



Safeguarding and Child Protection Policy

(Updated September 2017)

Principles

- 1.0 This Academy takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care.

**The Designated Safeguarding Lead (DSL) is Russell Langdown (Deputy Headteacher)
The Deputy DSLs is: Hannah Wolfe, (Safeguarding & Partnership Officer
Assistant DSL's are: Nick Rowe (School Counsellor), Becci Benson (Transfer and Inclusion Co-ordinator), Fiona Harper (Head of Year 7), Sandra Muir (Headteacher) and Stephanie Butler (Head of Year 8).**

- 1.1 All action is taken in line with the following legislation/guidance:

- Keeping Children Safe in Education (Department for Education (DfE) September 2016)
- South West Child Protection Procedures (SWCPP)
- The Children Act 2004
- Education Act 2002 (Section 175/157). Outlines that Local Authorities and School Governing Bodies have a responsibility to '*ensure that their functions relating to the conduct of school are exercised with a view to safeguarding and promoting the welfare of children who are its pupils*'.
- Working Together to Safeguard Children (DfE March 2015)
- Swindon Local Safeguarding Children Board guidance
- The Education (Pupil Information) (England) Regulations 2005
- What to do if you're worried a child is being abused (DfE March 2015) – non-statutory advice for practitioners
- Information-sharing :advice for practitioners providing safeguarding services (DfE March 2015)
- The Prevent duty - Departmental advice for schools and childcare providers (July 2015)
- Section 26, The Counter Terrorism and Security Act 2015 (PREVENT Duty)
- Sexual Offences Act 2003
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)
- Safer Working Practice Guidance for adults working with children and young people Oct 2015

- 1.2 We will follow procedures set out by the Local Safeguarding Children Board and take account of further guidance issued by the DfE (Department for Education) and the Local Authority (LA).

- 1.3 Our policy applies to **all staff**, governors, Members of the Academy Trust, visitors, pupils and volunteers working in the Academy.

1.4 We recognise that all staff, because of their contact with and knowledge of children or young people in their care, are well placed to identify abuse and offer support to children in need.

1.5 As part of the ethos of the Academy, the staff and Governors are committed to:

- ensuring the Academy practises Safer Recruitment¹ in checking the suitability of staff and volunteers to work with children.
- ensuring that all staff and volunteers understand, and adhere to, the Academy's Code of Conduct (Safer Working Practice Guidance for adults working with Children and Young People Oct 2015).
- establishing and maintaining a safe Academy environment, where all children feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected.
E.g. on occasions it is necessary to support pupils by issuing them with a Time-Out Card, an example may include Anger Management or adjustment for a medical condition etc. If a pupil shows this card the teacher should release them immediately without question. The Academy Counsellor and members of the Student Support Team are also available for case work or drop-in services.
- including opportunities in the curriculum for children to develop the skills they need to recognise, and stay safe from, abuse. As an example, the PSHE curriculum includes: SRE, Healthy Bodies, Anti-bullying, Gang Culture, Anti-Racism and CSE and Healthy Relationships.
- ensuring that if a pupil is excluded from the Academy who has a Social Worker then every effort will be made to inform them of this exclusion and the reasons behind the decision to exclude.
- ensuring **all** teaching and support staff are aware of signs and symptoms of abuse, know the correct procedure for referring concerns, or reporting allegations against staff, and receive appropriate training to enable them to carry out these requirements.
- ensuring all volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead or their Deputy or Assistants
- exercising our duty to work in partnership with other agencies and to share information with them, including participation in multi-agency Strategy Calls, attendance at child protection conferences, core groups and preparation of reports for conferences.
- encouraging and supporting parents/carers, working in partnership with them.
- supporting pupils who have been abused or have other safeguarding concerns, and carrying out specific actions in accordance with the agreed child protection support plan, for example, maintaining a high level of communication with Social Workers and other professionals, or via the Team Around A Child (TAC) process.

The Academy recognises it is an agent of referral and not of investigation. Safeguarding issues can include one or more of the following:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying or harassment (including e-safety)

¹ Please refer to the South West Child Protection procedures for further information on Safer Recruitment.
<http://www.online-procedures.co.uk/swcpp/contents/safer-recruitment/>

- Child Sexual Exploitation (CSE)
- Forced Marriage
- Radicalisation
- Female Genital Mutilation
- Domestic Abuse

1.6 The Safeguarding and Child Protection Policy should be read in conjunction with other relevant policies:

- Safer Recruitment (appointments)
- Behaviour for Learning
- Health and Safety
- First Aid
- Administration of medication
- Supporting students with medical conditions
- Self Harm
- Positive Handling
- Anti-bullying
- Equalities
- Reporting Racist Incidents
-
- Citizenship and PHSE (Personal, Health and Social Education)
- E-Safety
- Educational Visits
- Whistleblowing
- Special Educational Needs & Disabilities
- Exclusions
- Lone Working
- Attendance
- Volunteers
- Looked after Children
- Radicalisation and Extremism
- Site Security
- Drug, Alcohol & Tobacco

1.7 **Radicalisation**

The Academy recognises:

- the positive contribution it can make towards protecting its pupils from radicalisation to violent extremism and strives to build pupils' resilience to radicalisation by promoting British values and enabling them to challenge extremist views
- its role in protecting the wellbeing of particular children who may be vulnerable to being drawn into violent extremism or crime

As with managing other safeguarding risks, if a member of the Academy staff (including regular volunteers) has concerns about a pupil, they should follow the Academy safeguarding procedures and discuss with the Designated Safeguarding Lead.

Procedures for Referral

- 2.0 Any member of staff or visitor to the Academy who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the Designated Safeguarding Lead/officer. *Recent legislation dictates a specific duty placed on teachers who need to make a report to the police if, in the course of their professional duties, they are informed by a girl under 18 that an act of FGM has been carried out on her; or if they observe physical signs which appear to show that an act of FGM has been carried out and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth. Lawn Manor Academy encourages members of staff to also liaise with the Designated Safeguarding Lead or Deputy at the earliest opportunity.*
- 2.1 The designated lead/officer will immediately inform Children Services Family Contact Point (FCP) by telephone. Telephone number 01793 466903. Out of hours telephone number 01793 436699.
- 2.2 Telephone referral to the Children Services FCP will be confirmed in writing using the form marked RF1, within a maximum of 48 hours, ideally 24 hours, and this is emailed to Family Contact Point at Swindon Borough Council via a password protected agreed transfer system. Essential information will include pupil's name, address, date of birth, family composition, reason for referral, previous concerns, name of person receiving the referral and any advice given. The referral must be signed **and dated** by the referrer.
- 2.3 The referral will be shared with the parent/carer, and where appropriate with the child/young person, unless to do so may place the pupil at increased risk of significant harm, in which case advice should be sought from FCP. If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the Academy must consult the Duty Social Worker before informing parents, unless the child is subject to a Child Protection Plan in which case the Academy must contact the allocated Social Worker. The relevant Social Worker will advise the Academy when, and by whom, parents/carers will be informed.
- 2.4 Confidentiality must be maintained and information relating to individual pupils/families shared with staff on a strictly need to know basis.
- 2.5 Referrals for Alleged Perpetrators of Sexual Abuse. Where a pupil is being investigated by the police for allegedly committing sexual offences and the police have said they will make a referral to Social Care, the Academy will still telephone FCP without delay to raise awareness of the concerns relating to the alleged perpetrator.
- FCP will advise whether or not an RF1 needs to be completed by the Academy
- 2.6 Joint investigation procedures – for guidance on the joint investigations please see appendix 3.
- 2.7 There are occasions when social care will contact the Academy and request a phone number for a parent or carer. The caller's identity should be verified before releasing this information and the Academy should confirm with social care whether or not the family should be informed about the request.

2.8 Flowchart to support

Sharing / recording concerns*

An individual with concerns about a child records these and shares these with the Designated Safeguarding Lead (DSL) who is Mr Russell Langdown, Deputy DSL, Miss Hannah Wolfe, and Assistant DSLs, Mrs Nicola Rowe, Mrs Becci Benson, Mrs Sandra Muir, Mrs Stephanie Butler and Mrs Fiona Harper.

In exceptional circumstances any individual with concerns may refer to Children's social care directly; however this would only be for the most urgent of situations and in the event of the Designated Safeguarding Lead, nor his deputy or assistants, being unavailable.

Consideration

The DSL/Officer will consider the information, in the context of any other concerns / disclosures, and decide on next steps. Where possible this should be done in consultation with others in the safeguarding team.

Parents / carers should be involved at this stage, **unless to do so may place the child at increased risk of significant harm, in which case advice should be sought from Family Contact Point.**

Referral to children's social care

The DSL /Officer will make a telephone referral in the first instance to Family Contact Point on 466903.

Emergency duty service 436699
This must be followed up within 24 hours with a written referral, using form RF1.

The RF1 form must be signed and dated by the referrer.

If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the school must consult the Duty Social Worker before informing parent.

No referral to children's social care

Actions will be agreed to monitor the child and support the child / family where needed.

An Early Help Record (EHR) and Plan should also be considered at this stage.

Children’s social care consideration

Children’s social care decides within 1 working day what action will be taken, including if an assessment is needed and **feedback to the referrer**. This decision will be made using the Swindon LSCB threshold document.



Assessment

Children’s Social Care completes the assessment within 45 working days of the referral; it could be a section 17 or section 47 assessment. All schools and colleges should allow local authorities access to facilitate arrangements.

No Assessment

If the information supplied in the referral does not meet the threshold, an EHR may be recommended and/or onward referral to other specialist or universal services; **children’s social care will feed back to the referrer.**

If the child’s situation does not appear to be improving the referrer should press for re-consideration.

Alleged Abuse by Staff

3.0 The Academy will follow the SWCPP for managing allegations against staff,

3.1 The Academy is legally obliged to make a referral to the Independent Safeguarding Authority if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm.

3.2 The Academy has a Code of Conduct in place, which clearly states what behaviours are acceptable and what behaviours are not. Staff sign to say that they have read and understood the document.

3.3 Alleged Abuse by Staff

If you become aware that a member of staff may have:

- **behaved in a way that has harmed, or may have harmed a child or**
- **possibly committed a criminal offence against or related to a child**
- **behaved towards a child or children in a way that indicates they may pose a risk of harm to children**

The child and/or alleged abuser SHOULD NOT be questioned but a record made of what has been reported. **The alleged abuser should not be informed of the allegation at this stage.**

Report immediately to the Headteacher (or the Chair of Governors if the allegation is about the Headteacher)
(or in their absence, the Deputy Headteacher, or Designated Safeguarding Lead)

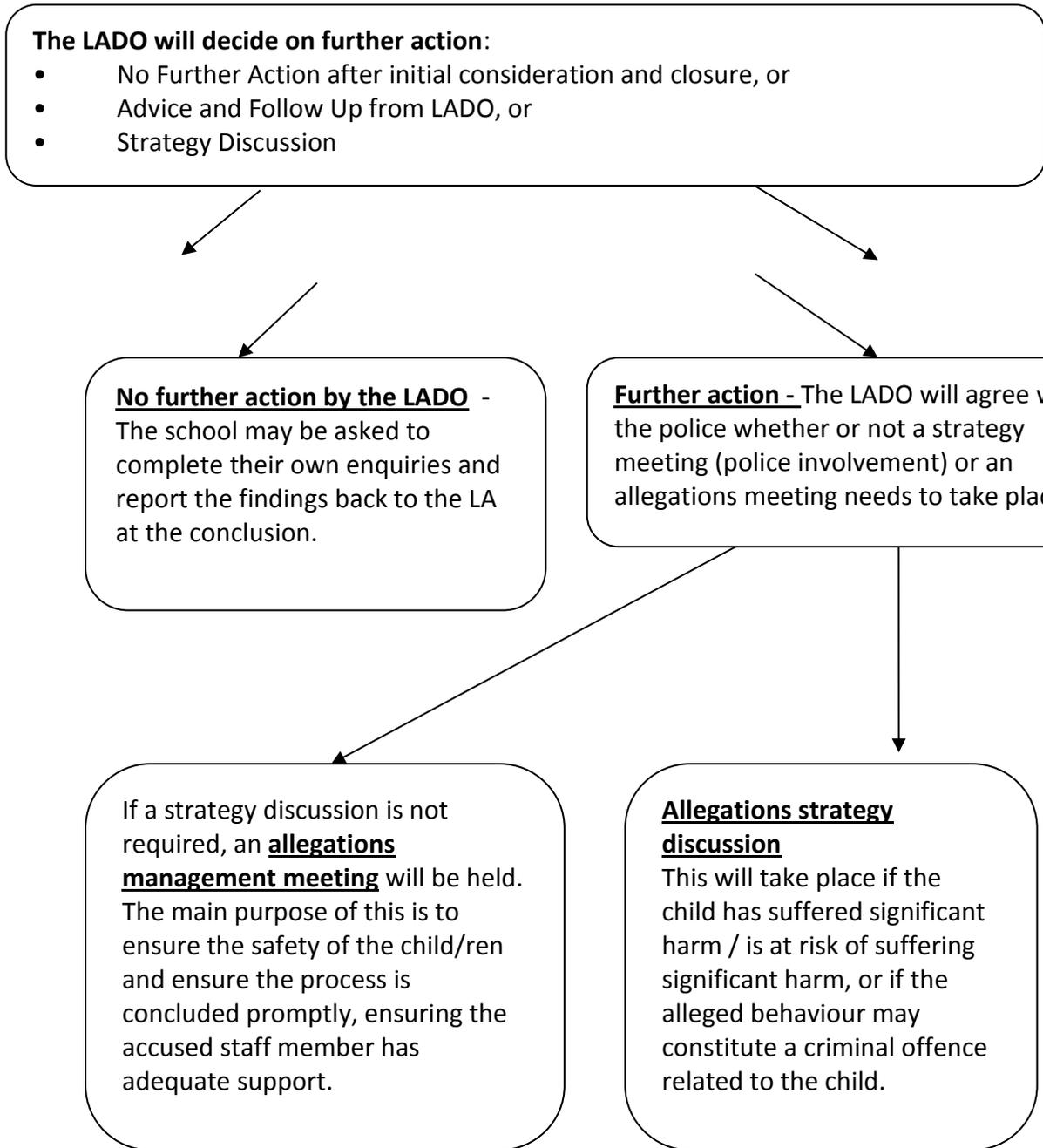
Report the allegation to the Local Authority Designated Officer for Allegations (LADO):

Please call one of the following numbers:

01793 463854

01793 466849

In the event of not being able to speak to the LADO, please contact 01793 465737 (School's Safeguarding Advisor) within one working day



The Headteacher / Chair of the Governing Board will be invited to these meetings.

This document is intended for use as a guide. Please refer to:

1. [Keeping Children Safe in Education September 2016](#)
2. The Multi-Agency South West Child Protection Procedures at www.swcpp.org
3. [Swindon LSCB guidance](#)

3.4 Historical allegations of abuse should also be referred to the police.

Allegations of abuse made against other children

- 4.0 If one child or young person causes harm to another, this should not necessarily be dealt with as abuse. When considering whether behaviour is abusive, it is important to consider:
- Whether there is a large difference in power (for example age, size, ability, development) between the young people concerned; or
 - whether the perpetrator has repeatedly tried to harm one or more other children; or
 - Whether there are concerns about the intention of the alleged perpetrator.
- 4.1 Peer on peer abuse can manifest itself in many ways and different gender issues can be prevalent. Severe harm may be caused to children by abusive and bullying behaviour of other children, which may be physical, sexual or emotional and can include gender based violence/ sexual assaults, sexting, teenage relationship abuse, peer-on-peer exploitation, serious youth violence, sexual bullying or harmful sexual behaviour. The school accepts that peer on peer abuse may be in different forms and that abuse *is* abuse – it should never be tolerated or passed off as *'banter'* or *'part of growing up'*. The safety and wellbeing of pupils is paramount and therefore any reported incidents should be treated with sensitivity and importance in line with the spirit, ethos and statutory responsibility described throughout this policy.
- 4.2 The Academy takes proactive measures to minimise and prevent incidents of peer on peer abuse, this includes: education of risks, dangers and appropriateness via the curriculum and I LEARN programme, use of outside agencies such as the Police, visible staff presence, and a dedicated Student Support staff team.
- 4.3 When incidents of peer on peer abuse are reported, staff will speak with the alleged victim in the first instance. Following this, and dependent on the nature and severity of abuse reported, next steps may include: reporting the abuse to the DSL, or his Deputy or Assistants for advice, an account from the alleged perpetrator, accounts from witness, communication with parents/carers, and advice from Family Contact Point (FCP) or the Police.
- 4.4 The Academy's Behaviour for Learning and Anti-Bullying Policies further outline consequences for perpetrators of abuse where this is deemed appropriate which could include strategies ranging from Restorative Justice to Exclusion. Victims may be supported in various ways depending and the Academy recognises that this will be determined in a personalised way. It may take the form of liaising with external agencies such as the NSPCC
- 4.5 Guidance on responding to and managing sexting incidents can be found at:
http://www.thegrid.org.uk/info/welfare/child_protection/reference/documents/sexting_advice.pdf

Record Keeping

- 5.0 Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must:
- make an accurate record as soon as possible; noting what was said or seen, putting the event into context, and giving the full date, time and location. All records must be dated and signed and discussed with the Designated Safeguarding Lead as soon as possible.
 - where staff have observed injuries to a child, these should be recorded on a body map outline, with some indication given about the size of the injury. **Staff should not take photographs of injuries.**
 - All hand written records will be retained, even if they are subsequently typed up in a more formal report.
- 5.1 Written records of concerns about children must be kept, even where there is no need to make a referral immediately. Where concerns do not meet the threshold for a referral to Social Care, consideration should be given to the appropriateness of completing an **Early Help Record** (EHR) and making a referral to the Locality Team for a Team Around the Child meeting. All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and must be kept separate from other records.
- 5.2 A chronology will be kept at the front of individual pupils' files, which is reviewed and updated whenever a new concern is raised or additional relevant information becomes available, noting any action taken. Significant events, for example a TAC meeting or Child Protection Conference should also be noted on the chronology
- 5.3 The quality of child protection records will be monitored by the Deputy Headteacher. The schedule for this quality assurance will take place at least annually.
- 5.4 Where a child moves academy/school, the safeguarding / child protection documentation must be passed within 15 working days and marked as confidential to the receiving academy/school, separate from general records. The Academy must take reasonable action to ensure secure transit of records to the receiving school. The Designated Safeguarding Lead, or their Deputies, will also meet, or telephone the Designated Safeguarding Lead at the receiving academy/school/college to raise awareness of the safeguarding / child protection concerns in more detail. The receiving school will be asked to sign to confirm that the transfer has taken place successfully and this signed record must be kept on file. Where a pupil is transferring into the Academy, a request for information will be sent to the sending school / academy if there is no evidence of a safeguarding / child protection file when records are received. This will prompt the sending school / academy to check whether any safeguarding / child protection records exist.
- 5.5 Confidentiality must be maintained and information related to individual pupils / families shared on a strictly need to know basis
- 5.6 There are occasions when social care will contact school and request a phone number for a parent or carer. The caller's identity should be verified before releasing this information and the Academy should confirm with social care whether or not the family should be informed about the request.
- 5.7 Join investigation procedures – for guidance on the joint investigations, see Appendix 3

Parental Involvement

- 6.0 This Academy is committed to helping parents/carers understand its responsibility for the welfare of all pupils and our duty of care. Our first priority is the child's welfare and therefore there may be occasions when concerns about a child means that we have to consult other agencies before we contact the parent/carer. The procedures we follow have been laid down by the South West Child Protection Procedures www.swcPPP.org.uk, and are in accordance with Swindon Borough Council guidance.
- 6.1 Parents/carers will be made aware of the Academy's Safeguarding and Child Protection policy via the Academy Parent Guide, website and initial meetings with parents of new pupils. Parents will also be made aware of how they can access the full Child Protection Policy.
- See Appendix 1 for information that is contained within our prospectus
- 6.2 Concerns will be discussed with parents/carers. Where a referral is needed, the Safeguarding & Partnership Officer, or a deputy, should seek the agreement of parents/carers before making the referral, unless to do so would place the pupil at increased risk of significant harm, or in particular, circumstances stated in 2.3. However, a lack of agreement should not stop a referral going ahead. Advice will be taken from Family Contact Point.

Training

- 7.0 The Designated Safeguarding Lead and his deputies must receive Level 3 multi-agency child protection training every 2 years. Training is available from the Local Safeguarding Children Board www.swindonlscb.org.uk. The Academy's DSL acts as the Link Person and is available for advice.
- 7.1 All staff, both teaching and support, must be provided with child protection training on a regular basis, at least every 3 years; safeguarding and child protection update training will take place annually.
- 7.2 Temporary and supply staff must be made aware of basic information in respect of the Academy's child protection procedures, including the name of the designated person/officers.
- 7.3 All new staff must receive child protection training as part of their induction. This will include Level 1 training (basic awareness), whether 'in-house' or through the LSCB, unless they have attended training within the last 3 years e.g. at a previous academy/school. Volunteers will also receive some basic training.
- 7.4 Where appropriate, staff will receive additional training in order to effectively carry out their role e.g. safer recruitment training.
- 7.5 The Designated Safeguarding Lead, his Deputies, and Assistant Safeguarding Officers should keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles.
- 7.6 Training records will be kept up to date, recording the date, focus and level of training received by individuals.

- 7.7 Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the Academy's safeguarding regime. Appropriate whistle-blowing procedures are suitably reflected in staff training and in the school's code of conduct.
- 7.8 The Designated Safeguarding Lead will provide all staff with updates at regularly intervals, but at least annually.

The Role of the Governing Board

- 8.0 The Governing Board will ensure that all statutory duties with regard to child protection are fulfilled, as detailed in Keeping Children Safe in Education (September 2016)
- 8.1 The Academy will complete an Annual Safeguarding Audit, in partnership with the designated Governor for safeguarding. A copy of this audit is sent to the Schools' Safeguarding Adviser for the Local Authority.
- 8.2 The Governing Board will ensure that weaknesses identified within the Safeguarding Audit, through on-going monitoring of child protection procedures and other sources, are addressed explicitly within the Academy Improvement Plan. The Governing Board will regularly monitor the implementation and impact of the identified actions.
- 8.3 The designated Child Protection Governor (Lyn Davis), in liaison with the designated person, will ensure that the Academy has a Safeguarding and Child Protection policy and procedures in place, which are known to all members of staff, and up-dated at least annually.
- 8.4 The Multi Academy Trust (RWBAT) controls the use of Academy premises both within and outside of Academy hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided separately by another body, the MAT will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection, in line with LA 'Safeguarding Guidance for Commissioned Extended Academy Provision and Lettings'.

Children with special educational needs and disabilities

- 9.0 Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:
- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's impairment without further exploration;
 - Assumptions that children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs;
 - Communication barriers and difficulties
 - Reluctance to challenge carers , (professionals may over empathise with carers because of the perceived stress of caring for a disabled child)
 - Disabled children often rely on a wide network of carers to meet their basic needs and

therefore the potential risk of exposure to abusive behaviour can be increased.

- A disabled child's understanding of abuse.
- Lack of choice/participation
- Isolation

The Role of the Designated Safeguarding Lead, Deputies and Assistants

10.0 They will ensure that they fulfil their duties in line with Annex B, *Keeping Children Safe in Education (September 2016)*

Safer Recruitment

11.0 The Academy adopts recruitment procedures that help deter, reject or identify people who might abuse or pose a risk to children. Safer recruitment procedures are in line with the current legislation, *Keeping Children Safe in Education (September 2016)*. This is where further details can be found.

11.1 For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In addition, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. Further guidance can be found in the Safer Recruitment Policy.

Review

12.0 This policy will be reviewed on an annual basis, and up-dated where appropriate, however if a weakness is identified in Academy procedures, the policy will be reviewed and revised immediately.

Policy Reviewed: September 2017

Staff responsible: Deputy Headteacher (Personal Development, Behaviour & Welfare)

Ratified and approved by the SLT: September 2017

Approved by the Governing Board: October 2017

Due for review: **September 2018** (annually)

Appendix 1

Statement on Safeguarding available on the Lawn Manor website and Parental Guide

At Lawn Manor Academy we take our Safeguarding responsibilities very seriously, and this is summarised in the following ways:-

- We ensure that full discussion of the Academy's Child Protection Policy is included in the induction of all new members of staff and volunteers to ensure that there is common understanding and to maintain a safe culture at the forefront of staff consciousness.
- We have six fully trained Designated Safeguarding Leads. These staff are the Headteacher, Deputy Headteacher, Counsellor, Transfer and Inclusion Co-ordinator, Safeguarding & Partnership Officer and Year 7 Leader. Members of the Senior Leadership Team have also completed the DCSF accredited Safer Recruitment Training.
- All staff at Lawn Manor Academy have read and signed the 'Keeping Children Safe in Education - 2016' document.
- All staff receive Child Protection training every three years; Designated Safeguarding Leads receive higher level training every two years.
- Our Academy policy encourages all staff to raise any concerns they may have about pupils; the interests of the young person are paramount and take priority over professional loyalties.
- Supply agency staff are made aware of the Academy's safeguarding procedures and are provided with a written leaflet outlining this; visitors to the Academy are also provided with written procedures upon arrival at reception.
- Our staff selection and interview process will rigorously assess all candidates' suitability and their commitment to safeguarding children.
- We are all expected to share any concerns we have about staff conduct around children with the Headteacher. As in all schools, if there are concerns about the conduct of the Headteacher, then these should be shared with the Chair of Governors. The staff 'Whistleblowing Policy' has been discussed and adopted and all staff have access to this document.
- In addition to their I LEARN Tutors, pupils have pastoral support from their Year Leaders. Pupils can also access the support of a School Health Nurse, and a Counsellor.
- Please Note: There may be occasions when our concern about a child means that we have to consult other agencies before we contact parents.

- We also follow the South West Child Protection Procedures and the Local Safeguarding Children's Board (www.swindonlscb.org.uk) local guidance and have systems in place to share concerns regarding children's welfare with our Designated Safeguarding Leads, with parents and with relevant external agencies. Part of our legal duty to safeguard our children, may also include us needing to consult

specifically with and take advice from, the Police or Children's Social Care, should the need arise.

- By working closely together as a staff and with our partner agencies, we firmly believe that we will continue to offer a safe learning environment for all our children.
- **Internet/Electronic Safety** – Parents may find this website useful in gaining more information about e-safety. <https://www.thinkuknow.co.uk/parents/parentsguide/>
- **Safeguarding & Child Protection Policy, Behaviour Policy and the Attendance Policy** – these can be found in the Policy area of the Academy website along with the names of the Academy's Safeguarding Officers.

Please take the time to read our policies and do not hesitate to contact the Academy should you have any questions.

Appendix 2 - Initial Contact Form for Allegations Against Staff/Volunteer

1. Date of notification to LA	
2. Received by	
3. Academy	
4. Notified by, name/role	
5. Telephone number(s)	
6. Date of alleged incident	
7. Name of child/young person (if applicable)	
8. DoB	
9. Address	
10. Name / status of individual reporting incident to Academy	
11. Name of Adult – subject of allegation	
12. Role within Academy	
13. DoB	
14. Address	
15. Relevant employment history	
16. Nature of allegation:	

(continue on separate sheet if required)

17. Are any injuries evident? Did the child/young person need medical attention?		
18. Has parent been informed/ contacted police?		
19. Has Academy contacted police?		
20. Is Adult aware of the allegation?		
21. Is there an on-going risk to children/young people?		
Agreed Actions – if applicable	Action to be taken by:	Further information
Manage any on-going risk to children/young people		
Discuss with LADO	LA Officer	a) Confirm no further action by LADO b) Confirm strategy or allegation management meeting/discussion required c) Discuss further action
Contact police	LA Officer	a) Confirm no involvement required b) Discuss possible police involvement
Inform parent. Explain process to be followed, confirm parent in agreement		
Complete RF1		
Support to child/family		
Inform Adult		
Advise Adult to contact union		
Advise Adult of Care First support		
Advise Adult to contact GP. (Academy contact GP if concerned)		
<p>Following decision that no further action is required by the LADO:</p> <ul style="list-style-type: none"> • The LADO will record that no further action is to be taken in her records • The Headteacher should consider how the matter should be dealt with under employers' procedures e.g. complaints or disciplinary procedure. However if in the course of dealing with this further concerns come to light, the Academy's Child Protection Adviser should be contacted. • If the allegation is demonstrably false or malicious, consideration should be given to any action that may need to be taken with the person who made the false allegation. 		

Appendix 3

Guidance About Joint Investigations (Social Care and Police) which take place in Schools

- The Academy will receive a phone call to let them know that a joint investigation has been agreed, following the Strategy discussion / meeting
- The Academy will be informed at this stage whether parents/carers have been informed about the joint investigation taking place
- A social worker will attend, accompanied by a police officer (most likely to be a Police officer from the Child Abuse Investigation Team or the Domestic Abuse Investigation Team). The Police will be plain clothed and will attend in an unmarked car.
- The professionals will speak to the child on arrival and establish whether they wish someone from school to be present during the interview
- The interview will be recorded in note form by the Police
- If a disclosure is made, the interview will be stopped and will continue at Gable Cross Police station. This will be a video interview. A member of the Academy staff may accompany the child/young person to the Police station only if required
- There is no requirement for members of the Academy staff to record minutes / notes during the school meeting, as this could jeopardise possible future court outcomes
- The decision of the timings to inform parents will be agreed by the social worker and the Police, prior to the meeting.

Appendix 4

Date:
Our Ref: RL/JS

Dear Headteacher,

Request for the transfer of Child Protection records:-

Pupil Name:- DOB

In accordance with the LSCB procedures, I am writing to enquire as to the existence of any Child Protection records for the above named pupil who has recently joined Lawn Manor Academy.

If records do exist I would be grateful if you could arrange a time to pass the records on by hand or by registered post whichever is convenient. The records should be marked for my attention and sent as 'strictly confidential'.

I have also enclosed a receipt and would be grateful if you could complete the top section. Once the records are received I will complete the bottom section and return it to you by post. In cases where there are no concerns there is a section for 'nil return'.

If there are any particular concerns that require a further discussion I would be happy to meet with you so that we can ensure a fully supported start for this pupil. I am contactable on 01793 487286 or rlangdown@lawnmanor.org

I would appreciate a response to this request within two weeks. Many thanks for your co-operation in this matter.

Yours sincerely,

Mr R Langdown
Deputy Headteacher

Appendix 5 - Student Support

Transfer of Child Protection Records within Educational Establishments Receipt (please print all information)

Name of Child	
Date of Birth	
Unique reference number	
Name of school	
Address of school	
Name of CP Lead	
Signature of CP Lead	
Date	
There are no Child Protection concerns	
There are Child Protection concerns – Is the child currently or ever been subject to a CP Plan/Register/Child in Need or equivalent	
Date file exchanged by hand OR	
Date file posted by recorded delivery	

Name of receiving school	Lawn Manor Academy
Address of receiving school/college	Salcombe Grove Swindon SN3 1ER
Name of receiving Child Protection Lead	Mr R Langdown
Date file received by hand OR	
Date received by recorded delivery	
Date	

Please ensure this completed form is returned to the Lawn Manor Academy without delay.

Appendix 6 - Types of abuse and neglect (Taken from Keeping Children safe In Education, September 2016)

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical abuse: a form of abuse which 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: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision

(including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Broad government guidance on the issues listed below can be found via the GOV.UK website and on the South west Safeguarding and child Protection procedures website

- child sexual exploitation (CSE)
- bullying including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking