

### **Child Protection:**

The Designated Safeguarding Lead (DSL) and Assistant Safeguarding Lead have attended the GSCB Child Protection Course and Revision course as required. They are updated every 2 years. Children who are in danger of being at risk are reported to the DSL by any member of staff by completing a Record of Concern Form (ROC), which are kept in the Staff Room. The DSL will then make a decision how to proceed and share this with the adult raising the concern. A conversation with the parent regarding the concern is the most likely intervention at this initial stage. The outcome of this conversation is also recorded on the ROC form. The ROC form is then filed in a ROC file and kept in the Head Teacher's Office. Should the concern continue the Windscreen should be referred to assess against the Continuum of Need. This can be found on the notice board in the Head Teacher's office. If a child is at immediate risk of significant harm then the school will contact the Children's Helpdesk on 01452 426565. If it is an emergency the school will dial 999. Parents will be notified of any referral to Social Care however if notifying the parents is considered to put a child at risk then parents will not be contacted. The DSL is signed up to the GSCB Alerts.

### **Child Sexual Exploitation (CSE):**

The Designated Safeguarding Lead (DSL) attends forums run by Gloucestershire Safeguarding Children's Board for the latest updates on CSE. If a child is in danger of being exploited the DSL is to be contacted immediately and a Record of Concern form completed by the adult with the concern. DSL Nigel Hatton – Child Exploitation Team for Gloucestershire Police can also be a point of reference for the school if they are unsure whether to escalate the concern. A screening tool for CSE will be completed and will then go to the Multi Agency Safeguarding Hub (MASH). We DO NOT need parental consent for the completion of the screening tool. The MASH will then decide how to proceed forward with this concern and advise the school.

### **Bullying, including Cyberbullying:**

The Bullying Policy is reviewed annually by Staff and Governors. A copy can be found on the school's website. Class Teachers record any bullying incidents and the outcomes in the bullying book as well as the Time Out Book. This is kept in a locked cupboard in the SEN office. The school also record incidents of cyberbullying and regularly remind parents of their responsibility to ensure that their children are safe when using the internet. Each child has a 'Think Book' in their drawer which they can use to write down any concerns they have and inform their Class Teacher. Internet Safety and Anti Bullying programmes are followed throughout the school during PSHE sessions, following the Pink Curriculum.

## **Domestic Violence:**

If a parent discloses that they are a victim of Domestic Violence, this information needs to be passed on to the DSL who will assess the risk that this imposes on the children. If the risk is minimal, then the DSL will contact the Family Information Service on 01452 427362 or Freephone 0800 5420202 who will guide the school in how they respond to the disclosure. If the risk to the children is deemed high, a referral into social care will be made immediately. The DASH form can also be used as a reference point for the DSL to guide the questioning of the parent. Gloucestershire Domestic Abuse Support Service (GDASS) can also be used as a point of reference or referral. [www.gdass.org.uk](http://www.gdass.org.uk)

## **Children Missing in Education:**

Legally if a child misses 10 days of school and the school do not know where they are, they are presumed missing. Here at RPA the Attendance Officer will highlight any unknown absences to the DSL or Head Teacher after 3 days or as soon as they feel that there is a concern. The school will then seek to find out as much information about the whereabouts of the family. This could be by ringing other family members or friends; visiting the home address. When this has been followed and the child is still missing the Missing Persons Coordinator – Christine Pfister should be called on 101 and the school will seek advice on how to progress with the situation. The GSCB should also be informed.

## **Fabricated or induced illness:**

The Attendance Officer will monitor all absence and will contact parents who have not reported an absence by 9.30am on the first day of absence. If the Attendance Officer feels that the absence appears to be fabricated or induced the DSL or member of the SLT will be informed immediately. Guidance about acceptable conditions can be found in the 'Illness and Absence from School' Leaflet. Parents will be contacted to discuss the absence further and then the attendance of that child will be monitored closely. Any illness will be recorded on SIMS. Should the absence continue, outside agencies such as the EWO or School Nurse will be contacted by the school.

## **Faith Abuse:**

Faith abuse is when abuse is linked to faith or belief. This could include: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults

think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home. If school feel that Faith Abuse is happening the Child Protection procedures set out above will be followed.

### **Female Genital Mutilation:**

Female Genital Mutilation (FGM) includes all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non medical reasons. At RPA we recognise that FGM is not required by any religion and is a form of child abuse. Signs to look out for are prolonged absence; a surprise trip abroad; the child says that they are becoming a woman; going on a spiritual journey; something special is happening to them to make them a woman. Staff are updated annually regarding FGM. The Police will be contacted immediately on 101 if there is a suspicion of FGM or alternatively contact the Children's Helpdesk on 01452 426565.

### **Gangs and Youth Violence:**

As part of our curriculum offer, children take part in PSHE sessions where they are given the opportunity to discuss their concerns and routines. Should any reference to Gangs and Youth Violence be made during these and any other sessions, the school will follow their child protection procedures and inform the DSL.

### **Gender based violence/violence against women and girls:**

As part of our curriculum offer, children take part in PSHE sessions where they are given the opportunity to discuss their concerns and routines. Should any reference to Gender based violence or violence against women and girls during these and any other sessions, the school will follow their child protection procedures and inform the DSL. If 'Gender based violence/violence against women and girls' is brought to our attention by parents, the school will contact the Police immediately on 101 or alternatively contact the Children's Helpdesk on 01452 426565.

### **Mental Health:**

The Mental Health of all pupils is very important at RPA and any concerns teachers or parents may have however small are shared under the Safeguarding Agenda Item at the weekly staff meeting. Time will then be made available to the child to discuss any concerns and agree a way forward with the child. Parents will also be contacted to discuss the concerns. If escalated to the DSL an enquiry to CYPS will be made to discuss options. If the child is felt to be at risk the Children's Helpdesk will be contacted on 01452 426565.

## **Neglect:**

The definition of neglect from statutory guidance, Working Together to Safeguard Children, 2015 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.

This may include failure 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.

Neglect is characterised by the absence of a relationship of care between the parent/carer and the child and the failure of the parent/carer to prioritise the needs of their child. It can occur at any stage of childhood.

If we feel that any child show's signs of neglect then concerns should be recorded initially on a ROC form and referred to the DSL. Any outcomes should be recorded on the form. If concerns continue then the Neglect Toolkit should be downloaded from <http://www.gscb.org.uk/media/15291/gloucestershire-child-neglect-toolkit-270417-final-vs.pdf> and completed by both the DSL and the Class Teacher. Should the concerns continue the Windscreen should be referred to assess against the Continuum of Need. This can be found in the HT office. If a child is at significant risk of neglect the school will contact the Children's Helpdesk on 01452 426565. If it is an emergency the school will dial 999. Parents will be notified of any referral to Social Care however if notifying the parents is considered to put a child at risk then parents will not be contacted.

## **Private Fostering:**

If a child is being looked after by someone who is not their parent for a period of more than 28 days – this is deemed to be termed as 'Private Fostering'. If this comes to the school's notice, the DSL will be informed and will contact the Social worker for Private Fostering on [private.fostering@gloucestershire.gov.uk](mailto:private.fostering@gloucestershire.gov.uk) . Should there be no response to the DSL will contact the Children's Helpdesk on 01452 426565.

## **Preventing Radicalisation:**

The DSL and Assistant DSL have both had PREVENT training through the Local Authority as part of the Counter Terrorism Strategy. If a concern is raised with staff about possible radicalisation, the concerns will be discussed with Special Branch at Gloucestershire Police by the Head Teacher or DSL. Contacts are Adam Large on [adam.large@gloucestershire.pnn.police.uk](mailto:adam.large@gloucestershire.pnn.police.uk) and Matthew Morris at [matthew.morris@gloucestershire.pnn.police.uk](mailto:matthew.morris@gloucestershire.pnn.police.uk) or alternatively [specialbranch@gloucestershire.pnn.police.uk](mailto:specialbranch@gloucestershire.pnn.police.uk). After a discussion with the Police it may be that a referral will need to be made to Children's Services. Here at RPA we recognised that it only takes 2

weeks to radicalise someone who is vulnerable. Staff at RPA will have full PREVENT training during the academic year 2017 - 2018

### **Sexting:**

Sexting is when someone sends or receives a sexually explicit text, image or video on an electrical device such as a mobile phone/tablet/laptop. This could be naked pictures or 'nudes'; 'underwear shots'; sexual or 'dirty pics'; rude text messages or videos.

When 'Sexting' is reported to the school, the school will have an initial conversation with the parent of the child and assess the risks. If the risk is high a referral will be made into Children's Services by the school. Parents will also be advised by the school to report any sexting on the CEOP website <https://www.ceop.police.uk/ceop-report/>

### **Parental Substance Misuse including Alcohol:**

The experience of children living with, and affected by, parental substance use has become widely known as 'Hidden Harm'. This is when children are neglected both physically and emotionally as a direct result of their parent's substance misuse. Children at risk should be reported to the DSL following the school's child protection procedures. A screening tool is also available on the Gloucestershire Children's Safeguarding Board (GSCB) website for the DSL to assess the risk to the child.

### **Trafficking:**

Trafficking is the trade of humans, most commonly for the purpose of sexual slavery, forced labour or commercial sexual exploitation for the trafficker or others. If this is brought to the school's attention the Head Teacher will contact the Police on 101 immediately.