



Safeguarding and Child Protection Policy

Introduction

This policy replaces any previous policy and follows the DfE regulations and those issued by the London Borough of Harrow.

In line with the Trust's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of school / Tithe Academy life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

At The we believe that children should have the support they need:

- to be healthy
- to stay safe
- to enjoy and achieve
- to make a positive contribution
- to achieve economic well-being

The policy will follow the five principles of the Children's Plan:

- to support parents and families;
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs
- to use preventative measures to help students to avoid the possibility of failure

This policy is founded in the Tithe Academy's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the Tithe Academy community.

Ratified by the Board of Trustees: 10th December 2018

To be reviewed annually by the Designated and Senior Management Lead Persons (DSL & SML) for Safeguarding

Foreword

The Tithe Academy comprises of Earlsmead Primary school, a mixed 4 to 11 school with a specialist SEN unit and The Tithe Academy which is a mixed 11 to 18 multicultural comprehensive in the London Borough of Harrow. This policy is formulated by the Designated Lead Person for Safeguarding (DSL) and the Chair of Governors group. The policy is subject to annual review and approval by the Governing Body and Board of Trustees.

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1. Introduction

The Tithe Academy is fully committed to meet its responsibility to protect and safeguard the welfare of children and young people in its care. We recognise the important part we have to play in identifying children and young people at risk of abuse and neglect and in securing appropriate support for them and their families.

Section 175 of the Education Act 2002 places a statutory duty on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are students of the school.

Section 11 of the Children Act 2004 sets out the arrangements that schools and other specified settings must make to safeguard and promote the welfare of children. These arrangements are outlined within this document so that all staff, families and the local community is provided with a clear understanding of our Academy's processes and commitment to safeguard and promote the welfare of children and young people in our care.

Our Policy and Procedures also reflects Government guidance set out in [Keeping children safe in education \(DfE September 2018\)](#) which incorporates a range of related responsibilities for schools and newer statutory duties introduced to protect children and young people from Female Genital Mutilation and Radicalisation.

Our policy applies to all governors, staff and volunteers working in the Tithe Academy.

2. Key Contacts

(i) Safeguarding and Promoting the Welfare of Children at the Tithe Academy:

Role	Name	Telephone	email
Designated Lead Person for Safeguarding (DSL)	Ms Sue Rockell (RHC)	020 8422 4675 Ext. 261	Rockell1@rooksheath.harrow.sch.uk
	Miss Tracey Nobbs (EPS)	020 8864 5546	tnobbs3.310@lgflmail.org
Senior Management Safeguarding Lead (SMSL)	Mr D J Parker (RHC)	020 8422 4675 Ext. 235	DParker@rooksheath.harrow.sch.uk
	Ms Norma Marshall (EPS)	020 8864 5546	nmarshall24.310@lgflmail.org
Deputy DSLs	- Ms L Dale (RHC)	020 8422 4675 Ext. 278	LDale@rooksheath.harrow.sch.uk
	- Ms L Geoghegan (RHC)		LGeoghegan@rooksheath.harrow.sch.uk

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	Miss Monique Gregory (EPS)	020 8864 5546	mgregory18.310@lgflmail.org
Designated Lead Governor for Safeguarding	Mrs P Hughes (MAT)	020 8422 4675	contactus@rooksheath.harrow.sch.uk
Deputy Lead Governor for Safeguarding	Mr S Savvas (RHC)	020 8422 4675	contactus@rooksheath.harrow.sch.uk
	Ms Sharon St Louis (EPS)	020 8864 5546	sharon_stlouis@hotmail.com
CEO (for concerns/allegations about staff)	Dr J Reavley (MAT)	020 8422 4675 Ext. 226	JReavley@rooksheath.harrow.sch.uk
	Mr D J Parker (RHC)		
	Ms Norma Marshall (EPS)	020 8864 5546	nmarshall24.310@lgflmail.org

(ii) Key local contacts for safeguarding children

Harrow Children's Social Care & Multi-agency Safeguarding Hub (MASH)	'Golden Number': 020 8901 2690 Emergency Duty Team :weekends, bank holidays and between 5pm-9am during the week: 020 8424 0999
Police	101 or for immediate emergency: 999
FGM - Mandatory reporting	Police on 101
Local Authority Designated Officer for Allegations against staff (LADO)	Initial referrals via MASH/Golden Number above. Ongoing cases: 020 8736 6435 <u>LADO(s)</u> Sharon Spencer Sharon.Spencer@harrow.gov.uk and Janice Miller Janice.Miller@harrow.gov.uk
Children and Young People with Disabilities 0-25 years	020 8966 6481

Local multi-agency procedures, guidance and Training: Harrow Safeguarding Children Board	www.harrowscb.co.uk
NSPCC	0800 800 5000
Childline	0800 1111
Government's Whistle-blowing Service via NSPCC Report Line	0800 028 0285

3. The Tithe Academy's Safeguarding Mission Statement

All staff at the Tithe Academy understand that safeguarding children is everyone's responsibility. We are committed to safeguarding children and aim to create a culture of vigilance.

We will:

1. Provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child;
2. Always act in the best interests of the child;
3. Ensure that all staff and volunteers are recruited using robust 'Safer Recruitment' processes (See Rooks Heath Tithe Academy's HR Policies – Recruitment).
4. Aim to identify concerns early and prevent concerns from escalating. This includes identifying emerging problems, liaising with the DSL, sharing information with other professionals to support early identification and assessment and, in some cases, providing the lead professional in undertaking an early help assessment;
5. Establish and maintain an environment where children feel respected, safe, and are encouraged to talk and be listened to when they have a worry or concern;
6. Where there is a safeguarding concern, take the child's wishes and feelings into account at all stages of the process of intervention;
7. Ensure that children who have been abused or neglected will be supported in line with a child protection plan;
8. Work with parents/carers to build a supportive relationship and be clear about our Safeguarding and Child Protection Procedures and in particular, when we may need to refer concerns to other agencies;

9. Include opportunities across the curriculum, including PSHE and IT for children to be taught about safeguarding and to develop the skills they need to recognise danger and know where to seek help;
10. Maintain an attitude of “it could happen here” where safeguarding is concerned.
11. Contextual Safeguarding

We recognise that some safeguarding incidents or behaviours are associated with wider environmental factors which relate to children and young peoples’ neighbourhoods and/or online communications. Contextual Safeguarding expands the objectives of child protection systems in recognition that young people are vulnerable to abuse in a range of social contexts. For further information see the University of Bedfordshire’s [Contextual Safeguarding Network](#).

4. Responsibilities

(i) Governing Body

It is the responsibility of the Governing body to ensure that the Tithe Academy complies with its legislative duties and has regard to Government Guidance ***Keeping Children Safe in Education 2018*** to ensure that our Tithe Academy’s policies, procedures and training are effective and comply with the law.

The Governing Body (or Proprietor) will therefore:

1. Designate a lead governor for child protection and safeguarding who will oversee the Tithe Academy’s policy and practice and champion safeguarding issues;
2. Nominate a member of the governing body (usually the Chair) to be responsible in the event of an allegation of abuse made against the Headteacher;
3. Ensure that the Tithe Academy has a Designated Safeguarding Lead within the senior management team;
4. Ensure that policies and procedures are in place, which are compliant with the HSCB’s guidance. These are reviewed annually and staff are encouraged to contribute to their development;
5. Ensure that all staff and volunteers access appropriate levels of child protection and safeguarding induction and training. This will be regularly updated (at least annually).
6. Liaise closely with the Designated Safeguarding Lead and receive regular reports in to monitor procedures and practice and ensure compliance;
7. Ensure that safe recruitment procedures are in place and are applied for all staff and volunteers to ensure suitability to work with children;

8. Ensure that Allegations Management procedures are in place and embedded across the Tithe Academy;
9. Ensure that other related procedures are in place and embedded such Children Missing Education, FGM, anti-bullying, preventing radicalisation (see Other related Policies and Procedures);
10. Ensure any deficiencies in safeguarding arrangements are remedied without delay;
11. Ensure that staff are equipped to respond to the needs of vulnerable children including those with disabilities and those who are Looked After by the Local Authority;
12. Ensure that the curriculum supports children in recognising and responding to risks, including IT.

(ii) Designated Safeguarding Lead (DSL)

The SMSL is part of the senior management team and meets regularly with the DSL, who takes lead responsibility for safeguarding and child protection. This is explicit in job descriptions. Deputy DSLs are trained to the same standard as the DSL and their roles are in their job descriptions.

Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.

During term time our DSL or one of the Deputy DSLs will always be available (during Tithe Academy hours) for staff to discuss any safeguarding concerns. We will ensure appropriate cover arrangements for any out of hours/ out of term activities (Mobile phone number 07473 635635 SPR who is the DSL and 07540 062022 SMSL).

The DSL will:

1. Undergo training to provide them with the knowledge and skills required to carry out the role. Formal training will be updated every two years with regular updates on developments in between, e.g. via e-bulletins, meetings for DSLs, and reading time;
2. Act as focal point for staff concerns and liaise with the Local Authority and other agencies in accordance with Working Together to Safeguard Children 2018;
3. Refer all cases of suspected abuse to Harrow children's Social Care via the Multi-agency Safeguarding Hub (MASH)
4. Refer all cases to the police where a crime has been committed

5. Procedures

- (i) It is the responsibility of every member of staff and volunteer to know and understand our Child Protection and Safeguarding Policy and Procedure.

- (ii) If any member of staff or volunteer is concerned about a child s/he must inform the DSL immediately. They must record information regarding the concerns on the same day. The written record must be a clear, precise, factual account of the observations or what has been said and will be sent via e-mail to the CP team.
- (iii) The DSL will decide upon the most appropriate course of action and whether the concerns will be referred to Children's Social Care – refer to [Harrow Thresholds Guidance](#). If it is decided to make a referral to Children's Social Care this will be discussed with the parents, unless to do so would place the child at further risk or undermine the collection of evidence e.g. forensic evidence. All concerns, discussion and decisions will be recorded in writing.
- (iv) Where this a child protection concern, allegation or disclosure the DSL will make an immediate call to Children's Social Care to alert or to consult with them. The Multi Agency Referral Form will be sent by the DSL.
- (v) If a member of staff disagrees about the level of concern and feels that a child has not been protected, then any member of staff can make a direct referral to Children's Social Care – refer to [HSCB guidance on multi-agency resolution of professional disagreements](#).

When concerned about a child

All staff and volunteers should be aware that the main categories of abuse include, Physical, Emotional, Sexual Abuse and Neglect (see Appendix 3). Training will equip staff to help identify the indicators of harm, but in general in an abusive relationship a child may:

1. Appear frightened of a parent or others in the household e.g. siblings;
2. Appear frightened of someone outside of the home, including a peer. This includes within the Tithe Academy setting;
3. Act in a way that is inappropriate to her/his age and development (full account needs to be taken of different patterns of development and cultural backgrounds);
4. Display insufficient sense of boundaries or lack stranger awareness;
5. Appear wary of adults and display a 'frozen watchfulness' or appear noticeably withdrawn.

6. Dealing with a disclosure

If a child discloses that he or she has been abused in some way, the member of staff or volunteer will:

1. Listen to what is being said without displaying shock or disbelief, allowing the child to talk freely and at their own pace;
2. Take what the child says seriously;
3. Reassure the child, but do not make promises, particularly about maintaining confidentiality – it might be necessary to refer to other agencies;
4. Reassure the child that they are not at fault and they were right to tell

someone;

5. Listen and only ask questions when it is necessary to obtain clarification;
6. Do not criticise the alleged perpetrator;
7. Make a written record as soon as possible, using the child's language when relaying what they said;
8. Pass the information the DSL without delay.

7. Confidentiality and Communicating with Parents

All staff in the Tithe Academy have a responsibility to share relevant information about the protection of children with other specified professionals, particularly investigative agencies (Children's Social Care and the Police).

If a child confides in you and requests that the information is kept secret, it is important to tell the child in a sensitive manner and appropriate to their development that you cannot promise complete confidentiality, but explain what you will do next and that information will only be shared with those who need to know in order to help.

Staff/volunteers who receive sensitive information about children and their families must therefore only share information with appropriate professionals.

Parents are made aware of the Tithe Academy's Safeguarding and Child Protection Policy and Procedures and that these are available on our Tithe Academy's website.

Parents will be informed prior to referrals being made to other agencies, unless to do so might place the child at further risk or cause evidence to be removed or destroyed. The DSL will ensure that our Tithe Academy's information sharing arrangements comply with the [Information Sharing advice 2018](#)

8. Record Keeping

When a child protection concern has been identified, reported or disclosed, the member of staff receiving this information must:

1. Make brief notes as soon as possible and email them to the CP team.
2. Not destroy any original notes – these are sometimes required by a court;
3. Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child;
4. Draw a diagram to indicate the position of any visible injuries;
5. Record statements and observations rather than interpretations or assumptions;
6. Sign and date your notes;

All notes and records must be given to the DSL promptly.

The DSL will ensure that all safeguarding records are managed in accordance with the [Education \(Pupil Information - England\) Regulation 2005.- amended 2018.](#)

9. Supporting Vulnerable Children

We recognise that without appropriate intervention and support, abuse or witnessing violence may have an adverse impact on children which may last into adulthood.

Our Tithe Academy will support students through:

1. Curricular opportunities to encourage self-esteem and self-motivation;
2. An ethos that actively promotes a positive, supportive and safe environment and values the whole community;
3. Liaison with other agencies which support the student such as Social Care and Child and Adolescent Mental Health Services (CAMHS);
4. Our Tithe Academy's behaviour policy will support vulnerable students in the Tithe Academy. Our staff has agreed a consistent approach that focuses on the behaviour of the child but does not damage the student's sense of worth.

10. Safer Working Practice and Managing Allegations Against Staff and Volunteers

Tithe Academy has a separate Recruitment Policy found in HR Policies which is compliant with local HSCB procedures and national requirements and regularly reviewed to reflect government requirements i.e. ensuring pre-employment checks and appropriate DBS and reference checks.

All Tithe Academy staff and volunteers will take care not to place themselves in a vulnerable position with a child. Tithe Academy's Code of Conduct and Guidance for Safer Working Practice forms part of our Tithe Academy's compulsory training for all staff and volunteers. Click here for further [guidance on safer working practice](#).

Any allegation against a member of staff or volunteer, described below, will be reported to the Headteacher or Associate Headteacher without delay, unless the Headteacher is the subject of the allegation - when the Chair of Governors must be informed.

Where a member of staff or volunteer may have:

1. Behaved in a way that has or may have harmed a child;
2. Possibly committed a criminal offence against/related to a child;
3. Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children.

The person to whom an allegation is first reported must take the matter seriously and keep an open mind. S/he should not investigate or ask leading questions if seeking clarification. Confidentiality must not be promised and information is to be shared on a 'need to know' basis only.

An immediate written record of the allegations must be made, including time, date and place where the alleged incident took place, with brief details of what was said to have happened.

This record should be signed and immediately passed on to the Headteacher (or Chair of Governors if the allegation is made against the Headteacher).

The Headteacher or Chair of Governors will not investigate the matter but will consult the Local Authority's Designated Officer (LADO) for Managing Allegations via the Multi-agency Safeguarding Hub (MASH).

Whilst recognising our duty to support staff, the welfare of our students remains our paramount consideration.

We will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the Tithe Academy. We recognise our legal duty to refer to the DBS and any other relevant professional body details of anyone who has harmed or poses a risk of harm to a child.

11. Whistle-blowing

All staff and volunteers at our school/Tithe Academy should feel able to raise concerns about poor or unsafe practice and potential failures in the school/Tithe Academy's safeguarding regime and know that such concerns will be taken seriously by our senior leadership team.

All staff and volunteers are to be made aware of their Whistle-blowing responsibilities and promptly report any concerns in the interests of protecting children and staff from poor practice and or unsuitable behaviour. This includes the requirement to self-disclose any personal information which may impact on their suitability to work in an education setting.

We ensure that staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful and could result in legal proceedings taken against them.

Where internal reporting arrangements are viewed not to have been taken seriously or with sufficient rigour, any member of staff can raise concerns externally if the matter is not resolved by the Headteacher or Chair of Governors e.g. via the Local Authority's Designated Officer for Managing Allegations; the HSCB or the Government's Whistle-blowing report line: **0800 028 0285** or help@nspcc.org.uk

12. Other Safeguarding Related Policies and Guidance

(i) Private Fostering

We recognise the importance of identifying children in Private Fostering arrangements so that their needs can be fully assessed by the local authority. At the Tithe Academy we will confirm the status of every student's care arrangements on admission (or when a student's care arrangements change) and notify the local authority of any known or suspected Private Fostering arrangement. We will support any subsequent assessment and remain alert to any additional needs that children placed away from their immediate families might face. Click [here](#) for information on what constitutes [private fostering](#) and [here](#) for details of [The Children's Act 1989: private fostering](#).

(ii) Physical Intervention/ Positive Intervention

Our Tithe Academy's policy on physical restraint by staff is set out separately. It complies with the [DfE's guidance on use of reasonable force](#). This policy states that staff may only use reasonable force, meaning no more force than is needed to prevent students from hurting themselves or others, from damaging property, or from causing disorder. It is always unlawful to use force as a punishment.

Headteachers and other authorised trained staff can use such forces as is reasonable in the circumstances to conduct a search for the following prohibited items: knives and weapons, alcohol, illegal drugs, stolen items, cigarettes and tobacco, fireworks, pornographic images, mobile phones or any article that has been or is likely to be used to commit an offence, cause personal injury or damage property.

If the use of force is necessary, reasonable adjustments for disabled children and children with special educational needs will be made.

Any use of force or restraint will be recorded and signed by a witness. The parent/carer will be informed of the incident.

(iii) Bullying

Our Tithe Academy's Anti-Bullying policy on the prevention and management of bullying is set out in a separate document and is reviewed tri-annually by the Governing body. Incidents are reported to the Governing body at least annually. This policy includes reference to all prejudice related bullying. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures. See further [government guidance on bullying](#).

(iv) Children with Disabilities or Special Educational Needs

Our Tithe Academy policy is set out in separate policies (Single Equalities Scheme and Learning Development Policy - SEN). Our Tithe Academy is committed to ensure that children with disabilities or special educational needs have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the same outcomes as non-disabled children. We recognise that disabled children do however require additional action because they can experience greater vulnerability as a result of negative attitudes and because they may have additional needs relating to physical, sensory, cognitive and/or communication impairments.

This understanding is incorporated into our staff training, so that we all remain vigilant to identifying the additional vulnerabilities for these children in our care.

(v) Online Safety

Our *ICT Policy* is set out in a separate document. We ensure that we have effective mechanisms to identify, intervene in, and escalate any incident where appropriate. Online safety is included in our curriculum at all levels and information is also provided to parents/carers.

All staff are made aware of the school policy on online Safety which sets our expectations relating to:

- Creating a safer online environment – including training requirements, filters and monitoring;
- Giving everyone the skills, knowledge and understanding to help children and young people stay safe on-line;
- Inspiring safe and responsible use and behaviour;
- Safe use of mobile phones both within school and on school trips/outings;
- Safe use of camera equipment, including camera phones; and
- What steps to take if you have concerns and where to go for further help.

Staff must read the *Online Safety Policy* in conjunction with our Code of Conduct in relation to personal online behaviour.

(vi) Female Genital Mutilation (FGM)

In our Tithe Academy we recognise that FGM has serious short and long term medical and psychological implications. We are committed to work with families, partner agencies to promote understanding and safeguard students who may be at risk of this practice.

We aim to work sensitively with community groups where this may be a cultural belief and practice, however we will act to safeguard and promote our students welfare where required and will fulfil our duties under the *Female Genital Mutilation Act 2003* (as inserted by section 74 of the *Serious Crime Act 2015*). This places a statutory duty upon teachers along with regulated health and social care professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18.

Information on when and how to make a report can be found in the government's [mandatory reporting procedure on FGM](#) guidance. Click here for [Factsheet](#) on the Serious Crime Act 2015: FGM amendments to the 2003 Act.

(vii) Peer on Peer Abuse

We recognise that children can also be vulnerable to physical, sexual and emotional bullying and abuse by their peers or they may be the perpetrator of such behaviour. We will always address such abuse seriously, involving partner agencies where required. We will remain alert to the possibility that a child or young person who has harmed another may well also be a victim. Staff must not dismiss some abusive sexual behaviour as 'normal' between young people and must not develop high thresholds before taking action. See related sections on Bullying, Child Sexual Exploitation and Gangs and Youth Violence.

(viii) Child Sexual Exploitation (CSE)

CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Exploitation can also happen on-line.

The Tithe Academy schools will support the multi-agency activity to combat these crimes and help to divert and support any young pupils affected by CSE. We will follow the HSCB protocol for identifying and managing cases of CSE and promote the use of the HSCB's SAFEGUARD Identification Tool in our child protection training. Also see section on 'Child on Child Sexual Violence and Sexual Harassment' - page 18.

(ix) Gangs and Youth Violence

Schools are increasingly recognised as places where early warning signs can be spotted that younger children may be at risk of getting involved in gangs or youth violence. Crucial preventative work can be done at this stage to prevent negative behaviour from escalating and becoming entrenched. We recognise that even low levels of youth violence can have a disproportionate impact on a pupil or the wider school/community environment. We will therefore, support children in developing safeguarding skills to prevent involvement in risky behaviours, and where serious concerns arise we will work collaboratively with our partner agencies to help prevent escalation of harm. For further information, refer to government guidance on advice to schools on gangs and youth violence. Local support for young people affected by gang association can be obtained via guidance on gangs and London Gang Exit programme the latter for 16-24 year olds.

County Lines: this is a geographically widespread form of criminal activity involving drug networks or gangs that groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural or seaside areas. Missing episodes can be an important identifying factor, where the victim may have been trafficked for these purposes. In close working relationship with our local MASH a referral to the National Referral Mechanism will be considered for any such concerns.

(x) Forced Marriage

A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. A lack of consent can be where a person does not consent or where they cannot consent e.g. if they have learning disabilities. There can also be links to Honour Based Violence.

Our Tithe Academy recognises that it has an important role in safeguarding children from forced marriage by educating students about the law and their rights and in identifying signs of risk. The Forced Marriage Unit has published [multi-agency statutory guidance](#) with pages 32-36 focusing on the role of schools. The Unit can be contacted for advice or information on 020 7008 0151 or email: fm@fco.gov.uk

(xi) Radicalisation and Extremism

The Tithe Academy recognises that protecting children from the risk of radicalisation is a part of our wider safeguarding duty to protect children from significant harm. Some young people may be more vulnerable to being groomed and this fact can be exploited by extremists. The internet and use of social media have become major factors in the radicalisation of young people and our Tithe Academy's E-safety policy and curriculum embeds understanding of these particular risks.

From 1st July 2015, specified authorities including all schools are subject to a duty under the *Counter-Terrorism and Security Act 2015*, to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. Paragraphs 57-76 of the [Revised Prevent duty guidance for England and Wales](#): are specifically concerned with schools.

We will help to identify young people at risk and work with local partnership arrangements including the **Channel Programme** to help support and divert any young people from associated harm: Click here for further guidance [Channel Duty Guidance](#)

(xii) Children Missing Education or Missing from Home and Care

The Tithe Academy will fulfil its statutory duty in notifying the local authority when removing a student's name from the admission's register outside of the normal transition points. We will make reasonable enquiries to establish the whereabouts of the child jointly with the local authority before deleting their name from the register. We will also notify the local authority within five days of adding a student's name at a non-standard transition point.

When one of our students goes missing from home or care we will contribute to the police and local authority's efforts to identify and locate the child by completing the [Grab Pack for a Missing Child](#).

(xiii) Trafficking

The Tithe Academy will remain alert for children trafficked into the country who may be registered at our Tithe Academy for a term or longer, before being moved to another part of the UK or abroad. We will bear in mind that not all children who go missing from education have been victims of trafficking. For example, there may be instances of children from communities that move around – Gypsy, Roma, traveller or migrant families – who collectively go missing from Tithe Academy. For further government guidance refer to [Safeguarding Children who may have been trafficked practice guidance](#).

(xiv) Domestic Abuse

Our Tithe Academy recognises the immediate and long term impact of domestic abuse on a child's development and emotional wellbeing. All staff will remain vigilant to identifying the signs so that early help and protective action can be instigated where appropriate. We endeavour to provide the child with a safe and caring environment at Tithe Academy to help mitigate the impact of home-life stresses.

All notifications of domestic abuse will be managed in accordance with [government guidance on domestic violence and abuse](#) reporting.

(xv) Substance Misuse

a) **Pupils:** Our Tithe Academy Drugs and Substance Abuse policy is set out in a separate document. We recognise the clear role our Tithe Academy has to play in preventing drug misuse as part of our pastoral responsibilities. We will provide age appropriate information on drugs and alcohol and tackle problem behaviour, working with local partners to prevent drug or alcohol misuse. For further guidance refer to [Dfe and ACPO Drug Advice for schools](#).

b) **Parental Substance Misuse:** Substance misuse (drugs or alcohol) may impact on parental capacity and can significantly exacerbate other concerns such as domestic violence or mental health issues. We will remain vigilant in identifying and supporting students and their families facing such issues, and work in collaboration with other agencies where necessary to prevent significant harm.

(xvi) Mental Health

a) **Pupils:** Our Tithe Academy seeks to promote positive mental health in our students and to identify and address those with less severe problems at an early stage and build their resilience. We are also committed to identifying and supporting students with more severe needs and to help make appropriate referrals to specialist agencies such as Child and Adolescent Mental Health Services (CAMHS) where necessary. For further information refer to government guidance on [mental health and behaviours](#) to identify and support students whose behaviour suggests they have unmet mental health needs.

b) **Parental Mental Health:** We recognise that some parents with mental health issues may experience difficulties at times with their parenting responsibilities. We are committed to supporting such families and will endeavour to identify those who would benefit from early help from local services and work with them to avoid any adverse impact on their children. For further guidance refer to [Think Child; Think Parent; Think Family: a guide to parental mental health and child welfare](#)

(xvii) Off Site Activities

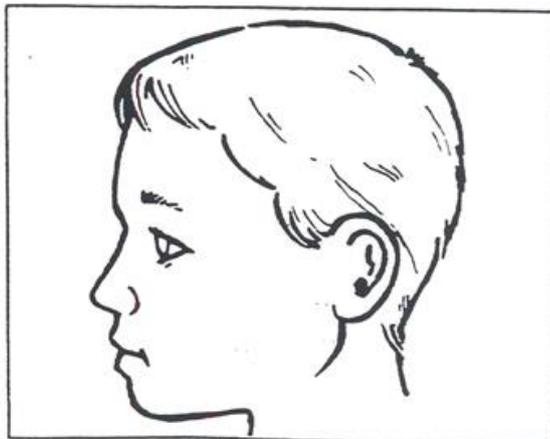
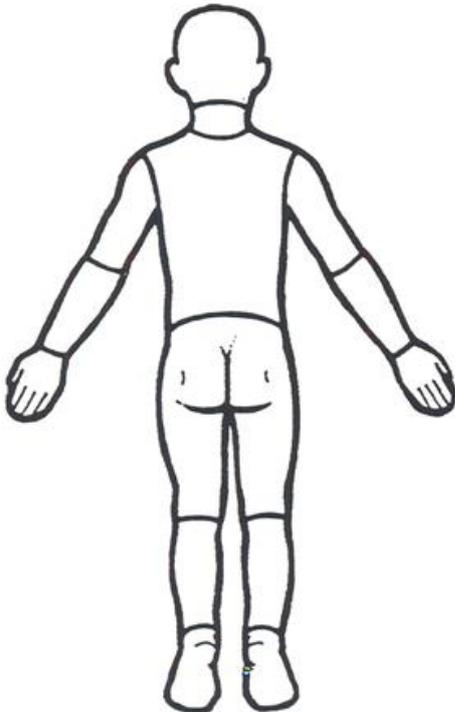
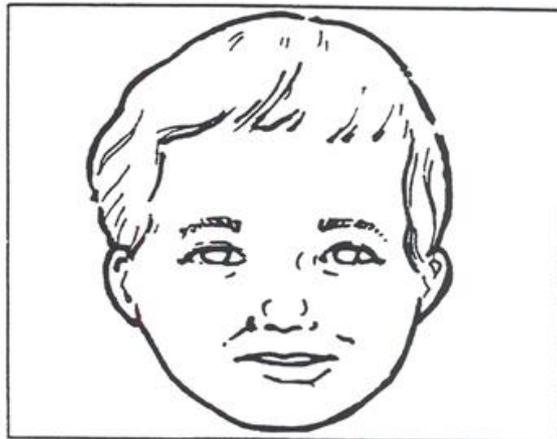
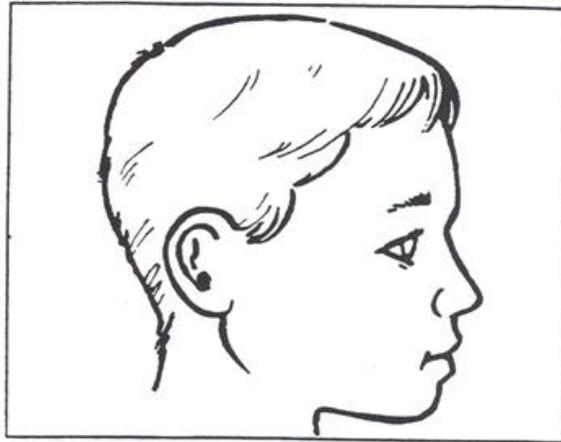
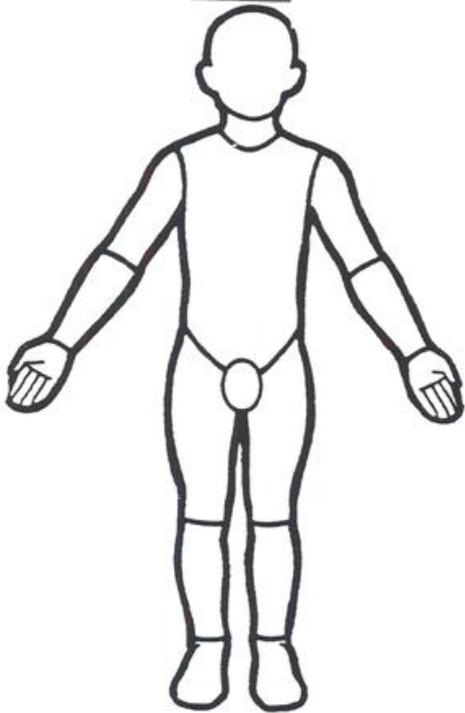
The Tithe Academy ensures that students are protected at all times whilst they are in our care. This includes instances when they are educated on off-site activities and we have policies that help to protect children when they are participating in all types of off-site activity including those that are overseas, residential or adventurous.

Appendix 1: Checklist for DSL

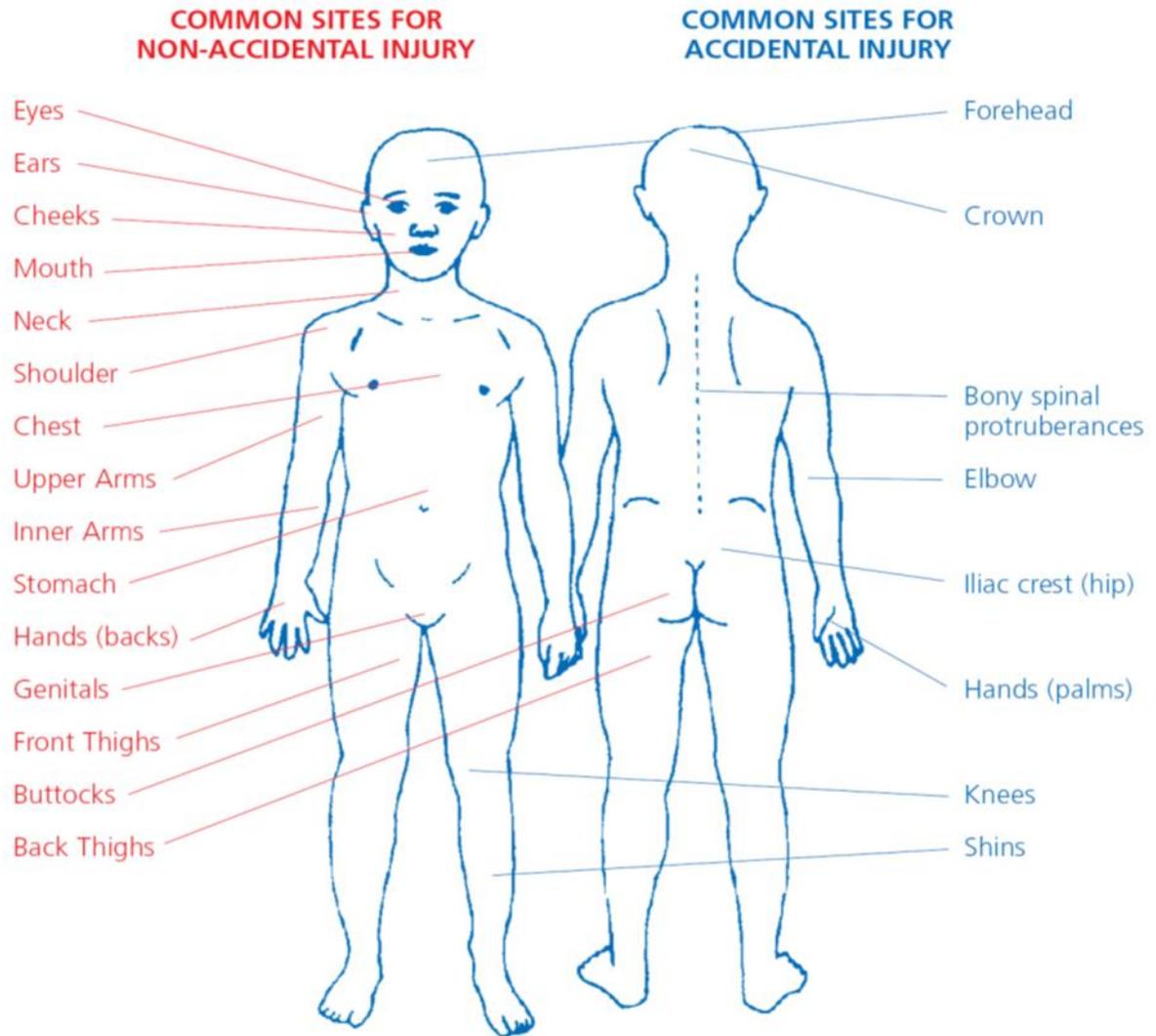
✓	Child clearly identified
✓	Name, designation and signature of the person completing the record populated?
✓	Date and time of any incidents or when a concern was observed?
✓	Date and time of written record?
✓	Distinguish between fact, opinion and hearsay
✓	Concern described in sufficient detail, i.e. no further clarification necessary?
✓	Child's own words used? (Swear words, insults, or intimate vocabulary should be written down verbatim.)
✓	Record free of jargon?
✓	Written in a professional manner without stereotyping or discrimination?
✓	The record includes an attached completed body map (if relevant) to show any visible injuries

Appendix 2 BODY MAPS

Body Map 1



Body Map 2



Appendix 3 Types of abuse and neglect situation

All Tithe Academy staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

1. **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.
2. **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing bodily 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.
3. **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
4. **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. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
5. **Neglect:** 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.



Safeguarding Declaration

I confirm that I,, have read the Tithe Academy Safeguarding and Child Protection policy and I agree to abide by the Safe Working Practice guidance contained therein. I also agree to abide by all other Tithe Academy policies.

Department.....

Signed **Date**

When you have signed and dated this declaration please return to the Associate Headteacher's PA at Rooks Heath or the Deputy Headteacher at Earlsmead Primary School. Thank you