

SAFEGUARDING POLICY THE GRANGE THERAPEUTIC SCHOOL

LEAD DSL: Ollie Sharp

SAFEGUARDING GOVERNOR: Lynette Edwards

1.0 Policy statement

Outcomes First Group is committed to ensuring that all of the people we support are effectively safeguarded in all services including fostering, schools and residential homes at all times. This policy applies to all children and young adults receiving education in our settings. It applies when working online and offline, in settings and in all virtual communications.

Safeguarding and child protection must always be the highest priority and at the forefront of everything we do. A whole school approach is required to ensure safeguarding and child protection are embedded in all decisions, planning, policy and day-to-day operations and activities.

It is essential that everybody working within the Outcomes First Group understands their safeguarding responsibilities. Governing bodies and proprietors must ensure that staff who work directly with children read and understand Part 1 of [KCSIE 2021](#). Staff who do not work directly with children can read and understand either Part one or Annex A if it is more effective to enable them to safeguard and promote the welfare of children.

All Outcomes First Group employees working directly or indirectly with children **must** ensure that:

- children and young people feel safe and that they are listened to;
- they create an environment and culture in which children and young people feel valued;
- the best interests of the child are always considered and acted upon;
- safer recruitment procedures are rigorously followed (please refer to the Outcomes First Group Safer Recruitment Policy for further details);
- they understand their roles and responsibilities in keeping children and young people safe through ongoing learning, development and supervision;
- they are vigilant in monitoring possible signs of abuse including for those children and young people who have complex learning difficulties or specific communication needs, who may be particularly vulnerable;
- they maintain an attitude of **'it could happen here'**;
- they follow the appropriate procedures in place for sharing safeguarding concerns and that these are shared with relevant professionals in a timely manner;
- they understand and implement local safeguarding procedures as set out in local authority arrangements;
- children and young people have opportunity to learn about appropriate relationships with adults and recognise unacceptable behaviour by adults.
- they are aware that children can abuse other children (i.e. peer-on-peer abuse).
- there is a zero-tolerance approach to harassment, violence, abuse, inappropriate behaviour and bullying of any kind are not acceptable and will not be tolerated.

2.0 What is safeguarding and child protection?

2.1 Safeguarding

Safeguarding relates to the action taken to promote the welfare of children and young people to protect them from harm. This policy includes the safeguarding of young adult learners within Outcomes First Group schools and other settings and applies both offline and online.

they should take action to safeguard or promote the welfare of a child who is suffering or is likely to suffer Significant Harm.

2.8 Under s31(9) of the Children Act 1989 as amended by the Adoption and Children Act 2002:

'harm' means ill-treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill-treatment of another;

'health' means physical or mental health; and

'ill-treatment' includes Sexual Abuse and forms of ill-treatment which are not physical.

Abuse or neglect is not always easy to identify; staff are more than likely to have some information but not the whole picture.

2.9 There are four defined categories of child abuse, which are deemed to be forms of 'Significant Harm':

- Neglect;
- Physical Abuse;
- Emotional Abuse;
- Sexual Abuse.

2.10 It is also important to be aware that:

- technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life.
- that children can abuse other children (often referred to as peer-on-peer abuse). And that it can happen both inside and outside of school or college and online.

2.11 All staff must be aware of the signs and indicators of child abuse.

3.0 Local Arrangements for the school

3.1 All staff must be aware of the local arrangements for safeguarding relevant to the school in which they work;

3.2 The local arrangements for The Grange Therapeutic school are as follows

3.3 The Grange Therapeutic School safeguarding arrangements are in line with local safeguarding partnership arrangements. The Leicestershire and Rutland safeguarding partnership consists of the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for a police force in the local authority area)

3.4 The Local Authority Designated Officer is:
Kim Taylor: 0116 305 5641 / Kim.Taylor@leics.gov.uk
Lovona Brown: 0116 305 8161 Lovona.Brown@leics.gov.uk

3.5 All safeguarding referrals must be reported to the local authority All safeguarding referrals must be reported to the local authority (Leicestershire County Council First Response) – 0116 305 0005 (Priority 1 – requires same day response) or 0116 305 5500 (Professional's

Consultation Line). Referrals for children and young people under 18 will be dealt with under the Children's safeguarding arrangements, whereas those 18 and above will be dealt with under the Adult Safeguarding Arrangements.

3.6 The local authority safeguarding referral procedure is:

Leicestershire:

Any professional or practitioner wanting to make a request for service to Leicestershire County Council including Early Help or Social Care should complete this (MARF) form online [here](#).

If there are urgent concerns based on evidence that a child is suffering or at risk of significant harm which requires a Child Protection response this should be reported immediately by telephone on **0116 3050005**. A written referral must be submitted to document the information shared within 24 hours. In **any case where a professional is unclear if the threshold is met contact should be made with agency safeguarding leads for advice or in complex cases a call can be made to the consultation line on 0116 3055500 between 10:00am and 4:00pm. If there are immediate concerns about risk to the safety of a child, call the Police immediately.**

3.7 For all referrals regarding radicalisation refer to the Leicestershire and Rutland Safeguarding Children Partnership website and complete the online referral form: <https://www.leics.police.uk/advice/advice-and-information/t/prevent/prevent/prevent-referral/>

You will be sent an acknowledgement email after submitting the referral form. The Police will make contact with the family and the school with advice on how to move forward.

3.8 For all referrals regarding exploitation contact Leicestershire County Council First Response (Priority 1) on 0116 305 0005 and discuss concerns with the Children's Duty team, who will provide advice and guidance.

3.9 The local authority procedure for an early help referral is to contact the First Response – Children's Duty Team on 0116 305 0005 (Priority 1) or 0116 305 5500 (Professionals Consultation Line) for advice. Alternatively you can complete a MARF form: https://leicestershirecc-self.achieveservice.com/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-x-publish://AF-Process-5fc464a5-365d-4018-baa8-c81c01a096a5/AF-Stage-4e9d6964-051b-47ec-aacf-48c361b19880/definition.json&process=1&process_uri=sandbox-processes://AF-Process-5fc464a5-365d-4018-baa8-c81c01a096a5&process_id=AF-Process-5fc464a5-365d-4018-baa8-c81c01a096a5

3.10 The Chair of Governors for The Grange Therapeutic School is: Lynette Edwards

3.11 The Outcomes First Group Head of Safeguarding can be contacted at: anne-marie.delaney@ofgl.co.uk

- provide support to staff regarding safeguarding concerns;
- lead on advising staff of any action to be taken due to a safeguarding concern;
- ensure that children and young people are immediately safeguarded from harm and abuse;
- ensure that there is appropriate cover during their absence, and that staff know who to approach if the DSL is unavailable;
- liaise with local authorities and other professionals, sharing information and fully assisting with any enquiries;
- adopt a child-focused and holistic approach ensuring the child's wishes and feelings are taken into account when determining what action to take
- refer allegations to the Local Authority Designated Officer or equivalent;
- refer safeguarding concerns to placing and host local authorities;
- refer suspected cases of radicalisation to Channel;
- refer suspected case of Female Genital Mutilation to the police;
- refer suspected cases of Child Sexual Exploitation and trafficking to the police;
- refer cases to the Disclosure and Barring Service after staff have been dismissed or there is suspected harm having been caused to children and young people;
- liaise with Outcomes First Group Quality Assurance Team and HR Team if any allegations or suspected harm having been caused to a child by an employee, supply staff or volunteer for Outcomes First group;
- ensure that the school complies with the work of the local safeguarding partnership.
- Ensure that all staff receive regular update training in relation to safeguarding;
- provide safeguarding updates to senior managers and school governors;
- ensure that there is effective monitoring and oversight of all safeguarding concerns;
- promoting the educational achievements of Looked After Children in line with the Children and Social Work Act 2017.

5.6 It is important that all staff understand the role of the DSL on their appointment within the school and as part of their induction. The DSL is responsible for ensuring that all staff understand their roles and responsibilities regarding safeguarding children and that a child focused approach is taken. The DSL will assess safeguarding concerns within the context of young people's environments. This is known as contextual safeguarding.

5.7 The DSL must ensure that clear, concise and good quality documents are kept of all allegations or safeguarding concerns. All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy).

5.8 Data protection and GDPR are not barriers to record keeping or information sharing when promoting children's welfare. Schools and colleges have clear powers to share, hold and use information for these purposes. The school should have clear arrangements in place for the processes and principles for sharing information within the setting and other Outcomes First Group Divisions and with children's social care, the

- understand the safeguarding response to children who go missing from education;
- listening to children and young people;
- supporting children and young people if they disclose safeguarding information;
- ensuring that they are alert to signs of abuse by peers or adults;
- ensuring that they are aware of indicators or possible signs of neglect;
- ensuring that they closely monitor any possible signs of abuse or harm for those children who are unable to communicate verbally or who have complex health and care needs;
- keeping sensitive information confidential and sharing it only with those professionals for whom it is relevant;
- helping to identify those children or young people who may benefit from Early Help;
- helping to implement Child Protection Plans.

7.4 Staff are in a close position to children and young people within schools as they know the children and young people. They have regular contact with them and so are in the best position to know if a child or young person is behaving in a way which could possibly indicate that they are being hurt or harmed. Any concerns, whether these are nagging doubts, worries, concerns or based on information told to them, must be reported immediately to the DSL both verbally and in writing. **It is the staff member's responsibility to ensure that this information is acted upon. They have a duty to follow up with the DSL to ensure that action has been taken.**

8.0 Safer Recruitment

8.1 The Outcomes First Group Safer Recruitment Policy sets the processes which must be followed for the recruitment of staff and volunteers.

8.2 It is the responsibility of the Head Teacher to ensure that the Single Central Record is compliant with legislation and statutory guidance and kept up to date and is stored confidentially.

9.0 Early Help

9.1 *'A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989' (KCSIE 2021)*

9.2 It is important that staff take swift and effective action to safeguard children and young people and to stop concerns from escalating. It may be that some children and young people will benefit from Early Help. All staff should be aware of their local early help process and understand their role in it.

9.3 Staff must be aware and alert to the possibility of Early Help being needed for those children and young people who have particular vulnerabilities, such as those who:

- is disabled or has certain health conditions and has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- has a mental health need;

- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from care or from home;
- is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- is at risk of being radicalised or exploited;
- has a family member in prison, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is misusing drugs or alcohol themselves;
- has returned home to their family from care;
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;
- is a privately fostered child;
- is persistently absent from education, including persistent absences for part of the school day.

9.4 Children's social care assessments should consider where children are being harmed in contexts outside the home, so it is important that schools provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and enable a contextual approach to address such harm

9.5 When a child or young person has been referred for Early Help, it is the responsibility of the DSL to set up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead professional. Any such cases should be kept under constant review and consideration must be given to a referral to children's social care for assessment for statutory services, if the child's situation does not appear to be improving or is getting worse.

10.0 Reporting concerns

10.1 What to do if a child or young person discloses

Systems should be in place (and they should be well promoted, easily understood and easily accessible) for children to confidently report abuse, sexual violence and sexual harassment, knowing their concerns will be treated seriously, and that they can safely express their views and give feedback.

If a child or young person discloses information to a member of staff, they must ensure that they:

- listen to the child or young person and reassure them they are being taken seriously and that they will be supported and kept safe.
- never give them the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. They must never be made to feel ashamed for making a report.
- do not dismiss what the child or young person tells them. All concerns must be acted upon rigorously;
- do not promise to keep it a secret. The member of staff must explain that they have a duty to share information to keep them safe and protect them;

- write down what the child or young person tells them. This must be accurate and in the child's words;
- immediately report the concerns to the DSL or deputy. If neither is available, the member of staff must report the information to the Head Teacher, Principal or Regional Director for Education and Care;

10.2 Staff must be alert to not just potential familial abuse and allegations, but also to children and young people making allegations against staff, volunteers or peers. In these situations the Group's Managing Allegation Procedures must be followed. (See Section 24 for further details)

10.3 All concerns, however small or trivial they may seem, **must** be immediately reported to the DSL. This must be done verbally and then followed up **on the same day** and documented on the electronic recording system. The member of staff has a responsibility to ensure that action has been taken with regards to the concerns on the **following day** and that the concern is documented on the electronic system. If action is not taken in a timely way as the member of staff sees fit, they have a duty to escalate their concerns to the Head Teacher or the Regional Director for Education and Care.

10.4 Staff must prioritise the child or young person's immediate safety. They must remain professional and adhere to all safeguarding and confidentiality procedures. After sharing the information with the DSL or deputy, they must not share it with anyone else.

10.5 On receipt of the information, the DSL must consider all information and then, in cases of serious concern, report this within **one working day** to the host authority, placing authority, Regional Director for Education and care and where relevant, the Local Authority Designated Officer.

11.0 Managing Referrals to DBS and professional bodies

11.1 This may include referrals to Disclosure and Barring Service, Social Work England, or other professional bodies including the Care Council for Wales (CCW), and/or the Scottish Social Services Council (SSSC), Northern Ireland Social Care Council (NISCC) or Teacher Regulation Authority.

11.2 A Sub-Committee of the Outcomes First Group Safeguarding & Quality Committee takes an overview of all professional conduct issues to ensure the Group is compliant and consistent with all legal duties relating to referrals to professional bodies and the Disclosure and Barring Service.

11.3 Outcomes First Group managers must notify the Safeguarding Sub-Committee of all referrals and potential referrals to the Disclosure and Barring Service or any relevant professional body in the UK.

11.4 All professional conduct issues which may require a referral to a professional body, whether they relate to safeguarding children or not, must be referred to this sub-committee. For example, a teacher may be prohibited from teaching for a wide range of reasons which do not relate to the safety of children or young people.

- 11.5** The Safeguarding Sub-Committee will support the decision-making process to refer an employee to a professional body and/or DBS and make it clear who is responsible for the submission of any relevant documentation. This will normally be delegated to a senior manager within the division.
- 11.6** If an employee is dismissed from employment due to a safeguarding concern or allegation, a referral to the Disclosure and Barring Service or relevant government body in Scotland or Northern Ireland must be made. **It is an offence not to make a referral to the Disclosure and Barring Service in England and Wales.**
- 11.7** If a DBS referral is made, at the point of completion Outcomes First Group managers must notify the Group Head of Safeguarding and the Human Resources Operations Advisor of the referral and any other possible referrals to any relevant professional body in the United Kingdom, relating to the allegation made.
- 11.8** Where a teacher is dismissed or their services are no longer used because of serious misconduct or might have been dismissed or services ceased to be used had they not left first, they must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

12.0 Partnership working and sharing information

- 12.1** Partnership working and the sharing of information is key in keeping children safe. Everyone who has a role to play in caring for children has a duty to share good quality information with the relevant professionals in a timely manner.

12.2 General Data Protection Regulations

All schools must ensure that they comply with the Outcomes First Group's Data Protection policy which incorporates the GDPR requirements. The GDPR works around the principles of consent and assumes the automatic right of privacy to all individuals. This applies to children and young people's personal information, as well as that of staff and parents/carers.

The GDPR is not a barrier to sharing safeguarding information. Safeguarding concerns must always be passed on. It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is a lawful basis to process any personal information required.

All staff must complete the GDPR training. All staff have a responsibility to ensure that they comply with the GDPR requirements.

- 12.3** Schools must ensure that they inform pupils, parents and carers of how their personal information will be stored and used.
- 12.4** Schools must ensure that they hold emergency contact details of the parents/carers of pupils. This is to be done with the agreement of the parents/carers. In line with KCSIE (2021) schools must hold more than one set of contact details for each pupil, where reasonably possible.

12.5 Data breaches must be reported immediately to the Data Protection manager as set out in the Data Protection Policy.

13.0 Peer on Peer Abuse

13.1 It is essential that all staff understand that abuse is abuse and the importance of challenging inappropriate behaviours between peers. In addition to the information below, staff should familiarise themselves with the Outcomes First Group's **Peer-on- Peer abuse Policy**.

KCSIE (2021) states: **"Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it."**

13.2 Staff must ensure that they create a school environment where children and young people's safety is paramount and where unacceptable or unsafe behaviour is not tolerated. Staff must be aware and alert to incidents of online abuse between children, consensual and non-consensual sharing of nude and semi-nude images, sexual violence and sexual harassment between pupils and bullying. This includes upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks for sexual gratification, or to cause the victim humiliation, distress or alarm. Staff must be alert to possible signs of peer-on-peer abuse. Inappropriate language must be rigorously and consistently challenged.

13.3 All staff should understand, that even if there are no reports in their schools, it does not mean it is not happening, it may be the case that it is just not being reported. Staff are advised to maintain an attitude of **'it could happen here'** and be vigilant to any signs.

It is important that staff are aware that children may not find it easy to tell an adult about their abuse verbally. Children can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report. For example, a friend may make a report, or a member of school or college staff may overhear a conversation that suggests a child has been harmed or a child's own behaviour might indicate that something is wrong. If staff have any concerns about a child's welfare, they should act on them immediately rather than wait to be told.

13.4 Staff must act immediately and report any concerns regarding peer-on-peer abuse to the DSL.

13.5 Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, e.g. sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;

- the DSL must complete an investigation into the incident; The investigation must consider the incident itself as well as whether it is an isolated incident, and the personal circumstances of the young person who is alleged to have displayed harmful behaviour;
- if necessary, appropriate referrals must be made to support services for the young person who has displayed harmful behaviours;
- a risk assessment must be completed and implemented for the young person who has displayed harmful behaviours in order to safeguard them and other pupils.

14.0 Bullying

14.1 Severe or persistent forms of bullying can result in Significant Harm, which is why those providing services for children should have adequate policies, procedures and training to counter bullying. Bullying occurs when a person or group of people behave in ways which are designed to cause distress or to hurt a person or group of people. Bullying can be overt and plain for all to see. It can be subtle and insidious. Bullying can become part of the culture, recognised or believed by all or a significant number of people as 'acceptable'.

14.2 Outcomes First Group has a zero-tolerance approach to bullying. All staff have a responsibility to challenge all bullying. Staff must help children and young people to understand what bullying is and how to report it. Bullying must be dealt with as a safeguarding matter. Staff must report any bullying concerns to the DSL **on the same day**. The concerns must be documented appropriately.

14.3 Schools have a responsibility to ensure that those children and young people who bully, are supported and helped to understand the impact of their actions.

The government has produced the following guidance on Preventing and tackling bullying, mental health and behaviour in school:

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

See [Rise Above](#) for links to materials and lesson plans

14.4 For further information please refer to the school's anti-bullying policy, child protection policy, the Web Filtering policy, and the DfE guidance [Sexual violence and sexual harassment between children in schools and colleges](#) (Sept 2021)

14.5 All staff have a responsibility to report any suspicions or concerns that a child has or may be mistreated or harmed.

15.0 Preventative Strategies

15.1 The school will take all appropriate action to ensure that children and young people learn about appropriate relationships with adults, keeping safe, online safety as well as sex and healthy relationships. Relationship, Health and Sex Education (RSHE) lessons, Relationships Education, and Relationships and Sex Education will focus on important age-appropriate issues in line with Government guidance. Staff must ensure that children and young people have opportunity to learn about safe relationships between peers as well as who they can talk to if they have any concerns.

A one-stop page providing teachers with support in teaching RSHE topics can be found here: <https://www.gov.uk/guidance/teaching-about-relationships-sex-and-health>

- 15.2** Children should be supported by staff to understand what abuse is. Children must be listened to and enabled to report any abuse or neglect at the earliest opportunity. They should be given information about how to report abuse or any concerns about possible abuse. This should include being able to access in private, relevant websites or help lines such as Childline to seek advice and help.
- 15.3** The school recognises that some children and young people are more vulnerable by virtue of their complex health or behavioural needs, or disabilities. In these instances, all staff have a responsibility to be the 'eyes and ears' and report all concerns to the DS Lead.
- 15.4** For further information, refer to Part 5 of Keeping Children Safe in Education (2021) 'Child on Child Sexual Violence and Sexual Harassment'.

16.0 Online Safety

- 16.1** There is a whole school approach to online safety to help equip pupils with knowledge and understanding to stay safe online. The school helps and supports its pupils to recognise and avoid online safety risks and to help build their digital resilience. This is integrated into everyday learning and covered in detail as part of the RSHE curriculum. There are a range of resources to provide support for online safety in schools at:
<https://www.childnet.com/teachers-and-professionals>
- 16.2** The Outcomes First Group requires safe and secure systems to be put in place within schools that limits the exposure to such risks. Please see the Group Web Filtering Policy that is updated for schools each year and the Group's Staying Safe Online Policy.

KCSIE (2021) states that the school should have a clear policy on the use of mobile and smart technology. Schools are required to develop a local policy.

16.3 If a member of staff has reason to believe that a child or young person is experiencing harm or is at risk of harm, the reporting process set out in this policy in Section 10 must be followed immediately.

- 16.4** If staff become aware of an online incident that is a cause for concern, they should:
- Provide reassurance to the child or adult.
 - Take immediate action to report any criminal offences to the police and social care.
 - Inform the child or adult's placing authority and family as appropriate.
 - Review the supervision and support arrangements for the child accessing the internet.
 - Check the privacy and security settings on the child's devices and account.
 - Agree what action will be taken to prevent recurrence and reduce risk, the risk assessment should be reviewed and updated. Further online safety learning requirements should be considered for the child.

- 16.5** Digital technology and its related risks are developing rapidly. An annual review of the school's approach to online safety will take place, supported by an annual risk assessment that considers and reflects the risks children face. A free online safety self-review tool for schools can be found at <https://360safe.org.uk/>

- 16.6** The UKCIS external visitors’ guidance highlights a range of resources which can support educational settings to further develop a whole school approach towards online safety: <https://www.gov.uk/government/publications/using-external-visitors-to-support-online-safety-education-guidance-for-educational-settings>

17.0 Children Missing Education

- 17.1** All staff must be aware of the risks associated with children who go missing from education, and particularly that very often missing incidents are a warning sign of other safeguarding concerns such as exploitation, forced marriage, FGM, substance misuse or mental health problems. The risk of exploitation and abuse increases for those children and young people who go missing from home and school.

Early identification and intervention is a priority. Schools must have appropriate procedures in place for monitoring the attendance of children and young people in school. Attendance must be monitored through Senior Leadership Team Meetings and Governance.

- 17.2** The DSL must contact the main emergency contact as detailed on the pupil's file should there be concerns regarding the pupil missing education.

Staff must report all unauthorised absences to the DSL, who must make contact with the child or young person's parent/carer immediately to establish the child or young person's whereabouts. The DSL must inform the placing authority of a pupil's poor attendance.

- 17.3** The DSL is responsible for investigating any unexplained absences. Reasonable enquiries must be made to locate a child or young person who is missing from education. The DSL **must** refer any safeguarding concerns regarding the absence of a pupil to the local authority. Cases where there are concerns regarding forced marriage or FGM must be referred to the police immediately. All information **must** be documented appropriately.

- 17.4** Children and young people who are repeatedly missing from education are at particular risk of harm. Attempts must be made to talk to the child or young person about why they are missing from education. Records must be kept of those discussions. Any safeguarding information which the child or young person discloses must be shared **immediately** with the local authority. If the child or young person discloses immediate safeguarding concerns, the DSL must share this information with the police.

18.0 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

- 18.1** Exploitation of children and young people is a form of child abuse and can include sexual exploitation or criminal exploitation. This occurs when an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and /or for financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence.

- 18.2** CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should

- 24.3** When a child makes an allegation about a member of staff, the member of staff receiving the complaint must:
- write everything down and document it on the electronic recording system used by the school.
 - immediately report the allegation to the DSL (or deputy).

The DSL must:

- take all allegations seriously regardless of whether a child or young person has made previous allegations and can speak to the Local Authority Designated Officer or equivalent and seek advice about next steps on the same day.
- Must report allegations to the Local Authority Designated Officer or equivalent within one working day.
- Ensure that they follow the Outcomes First Group's Managing Allegations Procedure.

- 24.4** Part four of Keeping Children Safe in Education (2021) outlines the importance of retaining oversight of any concerns or allegations about agency or supply staff, volunteers or any member of staff employed by a third party working in the school setting. Whilst the individual may not be employed by Outcomes First Group, **schools must ensure** that allegations are managed properly. KCSIE (2021) states *'In no circumstances should a school or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. Governing bodies and proprietors should discuss with the supply agency or agencies where the supply teacher is working across a number of schools of colleges, whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school or college, whilst they carry out their investigation.'*

- 24.5** If the allegation is regarding the Head Teacher/Principal then the Regional Director for Education and Care must be informed immediately. They will then seek advice from the Local Authority Designated Officer (or equivalent).

- 24.6** **All allegations made against staff must be reported to the Regional Director for Education and Care and HR and the Group Head of Safeguarding, and to safeguarding@ofgl.co.uk. Outcomes First Group recognises that managing allegations can be challenging and so will support with the process.**

- 24.7** It is the responsibility of the DSL to ensure that all allegations are managed in line with local safeguarding partnership procedures.

25.0 Working with the Local Authority Designated Officer (or equivalent)

- 25.1** In all referrals, the DSL is the lead professional within the school for ensuring that a timely response is received from the local authority. If a response is received which the DSL believes is inappropriate and does not prioritise the child or young person's safety, this must be escalated to the Head Teacher or Governors of the school to agree further action.

26.0 Whistleblowing

- 26.1** Safeguarding is everyone's responsibility. Outcomes First Group recognises that on occasion staff may feel that they are unable to tell someone within their immediate place of work about any safeguarding concerns that they may have. The Group also recognises that

All staff should continue to have full regard to KCSIE(2021) and all Outcomes First Group procedures, including the Safeguarding and Managing Allegations against Employees policies. This applies at all times, when working online or offline, remotely or at a setting.

27.4 Designated Safeguarding Lead

In circumstances where remote learning takes place, staff and pupils must all know how to contact the DSL and who the deputies are if the DSL is unavailable. A contingency plan should be in place should the DSL become unavailable for work and the current deputising arrangements become depleted. This may be that an alternative senior leader has a buddying arrangement with a DSL from another setting for support should this be required.

Arrangements for reporting and accessing electronic and paper record keeping systems must be in place. If a member of the team is unable to attend work due to self-isolation, they may be able to continue to function as part of the DSL team remotely with this access. Sensitive or confidential case-related information must not be removed from the school to take to another location for remote working. Consider other mechanisms to access the information securely.

27.5. Practice Guidance

Many of the children and young people we educate have EHC plans and may remain in school. It is important that each individual child's circumstances are considered, and it should not be assumed that all children with EHC plans should be in school regardless of circumstance. Decisions should be based on the child's best interests. Arrangements need to be communicated clearly with parents and carers.

The following steps should be taken to agree a plan in respect of individual pupils:

- A risk assessment must be undertaken for each child. This should consider any health-related vulnerabilities of the child or members of their household (if known), any specific online risks and any child protection concerns.
- For every child with an allocated social worker, the most suitable course of action in the circumstance should be agreed with both the placing authority or local authority and/or their parent or carer. The rationale for the decision, the people involved in the decision-making, and the date and time of the discussion should be recorded clearly on the child's record.
- For any children subject to child protection plans, the local authority has a duty to remain in contact and see the child at least every 10 working days. Arrangements must be made to enable this to happen. As a key agency in the child's life, the school will commit to maintain contact with them. How this done is a matter for individual consideration.
- For children in need (As defined in section 17 of The Children Act 2004) we should recognise that these families require support, and the local authority has an obligation to provide that. You should ask the allocated social worker what the arrangements will be to support the child and family and what their expectations are of the school. The outcome of this discussion must be recorded.

another member of staff of your whereabouts and the time you plan to return to the school. Wherever possible, arrange for a colleague to accompany you. This is particularly important for visiting households with identified risks to the safety of professionals. You should discuss and assess those risks with the appropriate local authority.

28.0 Policy Review

This policy will be reviewed annually, as a minimum to ensure it is kept up to date with safeguarding issues as they emerge and evolve. Where necessary, updates will be made during the year.