (2019)** are adhered to and will seek appropriate advice from the **Local Authority Designated Officer (LADO).** The LADO can be contacted to request a consultation or to make a referral via e-mail: CPRT.LADO@newham.gov.uk or on 020 3373 3392.

11.4 If an allegation is made or information is received about any adult who works in our setting, which indicates that they may be unsuitable to work with children, the member of staff receiving the information should **inform the Principal immediately.** This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Principal, this will be reported to the Chair of Governors. In the event that neither the Principal nor Chair of Governors is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Principal or the Vice Chair of Governors. The Chair of Governors will need to receive training in Managing Allegations.

11.5 The Principal or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the Governing Body will undertake further investigations before receiving advice from the LADO.

11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Principal or Chair of Governors should contact the **LADO directly on 020 3373 3803.**

**11.​ 7 Whistleblowing is defined as ‘*making a disclosure in the public interest’*** and occurs when a worker (or member of the wider school community) raises a concern about danger or illegality that affects others, for example pupils in the school or members of the public.

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

We want everyone to feel able to report any child protection or safeguarding concerns. More information is available called Advice for Whistleblowing in Maintained Schools (DfE 2014). However, for members of staff who feel unable to raise these concerns internally, they can contact the NSPCC whistleblowing helpline on: 0800 028 0285 or email: help@nspcc.org.uk

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

11.7 The School has a **legal duty** to refer to the Disclosure and Barring Service (DBS) anyone who:

* Has harmed, or poses a risk of harm, to a child;
* Or if there is reason to believe the member of staff has committed one of a number of listed offences; and
* Who has been removed from working (paid or unpaid) in regulated activity; or
* Would have been removed had they not left.

The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

**12. RELEVANT POLICIES**

12.1 To underpin the values and ethos of our school and our intent to ensure that students at our school are appropriately safeguarded, the following policies are also included under our safeguarding umbrella:

* Behaviour
* Anti-Bullying
* Positive Handling
* Preventing Extremism & Radicalisation risk assessment
* Whistleblowing
* Attendance and punctuality
* E safety
* Safer Recruitment Procedures Newham Safeguarding Children Board: Allegations Against Persons who Work with Children
* Health and Safety including site security and related policies
* Single Equalities Scheme
* Educational visits

**13. STATUTORY FRAMEWORK**

This policy has been devised in accordance with the following legislation and guidance:

* “Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children”, DfE (2015)
* “Keeping Children Safe in Education’” DfE (September 2019)
* Newham Safeguarding Children Board procedures
* Newham Safeguarding Children Board: Allegations Against Persons who Work with Children
* “Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings” (October 2015).
* “What to do if you're worried a child is being abused”, DfE (March 2015) “Information Sharing: Advice for practitioners”, DfE (March 2015)
* “The Prevent duty: Departmental advice for schools and childcare providers”, DfE (2015)
* “Mandatory Reporting of Female Genital Mutilation - procedural information”, Home Office (October 2015)