



# POLICY

Designated Lead Safeguarding	Designated Deputy Safeguarding	Staff Safeguarding support	Nominated Governor	Chair of Governors
Mrs M Whitehead	Miss C Starr	Mrs J Arnold	Mrs Adebisi Desalu	Mrs Nicci Henson

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## 1. Details of staff training and training provider

<b>Trainees:</b>	<b>Date:</b>	<b>Training provider:</b>	<b>Course Title:</b>
R Akhtar	Sept 2020	Simplyeducation	Online Safeguarding Induction
C Starr	Oct 2020	EduCare	Adverse Childhood Experiences
V Thomson	Jan 2021	Bedford Borough Council	Supporting pupils with trauma
B Paterson (governor)	Feb 2021	National Online Safety	Safeguarding in Schools
B Paterson (governor)	Feb 2021	National Online Safety	Safeguarding Remote Learners
B Paterson (governor)	Feb 2021	National Online Safety	Understanding Child Criminal and sexual Exploitation
B Paterson (governor)	Feb 2021	National Online Safety	Understanding Sexual Violence and Sexual Harassment
B Paterson (governor)	Feb 2021	National Online Safety	Online Safety for Teaching Staff
C Starr	March2021	Safeguarding Bedfordshire	Domestic Abuse: Learning from Local Reviews
C Starr	March2021	MHFA England	Mental Health First Aid
S Ashby (governor)	April 2021	Bedford Borough Council	Safeguarding for Governors
V Thomson	May 2021	CAMH	Eating Disorders
V Thomson	June 2021	Nasen	Youth Mental Health First Aid
C Starr	July 2021	Future Learn – Public Health England	Psychological First Aid
C Starr	July 2021	EduCare	Reflective Safeguarding Practice for Schools - level 2
M Miholjac	Sept 2021	EduCare	Looked After Children
All Staff	Oct 2021	Educare	Child Protection Refresher
Mid Day Supervisors	Oct 2021	Educare	Reflective Safeguarding Practice for Schools
J Samuel	Jan 2022	Bedford Borough	Safeguarding for Governors
S Hussain	Sept 2022	TES	Keeping Children Safe in Education
All Staff	Oct 2022	TES	Raising Awareness of Child-on-Child Abuse
N Pointon S Thomas H Dowsett	Oct 2022	TES	Adverse Childhood Experiences

D Bennet			
M Pagliari M Munday A Tellett L Mackay	Oct 2022	TES	Child Protection Refresher
R Akhtar T Antoine	Oct 2022	TES	Child Abuse linked to faith and belief
C Starr	Jan 2022	EduCare	Domestic Abuse: Children and Young People
A Hubbard C Starr	Sept 2022	Mermaids	Transgender Awareness
A Benson	Oct 2022	TES	Keeping Children Safe in Education
E Fowler	Oct 2022	TES	Safeguarding Young People
V Thomson D Ramsden	Oct 2022	TES	Effective Health and Safety with SEND
M Whitehead	Oct 2022	TES	Child Protection in Education
J Frost	Oct 2022	TES	Child Protection in Education (Music)
M Parker	Oct 2022	TES	Domestic Abuse: Children and Young People
H Greenfield O Nutley	Oct 2022	TES	Reflective Safeguarding Practice for Schools
Governors	Oct 2022	TES	Reflective Safeguarding Practice for Schools
A Spina	Nov 2022	TES	Child on Child Sexual Violence/Harassment
C Starr	Nov 2022	Safeguarding Bedfordshire	Understanding Neglect in 2022
K Dallas	Nov 2022	TES	Welbeing for Children with EAL
K Dallas V Despirito S Jobity A Mohamad J Buxton J Zhu	Nov 2022	TES	Safeguarding Children with Special Educational Needs and Disabilities
C Starr	Jan 2023	TES	Child Protection Refresher
C Starr	Jan 2023	TES	Keeping Children safe in Education 2023
M Tyrell	Jan 2023	Meridian Trust	UKGDPR and Cyber Security
M Tyrell	Jan 2023	Meridian Trust	Basic Safeguarding and Prevent Training
V Thomson C Starr	June 2022	TES	Safer Recruitment in Education
A Mohamed	June 2023	Bedford Borough	Safeguarding
J Samuel	July 2023	TES	Safer Recruitment in Education

Level 3 Safeguarding Children	Sept 2023	Virtual College	
A Odebisi	September 2023	TES	Safer Recruitment in Education
Teaching Staff Support Staff Midday Supervisors Governors	October 2023	TES	Prevent
Teaching Staff Support Staff	October 2023	CEOP	Introduction to Online Child Sexual Abuse
C Starr	October 2023	BLISS	Understanding Childs Contextual Safeguarding Early Help Graduated Response Supporting Vulnerable Students to Re-engage with learning Family Group Conference
P Kaur	Nov 2023	TES	Safeguarding Young People

*In addition there is a Safeguarding slide and question for discussion in each Full Governing Body Meeting and regular Safeguarding reminders, updates and challenges on TEAMS*

## 2. Introduction

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### Introduction

This policy aims to provide all members of staff (paid and unpaid), governors, children and young people, and their families with a clear and secure framework for ensuring that all children in the school are protected from harm, both while at school and when away from the school premises. That this stands alongside the human rights and equalities acts.

Practitioners who work with children in this school will read this policy within the framework of:

- [Safeguarding Bedfordshire – Bedford Borough Safeguarding Children Partnership](#)
- [Bedford Borough Multi-Agency Safeguarding Arrangements](#) (December 2022)
- [Working Together to Safeguard Children](#) (December 2023).
- [Keeping Children Safe in Education](#) (September 2024).
- [What to do if you're worried a child is being abused](#)  
Advice for practitioners (March 2015).
- [Information Sharing Practice Guidance](#) (May 2024).
- [Revised Prevent Duty Guidance: for England and Wales](#) 2015 (Updated 6<sup>th</sup> March 2024)
- [Children Act 1989](#).
- [Children Act 2004](#).
- [Education Act 2002](#)
- [Working together to improve attendance](#) (Updated August 2024)
- [Guidance for safer working practices for those working with children and young people in education settings October](#) 2015.
- [Keeping children safe in out of school settings: code of practice \(October 2020\)](#)
- [Disqualification under the Childcare Act 2006](#).

The Hills Academy believes in supporting all aspects of children and young people's development and learning and keeping children safe.

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## Definition of Safeguarding

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Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Safeguarding action may be needed to protect children and learners from:

- neglect,
- physical abuse,
- sexual abuse,
- emotional abuse,
- bullying including online bullying and prejudice-based bullying,
- racist, disability and homophobic or transphobic abuse,
- gender based violence /violence against women and girls,
- honour based violence,
- radicalisation and/or extremist behaviour,
- child sexual exploitation and trafficking,
- the impact of new technologies on sexual behaviour e.g., sexting,
- teenage relationship abuse,
- substance misuse,
- issues specific to a local population e.g., gang violence,
- female genital mutilation,
- forced marriage,
- fabricated or induced illness,
- poor parenting,
- child on child abuse
- online exploitation and bullying
- children disappearing from school
- criminal exploitation
- other issues that pose a risk to children.

Safeguarding is not just about protecting children...from deliberate harm, neglect and failure to act. It relates to broader aspects of care and education, including:

- Children's and learners' health and safety and well-being.
- The use of reasonable force.
- Meeting the needs of children and learners with medical conditions.
- Meeting the needs of children with special educational needs and disabilities.
- Awareness of the needs of Looked After children in the school.
- Providing first aid.
- Intimate care and emotional well-being.
- Online safety and associated issues.
- Appropriate safeguarding responses to children who are absent from education for prolonged periods and/or repeated occasions, to help identify the risk of abuse and

neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

- Appropriate arrangements for children visiting host families, attending work experience and school visits (procedures available in other school policies).
- Appropriate arrangements to ensure children's and learners' security, taking into account the local context.

This policy should therefore be understood alongside school policies on related safeguarding issues.

## **Ethos**

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We understand that emotional and social aspects of learning create a foundation for all academic learning. If a child has not been supported to understand, express and resolve their feelings, they may not have the ability to share with other children, resolve the small conflicts that arise in day-to-day classroom life, or concentrate on learning. Their frustrations may cause a range of antisocial, disruptive, overly compliant or withdrawn behaviours.

All staff will work to ensure that:

- The school has a culture that believes "it can happen here..." and the community applies curiosity and courage to challenge
- Children and young people feel listened to, valued and respected.
- Staff are aware of indicators of abuse and know how to share their concerns appropriately.
- All paid and unpaid staff are subject to rigorous recruitment procedures.
- All paid and unpaid staff are given appropriate support and training.
- Reporting is timely

All staff who work with children will have appropriate checks carried out to ensure they are not disqualified under the Childcare (Disqualification) Regulations 2009. Education staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage.

**The Hills Academy** is committed to referring those concerns via the Designated Safeguarding Lead to the appropriate organisation, normally local authority children's social care, contributing to the assessment of a child's needs and, where appropriate, to ongoing action to meet those needs.

In order to ensure children are adequately protected, we will ensure that:

- We have a Designated Safeguarding Lead (DSL) and a Deputy (DDSL) who undergo training to provide them with the knowledge and skills required to carry out the role at least once every two years. In addition to their formal training, as set out above, their knowledge and skills are updated at regular intervals, but at least annually, to keep up with any developments relevant to their role. The designated safeguarding lead will undertake Prevent awareness training.
- All staff and governors are trained in basic Child Protection awareness at least every three years with yearly focused updates.
- All staff and governors have read and understand the Safeguarding in School Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse by children.
- All staff and governors will undertake Prevent training.



- All staff and governors will undertake e-safety training and be aware of how filtering and monitoring operates in school
- Some school leaders and some governors will complete Safer Recruitment training
- We make reasonable adjustments for children with disabilities (see SEN policy)
- All children (through PHSE) and their families are familiar with the Safeguarding in School Policy.
- We have a designated governor for safeguarding.
- The Safeguarding in School Policy is reviewed on an annual basis by the DSL and the Board of Governors.
- Through training and communication stakeholders recognise that some groups are more vulnerable to abuse, including (not exhaustively): SEND, LGBTQ+, LAC, PLAC, home educated and young carers.
- Staff will continue to grow their understanding of AI and the safeguarding risks that it poses

### **3. Recognising abuse**

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The Children Acts of 1989 and 2004 state that a **child** is anyone who has not yet reached their 18th birthday.

Safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children (2023) as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework

*Please note that ‘children’ includes everyone under the age of 18*

All staff will be made 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.

Abuse and neglect are forms 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 a stranger, for example via the internet. They may be abused by an adult or adults, or another child or children.

The Children Act 1989 introduced the concept of **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

## **Abuse**

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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

## **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development:

- It may involve conveying to children 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. This can also occur when a child is a young carer for a parent who is disabled, has mental health problems or misuses alcohol or drugs.
- It may involve seeing or hearing the ill-treatment of another – for example where there is fighting or violence in the home.
- It may involve serious bullying (including via electronic media), 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, though it may occur alone.

## **Sexual abuse**

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

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.

## **Neglect**

Neglect 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.

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 caregivers); or
  - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

### **Preventing Radicalisation**

'Children may be susceptible to radicalisation into terrorism. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools or colleges safeguarding approach' (KCSIE 2024). As a staff we need to be alert to changes in children's behaviour which could indicate they need help or protection. This includes online behaviour which may be highlighted as a result of the filtering and monitoring of internet use in school. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and report their concerns to the DSL.

The Hills Academy values freedom of speech and the expression of beliefs/ ideology as fundamental rights underpinning our society's values. Both students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

The current threat from violent extremism in the United Kingdom may include the exploitation of vulnerable people, to involve them in activity in support of violence and extremism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The Hills Academy is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

The Hills Academy seeks to protect children and young people against the messages of all violent extremism. The school governors, the Headteacher and the DSL for Safeguarding will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, assembly

policy, the use of school premises by external agencies, integration of students by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy. Please see Appendix 1 for further definitions.

### **Filtering and Monitoring of online activity in school**

Online activity of pupils, staff and all those using school computers is through 'Lightspeed' filtering software overseen by Techies (our IT management consultancy team). There is a working flag list of words for content on sites that are not blocked by the server with danger levels from 1 to 3, with danger level 3 words being flagged immediately. Reports are generated and sent to DSL, DDSL and Computing/e-safety lead.

This allows for the filtering to be flexible for the needs of the curriculum but continue to safeguard pupils and staff.

### **Special Circumstances**

The Bedford Borough Child Protection Procedures outline responses to special circumstances in child protection cases, including issues such as:

- Bullying.
- Child Sexual Exploitation (CSE.)
- Domestic violence.
- Drugs.
- Fabricated or induced illness.
- Faith abuse.
- Female genital mutilation (FGM).
- Forced marriage.
- Gangs, serious youth violence and violent extremism.
- So called 'Honour'-based violence (HBV).
- Information and communication technology (ICT)-based forms of abuse, including cyberbullying.
- Missing from care and home.
- Not attending school.
- Parental lack of control.
- Parental mental illness.
- Parents with learning disabilities.
- Parents who misuse substances.
- Pregnancy.
- Private fostering.
- Self-harming and suicidal behaviour.
- Sexually active children.
- Spirit possession or witchcraft.
- Trafficked and exploited children.
- Young carers.
- Gender-based violence/violence against women and girls (VAWG).
- Hate.
- Preventing radicalisation.
- Sexting.
- Relationship abuse

### **Children absent from education**

The school follows the LA procedures for children who are absent from education for prolonged periods and/or repeated occasions. Where children on roll at a school do not turn up, and this school has made the usual enquiries they should refer the case to the <https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/children-missing-from-education/> and complete the referral form. The Children Missing Education team and the school will be advised by them or the ESW Service that they can take the child off roll (normally after 4 weeks).

## **Child on Child Abuse**

All staff are aware that children can abuse other children. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudiced and discriminatory based)
- 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, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- Upskirting which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos also known as Sexting (also known as youth produced sexual imagery). The school recognises that any response to consensual sharing of these images needs to be proportionate/different, but is still illegal
- Initiation/hazing\* type violence and rituals
- Causing someone to engage in sexual activity without consent.

Child on Child Abuse is minimized through the school culture, PHSE curriculum, behaviour and equalities policies. And where this abuse occurs it must be immediately and clearly reported through the school system.

The procedure for reporting Child on Child Abuse is either the pupil, the parent or confidant of a pupil should approach either the DSL – Moya Whitehead, the DDSL – Caroline Starr or any other trusted member of the school staff. The reporter should make it immediately clear that this should be treated as a possible case of Child on Child Abuse. The member of school staff receiving your report will take notes and report forward to the DSL using MYCONCERN flagging as urgent - although verbal exchanges may also take place. The school will then take immediate action to investigate the circumstance of the incident, contacting the parents of both the victim and the perpetrator, ensuring that safety arrangements are in place for the duration of the investigation. This will only be shared with those who need to know, but carers and staff should not ever promise to keep Child on Child Abuse secret as this makes follow up actions difficult. Follow up actions will be in line with the school behavior policy and external advice from the inclusion team. The school will keep a formal record of Child on Child Abuse and report anonymously to governors on a termly basis.

## **Serious Violence**

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

All staff should be aware of the associated risks and understand the measures in place to manage these. Advice for schools and colleges is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines.

## **Female Genital Mutilation**

Whilst **all** staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal duty on teachers**. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police.

### **Mental Health**

- All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken including reporting on MYCONCERN.

## **4. Roles and Responsibilities**

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### **The Designated Safeguarding Lead**

The Designated Safeguarding Lead (DSL) takes the lead responsibility for child protection, including support for other staff and information sharing with other agencies, developing policies and staff training. The school will also have a Deputy DSL trained to the same level as the DSL. The DSL (also being the Headteacher) is the named person who responds to allegations made against members of staff. Should an allegation be made about the DSL/Headteacher this should be directed to the Chair of Governors.

The DSL cannot delegate this overall responsibility.

### **DSL Responsibilities**

- Refer suspected abuse and neglect to the Multi Agency Safeguarding Hub (Integrated Front Door - IFD).
- Report allegations made against members of staff to the Local Authority Designated Officer or LADO (and Ofsted if Early Years /Play Providers /Childminders).
- Develop and update the Child Protection and other Safeguarding Policies, ensuring that staff and children/families/parents are aware of them.
- Provide support and advice to all members of staff within the setting regarding child protection concerns.
- Ensure that cover is provided for the role when absent from the setting.

- Ensure that a child's child protection file is copied for the new educational establishment within 5 days when a child moves educational settings, and that this file is transferred securely and separately from the main pupil file.
- Ensure that all staff receive appropriate Child Protection and Safeguarding Training, and maintain training records.
- Cooperate with any requests for information from the local authority, such as Child Protection training returns and self-evaluative forms for safeguarding and child protection, in compliance with Section 11, Children Act 2004.

### **Responsibilities of other staff members**

**It is the responsibility of all other members of staff** to ensure that **all** safeguarding concerns, both minor and serious, are reported to the DSL as soon as reasonably possible. This is through the MYCONCERN portal but if technical difficulties arise can be done on paper and taken directly to the DSL.

The DSL may have other information regarding a child, young person or their family of which other staff may not be aware. Minor concerns may take on greater significance within the wider context of knowledge of a child or family that the DSL may have.

All staff members should be aware of the signs of abuse and neglect and should always act in the best interests of the child.

All staff members receive appropriate child protection training which is regularly updated. The school ensures that all new staff receive safeguarding training as part of their induction in line with advice from the Safeguarding Bedfordshire.

All staff should be aware of systems within the school/setting which support safeguarding and these should be explained to them as part of staff induction.

Any member of staff, discovering that an act of Female Genital Mutilation appears to have been carried out on a girl under the age of 18 must report this to the police and the DSL.

### **Responsibilities of the governing body**

The governing body supports and promotes a culture that safeguards and promotes the welfare of children.

The governing body takes strategic leadership responsibility for the school's safeguarding arrangements by:

- ensuring that all governors have an enhanced DBS check and a section 128 check.
- adopting safer recruitment procedures that deter people who are unsuitable to work with children from applying for or securing employment or volunteering at The Hills Academy.
- ensuring and monitoring those involved with the recruitment and of employment of staff at The Hills Academy have received appropriate safer recruitment training, the



substance of which should, at a minimum, cover the content of part three of KCSIE 2024

- Making sure any member of the governing body that represents the board on the interview panel has completed safer recruitment training
- Making sure that all appropriate checks are carried out on staff and volunteers who work with children
- Ensuring the school has a safeguarding policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is on the school website.
- all governors access the MYCONCERN portal within the first month of each academic year, accessing and signing off statutory documents and familiarizing themselves with resources.
- Ensuring all governors receive appropriate Safeguarding training on induction and this is updated yearly.
- Checking and quality assuring the school procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- Ensuring a senior member of the school's leadership team is designated to take lead responsibility for safeguarding, supported by a deputy safeguarding lead and two further senior staff with safeguarding responsibilities in the absence of the lead or deputy;
- ensuring staff undertake appropriate child protection training;
- remedying, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- nominating, a governor to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- Making sure that where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate;
- reviewing their policies and procedures annually.

## **5. Child Protection Procedures**

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### **1. You have a concern about a child / young person's wellbeing, based on:**

- a) Something the child/young person/parent has told you
- b) Something you have noticed about the child's behaviour, health, or appearance
- c) Something another professional said or did

Even if you think your concern is minor, the Designated Safeguarding Lead may have more information that, together with what you know, represents a more serious worry about a child.

It is never your decision alone how to respond to concerns, but it is **always** your responsibility to share concerns, no matter how small.

2. **Decide whether you need to find out more** by asking the child/young person, or their parent to clarify your concerns, being careful to use open questions, beginning with words like: 'how', 'why', 'where', 'when', 'who'?
3. **Let the child know what you plan to do next** if you have heard a disclosure of abuse or you are talking with them about your concerns.

**Do not promise to keep what they tell you secret.**

Example: 'I am worried about your bruise and I need to tell Mrs Smith so that she can help us think about how to keep you safe'.

4. **Inform the DSL immediately.** If the DSL is not available, inform their Deputy. If neither of these staff members are available, speak to the Headteacher or another senior member of staff (Venetia Thomson or Julie Arnold – Safeguarding support staff). If there is no other member of staff available, you must make the referral yourself.
5. **Log into MYCONCERN as soon as possible and log the concern. If this is not possible you must make a written record** as soon as possible after the event, noting:
  - a) Name of child
  - b) Date, time and place
  - c) Who else was present
  - d) What was said / What happened / What did you notice:  
speech, behaviour, mood, drawings, games or appearance?
  - e) If the child or parent spoke, record their words rather than your interpretation
  - f) Analysis of what you observed and why it is a cause for concern.

6. The DSL may **take advice from IFD or the Early Help team.**

7. The DSL makes the **referral to the Integrated Front Door or requests help from the Early Help team.**

The referral will note all previous interventions by the school with the child, any relevant history relating to the child, their siblings or the family. There is a multi-agency enquiry form on the Bedford Safeguarding Children Board website. The child may be the responsibility of another local authority depending on their home address or legal status, but the Integrated Front Door are still the first point of contact.

8. The **DSL shares information with other relevant professionals**, recording reasons for sharing information and ensuring that they are aware of what action the other professionals will take as a result of information shared.
9. The **DSL informs parent that they are making a CP referral**, if the parent does not already know, and if there is no reason not to let them know.

Integrated Front Door may suggest to delay informing the parent in cases of suspected sexual abuse, or where informing the parent might put the child at further risk, to prevent the child being harmed or intimidated (and retracting their disclosure).

In cases of suspected Fabricated or Induced Illness by proxy, the parent is not informed that this is being considered.

**10. The DSL remains in close communication with other professionals around the child / young person and with the family, in order to share any updates about the child / young person.**

If a child protection investigation is pursued, the DSL and other key school staff will:

- Work closely and collaboratively with all professionals involved in the investigation, to keep the child / young person safe.
- Attend a child protection conference when invited and provide updated information about the child.
- Attend any subsequent child protection review conferences.
- Attend core group meetings and take an active role in the implementation of the protection plan.

Where there is a safeguarding concern governing boards and school leaders should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide.

## **Confidentiality**

The Hills Academy has regard to 'Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers'  
'Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst GDPR places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.'

The Hills has a clear and explicit confidentiality policy.

The school policy indicates:

- a) When information must be shared with police and Social Care where the child/young person is / may be at risk of significant harm
- b) When the pupil's and/or parent's confidentiality must not be breached
- c) That information is shared on a need to know basis

***The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.***

## **6. Safe Practice**

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### **Safer Recruitment**

Keeping Children Safe in Education 2024 outlines Safer Recruitment processes in education settings. At least one member of staff on every recruitment panel has undertaken training in Safer Recruitment. Staff and governors have undertaken safeguarding checks including Disclosure and Barring Service (DBS) checks, barred list checks together with references and interview information. In addition to obtaining the DBS certificate, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. Volunteers are subject to Disclosure and barring checks and comprehensive induction.

Senior staff members (including the Headteacher) involved in recruitment must have completed Safer Recruitment training. During the process of recruitment the Headteacher will search candidates online as part of the process.

Safer Recruitment processes aim to:

1. Deter potential abusers by setting high standards of practice and recruitment.
2. Reject inappropriate candidates at the application and interview stages.
3. Prevent abuse to children by developing robust policies and agreeing on safe practice.

The school has procedures in place to make a DBS referral if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned. This is a legal duty.

### **Allegations Against Staff**

Allegations of abuse can be made by children and young people and they can be made by other concerned adults.

All allegations against staff or volunteers should be immediately brought to the attention of the Headteacher.

If an allegation is made against the Headteacher, this should be brought to the attention of the Chair of Governors.

In all cases, the Local Authority Designated Officer (LADO) should be notified.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding procedures and know that such concerns will be taken seriously by the senior leadership team. Whistleblowing procedures, which are suitably reflected in staff training and in the staff hand book (updated yearly), are in place for such concerns to be raised with the school's senior leadership team.

### **The Headteacher should take the following actions:**

- Ensure that the child reporting the allegation is safe and away from the member of staff against whom the allegation is made.
- Contact the LADO in Bedford Borough immediately.
- Contact the parents/carers of the child, following advice from the LADO.

- Following advice from the LADO, review the member of staff's working arrangements, and if no safe alternative identified suspend the member of staff pending the investigation.
- Attend strategy meetings convened by the LADO and act upon the decisions made at these meetings.

**Suspension should be considered when:**

- There is a cause to suspect a child is at risk of significant harm; or
- The allegation warrants investigation by the police; or
- The allegation is so serious that it might be grounds for dismissal.

Any disciplinary investigation should be carried out once the child protection investigation has been completed.

**Keeping Children Safe in clubs and activities (please refer to Keeping Children Safe in out of School Settings Oct 2020)**

- If the school rents/lends the premises to organisations, community groups or individuals we will ensure that appropriate arrangements are in place to keep children safe including appropriate Safeguarding and Child protection policies and procedures and that an effective line of communication is in place with the school.
- All PTA events will be governed by this policy and school safeguarding routines (a member of school staff will almost always be present during these events and PTA volunteers are subject to vetting and barring checks and know where to seek help if needed.
- If we receive an allegation relating to an incident that happened with an out of school provider, we will follow the school procedure for reporting, including informing the LADO

**Visitors**

- No visitors, including tradespeople, should be allowed to wander around the premises unaccompanied when children and young people are present.
- Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose.
- Children should not be collected by people other than their parents unless prior arrangements have been made. Collections are protected by a password system which also applies to the after-school provision. Any person collecting a child must be 16+

**Supporting School Provision**

We ensure safeguarding including online safety is taught as part of a broad and balanced curriculum.

Online safety is taught as an ongoing thread woven yearly through the school computing curriculum (see Medium Term Planning)

Many other aspects of school provision support the aims of this policy. Schools play an important role in making children and young people aware both of behaviour towards them that is not acceptable, and of how they can help keep themselves safe.

The Hills Academy PSHE curriculum materials provide resources that enable schools to tackle issues regarding healthy relationships, including domestic violence, bullying and abuse. Discussions about personal safety and keeping safe reinforce the message that any kind of violence is unacceptable, let children and young people know that it is acceptable to talk about their own problems, and signpost sources of help.

Other aspects of provision that support this policy are:

- PHSE curriculum
- School Nurse checks.

### **Use of Force, Restraint and Positive Handling**

The law forbids a teacher or other members of staff from using any degree of physical contact that is deliberately intended to punish a pupil, or that is primarily intended to cause pain or injury or humiliation.

Teachers at a school are allowed to use reasonable force to control or restrain pupils under certain circumstances. In some circumstances, teachers and authorised members of staff can restrain pupils in order to protect them and others. Staff who are Team Teach trained (in positive handling) include: David Ramsden, Caroline Starr, Venetia Thomson.

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the Headteacher immediately, in confidence. The Headteacher, in turn, will contact the Local Authority Designated Officer (LADO).

The current guidance is: *Use of reasonable force: Advice for Headteachers, staff and governing bodies*. Reviewed July 2015 and <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

## **Staff Conduct**

In order to protect children, young people and members of staff, we encourage staff to follow our professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside the setting (including on social networking sites), the receiving and giving of gifts and favouritism, and the safe use of technology.

Consideration needs to be given to:

- Being alone with the child / young person.
- Physical contact / restraint.
- Social contact outside setting / appropriate boundaries.
- Gifts and favouritism.
- Behaviour management.
- Intimate care.
- Safe use of technology (Security / Internet / mobile phones / digital images of children, etc).
- Appropriate use of social networking sites.

Appropriate and safe staff conduct is supported in the following policies:

- *Allegations against Staff Policy.*
- *Central record of recruitment and vetting checks Policy.*
- *Disability and Equality Statement.*
- *Staff Discipline, Conduct and Grievance Policy.*
- *Anti-bullying policy*
- *Anti-Racist policy*
- *Health and Safety including medication*
- *Sex Relationships and drugs policy*
- *Behaviour management policy*
- *Staff Handbook*

## **Internal Transition points**

The school recognizes that internal transition points are a time when there is more chance of a Safeguarding concern not being recognized by a new teacher. The school will ensure that in the second week of the Autumn term each teacher will visit with their class from the previous year, noting any changes and concerns and recording them.

## **7. Child Protection Training**

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The DSL will keep detailed records of all staff's child protection training and will issue reminders when training updates are required. It is good practice to include a safeguarding and child protection agenda item in all staff meetings.

All paid and unpaid members of staff, including school governors, undertake single-agency, basic awareness child protection training annually.

In addition, the Designated members of staff will undertake multi-agency training every two years.

Staff receive regular safeguarding updates, as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Staff will receive Prevent training and training about online safety for children.

### **Implementation, Dissemination and Review Strategies**

This policy is reviewed annually by the DSL and is approved by the Board of Governors. It will reflect the experience and expertise of school staff. The DSL will encourage a culture of listening to children and taking into account their wishes and feelings in any measures our school may put in place to protect them.

All members of staff read and agree to the Safeguarding in school policy before the start of their employment.

Parents/Carers will be made aware of the policy via its publication on the school website. It is important for families to be aware of actions staff may take if there are any concerns for a child or a young person's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

Copies of this policy and supporting materials, such as the Bedford Borough Child Protection Procedures and Safeguarding Children in Education are easily accessible in the following areas:

- School website
- MYCONCERN platform for the school

Procedures are updated regularly therefore the accurate version is always the on-line version on the Safeguarding Board website.

## **Appendices**

### **Appendix 1**

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#### **Indicators of vulnerability to radicalisation:**

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

2. Extremism is defined by the Government in the Prevent Strategy as: Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

3. Extremism is defined by the Crown Prosecution Service as: The demonstration of unacceptable behaviour by using any means or medium to express views which: Encourage, justify or glorify terrorist violence in furtherance of particular beliefs; Seek to provoke others to terrorist acts; Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or foster hatred which might lead to inter-community violence in the UK.



4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

5. Students may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

6. Indicators of vulnerability include:

- Identity Crisis – the student is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the student may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;
- Special Educational Need – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism. More critical risk factors could include:

- Being in contact with extremist recruiters; Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations;
- Significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis

## **Appendix 2**

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### **CONTACTS**

**Multi Agency Support Hub - Integrated Front Door (IFD)**

**01234 718700**

**Outside office hours (IFD)**  
(Referrals to the local authority)

**0300 300 8123**

**Local Authority Designated Officer (LADO)****01234 276693 / 01234 718022**

Sandeep Mohan

lado@bedford.gov.uk

(Manages allegations against people working in a position of trust with children)

[Safeguarding Bedfordshire](#) is the new joint website for the Bedford Borough, Central Bedfordshire and Luton Safeguarding Children Partnerships. (Access to current Bedford Borough policy and procedures)

[Pan Beds Inter-Agency Procedures](#)

[Bedfordshire Domestic Abuse Partnership](#) (BDAP)

[VERU \(Violence and Exploitation Reduction Unit\)](#)

<https://www.mind-blmk.org.uk/how-we-can-help/bedford/crisis-cafe-bedford/>

<https://www.mind-blmk.org.uk/how-we-can-help/crisis-support/young-persons-sanctuary/>

**Bedford Borough Family Information Service**

0800 023 2057

**CME Coordinator** (children who are absent from education for prolonged periods and/or repeated occasions) - David Blake – [CMEi@bedford.gov.uk](mailto:CMEi@bedford.gov.uk) 01234 228178

**Education Social Work:**

Team Managers/Senior ESWs:

01234 316460

**Education Welfare Service – David Blake** [david.blake@bedford.gov.uk](mailto:david.blake@bedford.gov.uk) **07920072304**  
**01234 228304**

**BEDFORDSHIRE POLICE**

Referral Team:

01234 846960

Child Protection

[SchoolsLiaison@beds.police.uk](mailto:SchoolsLiaison@beds.police.uk)**Appendix 3**

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**References****Websites**

children who are absent from education for prolonged periods and/or repeated occasions'

<https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare/child-missing-educationpossible-missing-children>

**Keeping Children Safe**

KS2/3

Bullying &amp; child abuse

[www.ceop.gov.uk](http://www.ceop.gov.uk)[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)[www.kidscape.org.uk](http://www.kidscape.org.uk)

Domestic Violence  
Internet Safety

[www.childline.org.uk](http://www.childline.org.uk)  
[www.nspcc.org.uk](http://www.nspcc.org.uk)  
[www.thehideout.org.uk](http://www.thehideout.org.uk)  
[www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)  
[www.childnet.com](http://www.childnet.com)

KS2/3

Safe Practice in Physical Education in Schools - Chapter 9 – ISBN 978-1-905540-54-9

## Documents/Websites

### **Department of Education**

Keeping Children Safe in Education (September 2024)  
Working Together to Safeguard Children (2023)  
What to do if you're worried a child is Being Abused (March 2015)

### **School Documents**

#### **NEOST (National Employers' Organisation for School Teachers) Guidance**

<https://www.local.gov.uk/our-support/workforce-and-hr-support/education-and-young-people/national-employers-organisation>

#### **Training Materials:**

Online Basic Awareness Training  
Whole School Safeguarding Training  
Safe Recruitment Training

[Safeguarding Bedfordshire](#)

## **Glossary**

**Hazing** (American/English), **initiation**<sup>(1)</sup> (British/English), **bastardisation** (Australian English), **ragging** (South Asian English) or **deposition** refers to any activity expected of someone in joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate

## **Amendments**

<b>Amendment Details</b>	<b>Made By</b>	<b>Date</b>
Change of Safeguarding lead & deputy leads/nominated governor.	Governors and Headteacher	December 2009
Policy reviewed.	Governors and Headteacher	February 2011
Change of Safeguarding lead & deputy leads.	Governors and Headteacher	September 2011
Policy reviewed.	Governors and Headteacher	September 2012

Policy reviewed.	Governors and Headteacher	September 2013
Policy reviewed.	Governors and Headteacher	September 2014
Policy reviewed.	Governors and Headteacher	September 2015
Policy reviewed and considerably changed.	Governors and Headteacher	September 2016
Policy amended and reviewed.	Governors and Headteacher	September 2017
Change of deputy safeguarding.	Headteacher	September 2017
Change of safeguarding governor	Headteacher	September 2018
Policy reviewed	Governors and Headteacher	September 2018
Policy reviewed	Governors and Headteacher	September 2019
Policy reviewed and updated	DSL/DDSL/Govs	September 2020
Interim review following Covid Safeguarding measures	DSL/DDSL/Govs	May 2021
Policy reviewed and updated	DSL/DDSL/Govs	September 2021
Change of safeguarding governor	Headteacher	September 2022
Policy reviewed and updated	DSL/DDSL/Govs	September 2022
Policy reviewed and updated	DSL/DDSL/e-safety lead/Govs	September 2023
Policy reviewed and updated	DSL/DDSL/Govs	September 2024