

**KEY EXTERNAL CONTACT DETAILS**

<p><b>Local Authority Designated Officer</b></p>	<p><b>HACKNEY:</b> Liezal le Roux Local Authority Designated Officer London Borough of Hackney Tel: 0208 356 4569 Email: <a href="mailto:liezel.leroux@hackney.gov.uk">liezel.leroux@hackney.gov.uk</a> LADO email: <a href="mailto:lado@hackney.gov.uk">lado@hackney.gov.uk</a></p>
<p><b>Local Authority Children’s Social Services, including Mental Health issues</b></p>	<p><b>ISLINGTON</b> TEL: 020 75277400 EMAIL: <a href="mailto:csctreferrals@islington.gov.uk">csctreferrals@islington.gov.uk</a> OUT OF HOURS EMERGENCY: (5pm-9pm) 020 72260992 DUTY TEAM TEL: 020 75277400 EARLY YEARS AND CHILDCARE SERVICES: 020 75275629 DISABLED CHILDREN’S TEAM: 020 75273366</p> <p><b>HACKNEY</b> TEL: 020 83565500 EMAIL: <a href="mailto:cscferrals@hackney.gov.uk">cscferrals@hackney.gov.uk</a> OUT OF HOURS EMERGENCY: 020 83562710 DUTY TEAM TEL: 020 83565500 CATHAL RYAN: 020 83562806 DISABLED CHILDREN’S TEAM: 020 83566789</p> <p><b>CITY OF LONDON</b> TEL: 020 73323621 9.00AM-5.00PM MON-FRI EMAIL: <a href="mailto:children.duty@cityoflondon.gov.uk">children.duty@cityoflondon.gov.uk</a></p>
<p><b>The City of London and Hackney Safeguarding Children Partnership.</b> <b>Jim Gamble - Chair of the Safeguarding Partnership</b> <b>Rory MacCallum - Professional Advisor</b></p> <p><b>Multi-Agency Safeguarding Hub</b> <b>Front line Triage Service for referrals</b></p>	<p>TEL: 020 83564183 EMAIL: <a href="mailto:chscb@hackney.gov.uk">chscb@hackney.gov.uk</a></p> <p><a href="mailto:MASH@hackney.gov.uk">MASH@hackney.gov.uk</a> 02083565500</p>

	For non-urgent referrals, email <a href="mailto:FAST@hackney.gov.uk">FAST@hackney.gov.uk</a>
<b>Support and Advice about Extremism</b>	<p><b>Police</b> EMERGENCY: 999 NON-EMERGENCY NUMBER: 101</p> <p>PREVENT LEAD: Hannah Gold TEL: 020 72754086 EMAIL: Hannah.D.Gold@met.ppn.police.uk</p> <p><b>Department for Education</b> NON-EMERGENCY NUMBER: 020 7340 7264 EMAIL: <a href="mailto:counter.extremism@education.gsi.gov.uk">counter.extremism@education.gsi.gov.uk</a></p>
<b>NSPCC Whistleblowing Advice Line</b>	<p>ADDRESS: Weston House, 42 Curtain Road London EC2A 3NH TEL: 0800 028 0285 EMAIL: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p>
<b>Disclosure and Barring Service</b>	<p>ADDRESS: PO Box 181, Darlington, DL1 9FA TEL: 01325 953795 EMAIL: <a href="mailto:dbsdispatch@dbs.gsi.gov.uk">dbsdispatch@dbs.gsi.gov.uk</a></p>
<b>Teaching Regulation Agency</b>	<p>ADDRESS: 53-55 Butts Road, Earlsdon Park, Coventry, CV1 3BH TEL: 0207 593 5393 EMAIL: <a href="mailto:misconduct.teacher@education.gov.uk">misconduct.teacher@education.gov.uk</a></p>
<b>OFSTED Safeguarding Children</b>	<p>TEL: 0300 123 4666 (Monday to Friday from 8am to 6pm) EMAIL: <a href="mailto:Whistleblowing@ofsted.gov.uk">Whistleblowing@ofsted.gov.uk</a></p>
<b>Support and advice about Covid</b>	<p>UK Health Security Agency (UK HSA) See Covid Risk Assessment for local contacts.</p>
<b>Council to consult on 'Early Help' services</b>	<p><a href="https://news.hackney.gov.uk/council-to-consult-on-early-help-services">https://news.hackney.gov.uk/council-to-consult-on-early-help-services</a></p> <p>There are a number of organisations offering some form of <b>Early Help</b> in <b>Hackney</b>, including <b>schools</b>, community and voluntary organisations and health services like CAMHS for Mental Health concerns.</p> <p>Mental Health Referrals are to be made to the borough in which the child lives.</p>

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**KEY SCHOOL CONTACT DETAILS**

<b>Governors</b>	<p><b>Chair of Governors</b>  Aatif Hassan  EMAIL: <a href="mailto:aatif.hassan@dukeseducation.com">aatif.hassan@dukeseducation.com</a>  0203 696 5300</p> <p><b>Lead Governor for Safeguarding</b>  Professor Mark Bailey  EMAIL: <a href="mailto:mark.bailey@dukeseducation.com">mark.bailey@dukeseducation.com</a>  TEL: 07469 258814</p>
<b>Designated Safeguarding Lead (DSL) and Deputy Designed Safeguarding Lead (DDSL)</b>	<p><b>Main DSL for The Lyceum and for EYFS</b>  Hilary Wyatt  TEL: 020 72471588  Mobile: 07710086106 (Out of hours)  EMAIL: <a href="mailto:headteacher@lyceumschool.co.uk">headteacher@lyceumschool.co.uk</a></p> <p><b>Deputy DSL</b>  Sara Taggart  TEL: 020 72471588  EMAIL: <a href="mailto:staggart@lyceumschool.co.uk">staggart@lyceumschool.co.uk</a></p> <p><b>Deputy DSL</b>  Jennifer Lamond  TEL: 020 72471588  EMAIL: <a href="mailto:jlamond@lyceumschool.co.uk">jlamond@lyceumschool.co.uk</a></p>
<b>Designated Teacher for Looked After Children</b>	Hilary Wyatt TEL: 020 72471588 EMAIL: <a href="mailto:headteacher@lyceumschool.co.uk">headteacher@lyceumschool.co.uk</a>
<b>Headmistress</b>	Hilary Wyatt TEL: 020 72471588 EMAIL: <a href="mailto:headteacher@lyceumschool.co.uk">headteacher@lyceumschool.co.uk</a>

## **POLICY STATEMENT**

This policy applies to The Lyceum ("The Lyceum") which includes the EYFS setting. This policy is reviewed and updated annually (as a minimum) and is available on The Lyceum website.

This policy has regard to the following guidance and advice:

- Keeping Children Safe In Education (September 2021) ("*KCSIE*")
  - Interim guidance on (first published on 27 March 2020 and updated regularly)
  - Disqualification under the Childcare Act 2006 (August 2018)
  - What to do if you're worried a child is being abused: advice for practitioners (March 2015)
- Working Together to Safeguard Children (2018) and (2020) ("*WT*")
  - Information sharing: advice for practitioners providing safeguarding service (July 2018)
- Revised Prevent Duty Guidance for England and Wales (July 2015 and 2021)
  - The Prevent Duty: Departmental advice for schools and child-care providers (June 2015)
  - The use of social media for on-line radicalisation (July 2015)
  - The use of social media for on-line radicalisation (July 2015)
- Guidance for Full Opening: Schools (First Published August 2020 and updated regularly)
- RSHE (2019) Schools are required to teach RSHE alongside PSHE 13<sup>th</sup> September 2021 released under section 80A of the Education Act 2022 and section 403 of the Education Act 1996.

This policy also takes into account the procedures and practice of Hackney as part of the inter-agency safeguarding procedures set up by the Multi-Agency Safeguarding Hub (MASH).

The School has a duty to follow the Government guidance in relation to actions all schools, including independent schools, are expected to take in order to minimise the risk of transmission of coronavirus (COVID-19) in their schools. This is public health advice, endorsed by UK Health Security Agency (UKHSA)

### **Preventative Actions regarding Covid 19**

At The Lyceum School we will continue to enforce strict hygiene controls with hand sanitiser being made available at the entrance to the building and to communal areas. Pupils will wash their hands at least 4 times each day.

Parents will be asked to keep their child at home if they have any Covid 19 symptoms and to take a PCR test. Should a child in a class test positive for the virus, the parents of the other children in the class will be informed and they will be asked to take a test.

Should the DSL be absent owing to Covid, Sara Taggart will take her place whilst she is absent. On the days that Sara Taggart is absent, Jennifer Lamond will be her replacement.

If children are at home isolating from Covid19 or undertaking home or remote learning during any school or national lockdown, parents will be required to register their child every day and school will keep in close contact with the family.

### **CONCERNS ABOUT A CHILD**

The Lyceum has a duty to consider at all times the best interests of the pupil and take action to enable all pupils to achieve the best outcomes.<sup>8</sup> Safeguarding and promoting the welfare of children is everyone's responsibility.

Parents are encouraged to raise any concerns directly with The Lyceum, if necessary, using this safeguarding policy for concerns about the safety and/or welfare of children. Parents may contact the ISI directly if they wish.

#### **Definitions of safeguarding and types and signs of abuse**

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. Abuse can be:

- physical abuse
- emotional abuse
- sexual abuse; and/or
- neglect.

Staff are referred to Appendix 1 of this policy for further detail of the types of abuse and possible signs

### **PROCEDURES FOR DEALING WITH CONCERNS ABOUT A CHILD**

If staff suspect or hear an allegation or complaint of abuse or neglect from a child or any third party, they must act immediately and follow the relevant procedure below. Staff should not assume that somebody else will take action and share information that might be critical in keeping children safe.

The guidance, Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers supports staff who have to make decisions about sharing information. Fears regarding sharing information under the Data Protection Act 2018 and the GDPR should not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. If in doubt about what information can and should be shared, staff should speak to the Designated Safeguarding Lead ('DSL').

All concerns, discussions and decisions (together with reasons) made under these procedures should be recorded in writing. At The Lyceum these are recorded on CPOMS. Where the allegation relates to harmful sexual behaviours, if possible, the disclosure should be managed with two members of staff present (preferably one of them being the Designated Safeguarding Lead ('DSL') or their deputy).

Where there is a safeguarding concern, The Lyceum will ensure the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide. This is particularly important in the context of harmful behaviours, such as sexual harassment and sexual violence. The Lyceum manages this by discussions in PSHE/RSE 'Jigsaw Lessons', circle times, assemblies and worry boxes. The Lyceum operates its processes with the best interests of the pupil at their heart.

### **Contextual Safeguarding**

Safeguarding incidents and/or behaviours can be associated with factors outside The Lyceum and can occur between children outside School. All staff, but especially the DSL and any deputies, should consider the context within which such incidents and/or behaviours occur. The Lyceum will as part of the wider assessment of children, consider whether environmental factors are present in a child's life that are a threat to their safety and/or welfare. The Lyceum will share as much information with the Multi Agency Safeguarding Hub as possible as part of the referral process to enable consideration of all the available evidence and the full context of any abuse.

### **What staff should do if they have concerns that children are at risk from or involved with serious violent crime**

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, signs of assault or unexplained injuries.

If staff have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with The Lyceum's DSL to agree a course of action, although staff can make a direct referral to the Multi Agency Safeguarding Hub.

### **What staff should do if a child needs a social worker (Children in Need and Child Protection Plans)**

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.

Local authorities should share the fact a child has a social worker, and the DSL should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

### **What staff should do if a child requires mental health support**

The Lyceum has an important role to play in supporting the mental health and wellbeing of its pupils. 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.

Staff can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the DfE Mental Health and Behaviour in Schools guidance. Public Health England has produced a range of resources to support school teachers to promote positive health, wellbeing and resilience among young people.

### **Early Help**

Any child may benefit from early help, but all staff should be particularly alert to the potential need for early help for a child who:

- Is disabled and has specific additional needs
- Has special educational needs (whether or not they have a statutory education, health and care plan)
- Has a mental health need
- Has certain health needs
- Is a young carer
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- Is frequently missing/goes missing from care or from home
- Is misusing drugs or alcohol themselves
- Is at risk of modern slavery, trafficking or exploitation
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse

- Has returned home to their family from care
- Has a parent in prison (or is affected by parental offending)
- Is showing early signs of abuse and/or neglect
- Is at risk of honour-based abuse
- Is at risk of being radicalised or exploited
- Is a privately fostered child.
- is persistently absent from education, including persistent absences for part of the school day

Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

In the first instance, staff who consider that a pupil may benefit from early help should discuss this with The Lyceum's DSL. The DSL will consider the appropriate action to take in accordance with the advice given by the CHSCB (Hackney Council). The DSL will support staff in liaising with external agencies and professionals in an inter-agency assessment, as appropriate. If early help is appropriate, the matter will be kept under review and consideration given to a referral to children's social care if the pupil's situation does not appear to be improving.

#### **What staff should do if they have concerns about a child**

If staff (including governors, agency staff and volunteers) have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with The Lyceum's DSL to agree a course of action although staff can make a direct referral to children's social care. As set out above, staff should not assume that somebody else will take action and share information that might be critical in keeping children safe. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. If a child's situation does not appear to be improving, the DSL should press children's social care for reconsideration. Staff should challenge any inaction and follow this up with the DSL and children's social care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

#### **What staff should do if a child is in danger or at risk of significant harm**

If staff (including governors, agency staff and volunteers) believe that a child is in immediate danger or at risk of harm, they should make an immediate referral to children's social care and/or the Police. Anyone can make a referral. Any such referral must be made immediately and in any event within 24 hours (one working day) of staff being aware of the risk. Parental consent is not needed for referrals to statutory agencies such as the police and children's social care. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. Staff should challenge any inaction and follow this up with the DSL and children's social care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.



The City of London and Hackney Safeguarding Children Partnership. A full copy of their local procedures can be found at [www.chscb.org.uk](http://www.chscb.org.uk)

#### **What staff should do if a child is seen as at risk of radicalisation**

Staff should follow The Lyceum's normal referral processes when there are concerns about children who may be at risk of being drawn into terrorism, as set out above. This may include a referral to Channel or CHSCB depending on the level of risk. However, if staff have concerns that there is an immediate/significant risk of a child being drawn into terrorism they must call 999 or a Metropolitan police prevent engagement officer (020 7275 4086), [prevent@cityoflondon.police.uk](mailto:prevent@cityoflondon.police.uk) Mon-Fri- 08.00-16.00. Advice and support can also be sought from children's social care.

The Lyceum, in recognition that pupils may be at risk of being drawn into terrorism or other forms of extremism, carries out appropriate risk assessments (following consultation with local partners, such as the Police) of the potential risk in the local area. Such risk assessments are discussed with the Head, DSL and governors responsible for safeguarding to ensure The Lyceum's safeguarding arrangements are sufficiently robust to help prevent and protect children from being drawn into terrorism and are regularly revised.

#### **What staff should do if they discover an act of Female Genital Mutilation ('FGM')**

Staff must report to the Police cases where they discover that an act of FGM appears to have been carried out. Unless the member of staff has a good reason not to, they should still consider and discuss any such case with DSL and involve children's social care as appropriate. Staff are referred to Appendix 1 of this policy for the procedure to be followed where they suspect that a pupil may be at risk of FGM.

#### **What staff should do if a child goes missing from education**

Children who go missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect. The Lyceum's procedures for unauthorised absence and for dealing with children who go missing from education are found in the Missing Pupil Policy to be used for searching for, and if necessary, reporting, any pupil missing from education.

The Lyceum will report to Hackney Local Authority a pupil who fails to attend school regularly or has been absent from school without The Lyceum's permission for a continuous period of 10 school days or more.

#### **What staff should do if they have concerns about another staff member**

If staff have concerns about another staff member, then this should be referred to the Head. Where there are concerns about the Head, this should be referred to the Chair of Governors. In the event of allegations of abuse being made against the Head, staff are referred to the procedures below regarding managing allegations of abuse against staff (including volunteers) and refer the matter directly to the designated officer(s) at the Hackney local authority. The school will refer to Part 4 of KCISE 2021 when addressing allegations to inform decisions about whether the allegation is low level or if it meets threshold. Staff should also refer to the Low-Level concerns policy. Low-Level Concerns

forms are available in the staff room and staff can fill them in and hand them to a member of SLT who will note the details on the Low-Level Concerns Log. This is filed securely on the SDrive in the SLT section. There will be regular reviews of the log to see if there are a pattern to the behaviour and if action needs to be taken.

### **What staff should do if they have concerns about safeguarding practices in The Lyceum**

The Lyceum aims to ensure there is a culture of safety and raising concerns and an attitude of 'it could happen here'. Where staff have concerns about poor or unsafe practices and potential failures in The Lyceum's safeguarding systems, these should be raised in accordance with The Lyceum's whistleblowing procedures which can be found in The Lyceum School's whistleblowing policy. There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

If staff and volunteers feel unable to raise an issue with The Lyceum or feel that their genuine concerns are not being addressed, they may use other whistleblowing channels, such as the NSPCC whistleblowing advice line. Contact details for the NSPCC helpline can be found on the Key Contacts page at the start of this policy.

### **ARRANGEMENTS FOR DEALING WITH PEER-ON-PEER ALLEGATIONS**

Peer-on-peer abuse is abuse by one or more pupils against another pupil. It can manifest itself in many ways and can include bullying (including cyber bullying), physical abuse, initiation/hazing violence and rituals, sharing nudes or semi-nude images/video (also known as sexting or youth produced sexual imagery), sexting, upskirting, sexual assault, gender-based issues and harmful sexual behaviours including sexual violence and sexual harassment. Abusive comments and interactions should never be passed off or dismissed as "banter" or "part of growing up". Nor will harmful sexual behaviours be dismissed as the same or "just having a laugh" or "boys being boys". The Lyceum recognises that a child is likely to disclose an allegation to someone they trust: this could be any member of staff. By making such a disclosure the pupil is likely to feel that the member of staff is in a position of trust. All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. Staff should be mindful that early information sharing is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge, or where a child is already known to local authority children's social care. The school will consult Part 5 of KCSIE 2021 when addressing child on child sexual violence and sexual harassment, including those that have happened outside of the school premises, and or online (see page 27 for school's procedures).

There is a zero-tolerance approach to child-on-child abuse. The Lyceum School will regularly review decisions and actions to update and improve our policies and practice.

The Lyceum recognises that children with special educational needs, disabilities and certain health concerns can be more prone to peer on peer group isolation or bullying than other children and will consider extra pastoral support for those children. The Lyceum recognises that these students may experience communication barriers and have difficulties in managing or reporting these challenges. The extra support will be provided by The Lyceum's SENCO.

The Lyceum takes the following steps to minimise the risk of peer-on-peer abuse: staff follow the guidance in the Anti Bullying Policy; Promoting Good Behaviour Policy (F1); class teacher talks; PSHE discussions; external speakers to talk to the pupils about a variety of relevant issues; Internet safety, cyber bullying, screen time and abuse, etc.; Clear expectations from the staff, including online safety training; Pupil Council Meetings. Weekly Assemblies and Circle Times provide opportunities to raise any issues, as does our Anti-Bullying Week.

Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures<sup>38</sup> below rather than The Lyceum's Anti-Bullying and Behaviour policies:

A pupil against whom an allegation of abuse has been made may be suspended from The Lyceum during the investigation. The Lyceum will take advice from the multi-agency safeguarding team on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the alleged victim and perpetrator. If it is necessary for a pupil to be interviewed by the Police in relation to allegations of abuse, The Lyceum will ensure that, subject to the advice of the multi-agency safeguarding team parents are informed as soon as possible and that the pupils involved are supported during the interview by an appropriate adult and until the investigation is completed. Confidentiality will be an important consideration for The Lyceum and advice will be sought as necessary from the safeguarding partnership and/ or the Police as appropriate.

Police will be informed of any harmful sexual behaviours which are potentially criminal in nature, such as grabbing bottoms, breasts and genitalia. Rape, assault by penetration and sexual assaults will be passed to the police. If the DSL decides to make a referral to children's social care and/or a report to the police against a victim's wishes, the reasons should be explained to the pupil and appropriate specialist support offered. The Lyceum recognises that sexting, and the sending of an indecent image, can be illegal. The Lyceum also recognises that 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) is also illegal. A person under 16 is committing an offence if they send an indecent image of themselves and someone passing this on is also distributing an indecent image of a child. The Lyceum seeks to protect children from sexting and upskirting and the significant impact it can have.

Advice for pupils is available at

<http://www.thinkuknow.co.uk>

<https://www.childline.org.uk/explore/onlinesafety/pages/sexting.aspx>

Advice for parents is available at:

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/>

In the event of disclosures about pupil-on-pupil abuse, all children involved (both victim and perpetrator) will be treated as being at risk and safeguarding procedures in accordance with this policy will be followed. Victims will be supported by the DSL and support from external agencies will be sought, as appropriate. Perpetrators may be supported by external statutory agencies who may be contacted to help support a change in behaviour or attitude.

When there has been a report of sexual violence, the DSL will make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

- the victim;
- the alleged perpetrator; and
- the other children (and, if appropriate, staff) at The Lyceum.

Risk assessments will be recorded and kept under review. In relation to a report of sexual violence or sexual harassment, the DSL will reassure any victim that they are being taken seriously and that they will be supported and kept safe. The victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment; nor would a victim ever be made to feel ashamed for making a report. The DSL will consider the risks posed to pupils and put adequate measures in place to protect them and keep them safe.<sup>45</sup> This may include consideration of the proximity of the victim and alleged perpetrator and considerations regarding shared classes, sharing school premises and school transport. If in any doubt, the MASH will be contacted and next steps agreed.

#### **Unsubstantiated, unfounded, false or malicious reports**

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified, and addressed. If a report is determined to be unsubstantiated, unfounded, false or malicious, the designated safeguarding lead should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to children's social care may be appropriate. If a report is shown to be deliberately invented or malicious, the school or college, should consider whether any disciplinary action is appropriate against the individual who made it as per their own behaviour policy.

#### **Safeguarding and supporting the victim**

The following principles are based on effective safeguarding practice and should help shape any decisions regarding safeguarding and supporting the victim.

- The needs and wishes of the victim should be paramount (along with protecting the child) in any response. It is important they feel in as much control of the process as is reasonably possible. Wherever possible, the victim, if they wish, should be able to continue in their normal routine. Overall, the priority should be to make the victim's daily experience as normal as possible, so that the school or college is a safe space for them. However, where an event of any safeguarding threshold has been met, that incident cannot be kept confidential and will be referred for further support and advice.

- Consider the age and the developmental stage of the victim, the nature of the allegations and the potential risk of further abuse. Schools should be aware that, by the very nature of sexual violence and sexual harassment, a power imbalance is likely to have been created between the victim and alleged perpetrator(s).

- The victim should never be made to feel they are the problem for making a report or made to feel ashamed for making a report.

- Consider the proportionality of the response. Support should be tailored on a case-by-case basis. The support required regarding a one-off incident of sexualised name-calling is likely to be vastly different from that for a report of rape.

- Schools should be aware that sexual assault can result in a range of health needs, including physical, mental, and sexual health problems and unwanted pregnancy. Children and young people that have a health need arising from sexual assault or abuse can access specialist NHS support from a Sexual Assault Referral Centre (SARC). SARCs offer confidential and non-judgemental support to victims and survivors of sexual assault and abuse. They provide medical, practical, and emotional care and advice to all children and adults, regardless of when the incident occurred.

The Lyceum will refer to the school policy written on page 27 when considering how to safeguard the victim of child on child sexual violence and sexual harassment.

#### **ARRANGEMENTS FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHERS AND OTHER STAFF (INCLUDING THE HEAD, GOVERNORS AND VOLUNTEERS)**

The Lyceum's procedures for managing allegations against staff who are currently working in The Lyceum follows Department for Education statutory guidance and Local Child Safeguarding Board arrangements and applies when staff (including volunteers and contractors) have (or are alleged to have):

- Behaved in a way that has harmed a pupil, or may have harmed a pupil
- Possibly committed a criminal offence against or related to a pupil or

- Behaved towards a pupil in a way that indicated that they may pose a risk of harm if they were to work regularly or closely with children.

Allegations against a teacher who is no longer teaching should be referred to the Police. Historical (non-recent) allegations of abuse should be referred to the Police and also the LADO.

If an allegation is made against anyone working with children in The Lyceum (including volunteers), this is reported to the Head first. The Lyceum should not undertake their own investigation of allegations without prior consultation with the Local Authority 'designated officer' or, in the most serious cases, the Police, so as not to jeopardise statutory investigations. In borderline cases, The Lyceum may discuss informally with the 'designated officer' on a no-names basis.

Should there be a conflict of interests reporting the matter to the Head, this will be reported to the LADO directly.

All allegations should be investigated as a priority to avoid any delay.

1. All allegations which appear to meet the above reporting criteria are to be reported straight away to the 'case manager' who is the Head OR to the DSL. If an allegation is reported to the DSL, the DSL will keep the Head informed. Where the Head OR DSL is absent or is the subject of the allegation or concern, reports should be made to the Chair of Governors or in his absence, the Chair of Governors. Where the Head OR DSL is the subject of the allegation or concern, the Head OR DSL must not be informed of the allegation prior to contact with the Chair of Governors or school proprietor and designated officer. However, staff may consider discussing any concerns with the DSL and make any referral via them.
2. The case manager should immediately discuss the allegation with the designated officer and consider the nature, content and context of the allegation and agree a course of action including any involvement of the Police. (Where the case manager deems there to be an immediate risk to children or there is evidence of a possible criminal offence, the case manager must involve the Police immediately.) All discussions should be recorded in writing, and any communication with both the individual and the parents of the child(ren) agreed. The designated officer should be informed within one working day of all allegations that come to The Lyceum's attention and appear to meet the criteria or that are made directly to the Police and/or children's social care.
3. The case manager will ensure that the individual who is subject of the allegation is informed as soon as possible and given an explanation of the likely course or action, unless there is an objection by children's social care or the Police. The case manager will appoint a named representative to keep the individual informed of the progress of the case and will consider what other support is appropriate for the individual.

4. The case manager should give careful consideration as to whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place until the allegation is resolved. The case manager will give due weight to the views of the designated officer who will outline the local threshold and inform the school of action to be taken – if required, *KCSIE 2021* will be referred to when making a decision about suspension. Where the individual is suspended, the case manager will ensure they know who their point of contact is in The Lyceum and shall provide them with their contact details.
5. The case manager will ensure that parents are informed as soon as possible and kept informed about progress of the case, subject to any advice from children’s social care or the Police.
6. The case manager will discuss with the designated officer whether a referral to the Disclosure and Barring Service or Teaching Regulation Agency should be made where an allegation is substantiated and the person is dismissed or The Lyceum ceases to use their services, or the person resigns or otherwise ceases to provide their services. The Lyceum has a legal obligation to report promptly to the Disclosure and Barring Service any person (whether employed, contracted, a volunteer or a student) who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, The Lyceum must consider making a referral to the Teaching Regulation Agency and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence).
7. On conclusion of the case, the case manager should review the circumstances of the case with the designated officer to determine whether there are any improvements to be made to The Lyceum’s safeguarding procedures or practices to help prevent similar events in the future.

The Lyceum will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered.

Allegations found to be malicious will be removed from the individual's personnel records. In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with *KCSIE 2021* and a copy will only be provided to the individual concerned.

Allegations proven to be false, unsubstantiated, unfounded or malicious will not be included in employer references. If an allegation is shown to be deliberately invented or malicious, the Head will consider whether any disciplinary action is appropriate against a pupil who made it; or whether the Police should be asked to consider if action might be appropriate against the person responsible even if they are not a pupil.

## **ARRANGEMENTS FOR DEALING WITH SAFEGUARDING CONCERNS OR ALLEGATIONS OF ABUSE ABOUT SUPPLY TEACHERS AND CONTRACTORS**

The Lyceum's procedures for managing allegations against staff above also apply to staff not directly employed by The Lyceum, for example, supply teachers provided by an employment agency or business ('the agency') or contractors provided by third parties. The Lyceum will usually take the lead but agencies and other third parties should be fully involved and co-operate in any enquiries from the LADO, police and/or children's social services.

In no circumstances will The Lyceum decide to cease to use a supply teacher or contractor due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. The Lyceum will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of The Lyceum, whilst they carry out their investigation.

The Lyceum will advise supply teachers being investigated to contact their trade union representative if they have one, or a colleague for support. The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by The Lyceum during the investigation.

When using an agency, The Lyceum should inform the agency of its process for managing allegations. This should include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

## **STAFF CODE OF CONDUCT**

The Lyceum's code of conduct can be found in the staff handbook. The aim of the code of conduct is to provide clear guidance about behaviour and actions so as to not place pupils or staff at risk of harm or of allegation of harm to a pupil.

## **LOW LEVEL CONCERNS**

The safety and wellbeing of children in our school is dependent on the vigilance of all our staff and their prompt communication to the DSL or Headteacher of any concerns, no matter how small, about any conduct by an adult which causes you to doubt that adult's suitability to work with or have access to children. All references in this section to "adult" should be interpreted as meaning any adult (defined above) and any visitor, unless otherwise stated. The school is conscious of its duty of care to pupils and will always act, including if alerted to the possibility of abuse arising from situations or persons outside the school setting.

The notification and prompt handling of all concerns about adults is fundamental to



safeguarding children. It helps to identify and prevent abuse and to protect adults against misunderstandings or misinterpretations. It also encourages openness, trust and transparency and it clarifies expected behaviours. Those raising concerns or reporting allegations in good faith will always be supported, and adults in respect of whom concerns or allegations have been raised will not suffer any detriment unless the concern or allegation is found to be substantiated.

Reports about supply staff and contractors should be notified to their employers so any potential patterns of inappropriate behaviour can be identified.

### **18.1 Code of Conduct**

All staff must behave responsibly and professionally in all dealings with children and specifically with pupils for whom they have a duty of care. All staff must follow the procedures set out in our 'Staff Code of Conduct including Acceptable Use Policy'. Staff should always avoid behaviour which might be misinterpreted by others. As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a pupil cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable young people and all members of staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Staff should note that it is an offence for a person aged 18 or over and in a position of trust to touch a child in a sexual way or have a sexual relationship with a child, even if the relationship is consensual. A position of trust could arise even if the member of staff does not teach the child.

The school has a specific Early Years Policy for The Use of Mobile Phones and Devices that recognises and manages the risks by a means appropriate to the setting.

### **18.2 Our low-level concern policy**

The overarching aim of the school's Low-Level Concern Policy is to facilitate a culture in which the clear values and expected behaviours which are set out in our Code of Conduct are lived, constantly monitored, and reinforced by all staff. In particular, the intention of this policy is to:

- maintain a culture of openness, trust and transparency in which staff are confident and clear about expected behaviours of themselves and their colleagues, the delineation of boundaries and reporting lines.
- ensure staff feel empowered to raise any low-level concern, whether about their own or a colleague's behaviour, where that behaviour might be construed as falling short of the standards set out in our Code of Conduct; and
- provide for responsive, sensitive, and proportionate handling of such concerns when they are raised – maintaining on the one hand confidence that concerns when raised will be handled promptly and effectively whilst, on the other hand, protecting staff from false

allegations or misunderstandings.

### **18.3 What is a low-level concern?**

A low-level concern for this purpose is any concern, no matter how small and even if no more than a 'nagging doubt', that an adult may have acted in a manner inconsistent with the school's Code of Conduct or simply – even if not linked to a particular act or omission – a sense of unease as to the adult's behaviour particularly towards or around children.

#### Low-Level Concerns about self (self-reporting)

From time to time an individual may find him/herself in a situation which might appear compromising to others, or which could be misconstrued. Equally, an individual may for whatever reason have behaved in a manner which on reflection he/she considers falls below the standard set out in the Code of Conduct. Self-reporting in these circumstances is encouraged as it demonstrates both awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how they could be perceived. As such, the school sees self-reporting of low-level concerns as an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviour.

#### Low-Level Concerns about an adult

From time to time an individual may notice behaviour or actions in others which leave them concerned. These are behaviour or actions which fall short of a formal allegation of abuse. These tend to be behaviours which indicate that our Code of Conduct has not been met.

Any such concerns can be dealt with as a Low-Level Concern.

### **18.4 What should I do if I have one?**

Where a low-level concern exists, it should be reported to the DSL or to the Headteacher as soon as reasonably possible and, in any event, within 24 hours of becoming aware of it (Where the concern relates to a particular incident).

### **18.5 How will my low-level concern be handled?**

The DSL will discuss all low-level concerns s/he receives with the Headteacher as soon as possible and in any event within 24 hours of becoming aware of it. The Headteacher will, in the first instance, satisfy him/herself that it is a low-level concern and should not be reclassified as an allegation and dealt with under the appropriate procedure outlined in the safeguarding policy.

The circumstances in which a low-level concern might be reclassified as an allegation are where:

a) the threshold is met for an allegation

- b) there is a pattern of low-level concerns which collectively amount to an allegation or
- c) there is other information which when taken into account leads to an allegation.

Where the Headteacher is in any doubt whatsoever, advice will be sought from the Designated Officer (LADO), if necessary, on a no-names basis.

When a low level concern has been raised by a third party, the Head will collect as much evidence as possible by speaking where possible with the person who raised the concern, to the individual involved and to any witnesses.

Having established that the concern is low-level, the DSL or Headteacher as appropriate will discuss it with the individual who has raised it and will take any other steps to investigate it as necessary. Most low-level concerns by their very nature are likely to be minor and will be dealt with by means of management guidance, training etc.

### **18.6 What records will be kept?**

Reports of low level concerns will be recorded in writing with details of the concern, the context in which it arose and the action taken. The name of the person recording should be noted, respecting wishes to be anonymous as far as is reasonably possible.

Where a low-level concern has been communicated, a confidential record will be kept in a central file which logs all low-level concerns. This is necessary to enable any patterns of concerning, problematic or inappropriate behaviour to be identified and responded to. However, no record will be made of the concern on the individual's personnel file (and no mention made in job references) unless either:

- a) the concern (or group of concerns) has been reclassified as an allegation as above; or
- b) the concern (or group of concerns) is sufficiently serious to result in formal action under the school's grievance, capability, or disciplinary procedure.

Where a pattern of behaviour is identified, the school should decide on a course of action, this might be internal disciplinary procedures or a referral to the LADO if the harms threshold is met. The school must consider if any wider cultural issues in school that enable the behaviour to occur exist and if appropriate, policies could be revised or extra training delivered to minimise the risk of occurrence.

Lastly the rationale for all decisions and actions taken must be recorded.

### **SAFER RECRUITMENT**

The Lyceum is committed to safer recruitment processes. Members of the teaching and non-teaching staff at The Lyceum including part-time staff, temporary and supply staff, and visiting staff, such as

musicians and sports coaches are subject to the necessary statutory child protection checks before starting work, for example, right to work checks, additional overseas checks (if necessary), verifying identity, taking up references, checking work history and confirming medical fitness for the role. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, The Lyceum may undertake an online update check through the DBS Update Service.

Full details of The Lyceum's safer recruitment procedures for checking the suitability of staff, Governors and volunteers to work with children and young people is set out in The Lyceum's Recruitment and Selection Policy.

The Lyceum's protocols for ensuring that any visiting speakers, whether invited by staff or pupils themselves, are suitable and appropriate supervised is set out in The Lyceum's Recruitment and Selection Policy.

## **MANAGEMENT OF SAFEGUARDING**

Dukes Governing Body has strategic leadership responsibility for their school's safeguarding arrangements. It is the headmistress's role to ensure that staff understand and follow policies and procedures agreed by Dukes Governing Body. The Head will facilitate a whole school approach to safeguarding, whereby safeguarding and child protection underpin all relevant policy and processes. All systems will operate with the best interests of the child at heart, and the school leaders and governors should ensure that there are suitable systems and means by which children can say what is happening to them and know that they will be heard. There is a zero-tolerance approach, even if there are no reported cases, staff must not take the view that it does not happen in our School.

The Lyceum's DSL is Hilary Wyatt who is a member of the Senior Leadership Team.

Sara Taggart and Jennifer Lamond are the DDSLs and are the people to whom reports should be made in the absence of the DSL. This ensures there is the required cover for the role at all times. The DSL and deputies receive training every two years including inter-agency working and Prevent plus informal updates.

The DSL and DDSL's contact details can be found on the Key Contacts page at the start of this policy.

The DSL's role is to take lead responsibility for safeguarding and child protection matters in The Lyceum. The DSL's responsibility is to maintain an overview of safeguarding within The Lyceum, to open channels of communication with local statutory agencies, support staff in carrying out their safeguarding duties and to monitor the effectiveness of The Lyceum's policies and procedures in practice. The DSL works with the governors to review and update The Lyceum's safeguarding policy. Where a pupil leaves The Lyceum, the DSL will also ensure their child protection file is transferred to the new school (separately from the main pupil file) as soon as possible. The DSL will ensure secure transit and obtain confirmation of receipt.

The DSL regularly reviews The Lyceum's and their own practices and concerns about welfare and safeguarding matters. This includes the personal and professional duty of all staff to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to local children's services.

The DSL or Deputy DSL will always be available to discuss safeguarding concerns. During term time, the DSL and/ or DDSL will always be available (during school hours) for staff in The Lyceum to discuss any safeguarding concerns. For out of hours/out of term activities, The Lyceum's arrangements are contact DSL Headteacher: Hilary Wyatt and DDSL: Sara Taggart.

Full details of the DSLs role can be found at Annex B of KCSIE 2021.

Whilst the Governors are ultimately responsible for ensuring staff are competent, supported and regularly reviewed in relation to safeguarding, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility should not be delegated.

## **TRAINING**

Induction and training are in line with advice from the multi-agency safeguarding partners. All staff are made aware of their role in the local early help process and all staff have regular safeguarding updates at least annually -they are given informal updates when there are any changes. All staff are aware of the process form making referrals to children's social care and know what to do if a child tells them he or she is being abused, exploited or neglected. Should a child make a disclosure, staff know to reassure victims that they are being taken seriously and that they will be supported and kept safe so that no victim will be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment and no victim will ever be made to feel ashamed for making a report.

### **All Staff**

All new staff will be provided with induction training that includes:

- the Child Protection Policy, including child on child sexual violence and harassment;
- the role and identity of the DSL(s) and any DDSL
- the Behaviour Policy
- the Staff Code of Conduct including The Lyceum's whistleblowing procedure and the Acceptable Use of Technologies Policy, staff/pupil relationships and communications including the use of social media
- the safeguarding response to children who go missing from education;
- online safety
- a copy of Part one of KCSIE 2021 (or Annex A if determined by the governing body)
- School leaders and staff who work directly with children will also be required to read Annex B of KCSIE (and Part five of KCSIE 2021).
- How to manage a report of child on child sexual violence and sexual harassment

Copies of the above documents are provided to all staff during induction.

Temporary staff and volunteers are provided with:

- KCSIE 2021 Part 1
- KCSIE Annex A (and Part five of KCSIE 2021).
- All information relating to children with SEN
- Promoting Good Behaviour Policy
- Fire Procedures Policy

All staff are also required to:

- Read and understand Part one of *KCSIE 2021* and confirm that they have done so. Each time Part one of *KCSIE 2021* is updated by the Department for Education, staff will be updated on the changes via email and in meetings as appropriate.
- Understand key information contained in Part one of *KCSIE 2021*. The Lyceum will ensure staff understanding by completing a signed checklist stating they have read this document.
- Receive training in safeguarding and child protection regularly, in line with advice from the LSCP. Training will include online safety and harmful sexual behaviours. It will also include Prevent awareness training to equip staff to raise concerns appropriately by ensuring all staff have the knowledge and confidence to identify children at risk of being drawn into terrorism; are able to challenge extremist ideas; and know how to refer children and young people for further help.
- Undertake regular informal updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. The Lyceum provides these via, for example, emails, e-bulletins and staff meetings.

### **DSL(s)**

The DSL receives updated child protection training at least every two years to provide them with the knowledge and skills required to carry out the role. This includes local inter-agency working protocols, participation in child protection case conferences, supporting children in need, identifying children at risk of radicalisation, record keeping and promoting a culture of listening to children, training in the LSCP's approach to *Prevent* duties and harmful sexual behaviours. The DLS has overall responsibility for online safety at the school. Further details of the required training content for the DSL are set out in Annex C of *KCSIE 2021*.

In addition to their formal training, the DSL's knowledge and skills are updated at least annually to keep up with any developments relevant to their role.

The DDSL is trained to the same level as the DSL.

### **OVERSIGHT OF SAFEGUARDING, INCLUDING ARRANGEMENTS FOR REVIEWING POLICIES AND PROCEDURES**

Ultimate accountability is undertaken by the Governing Body. Mark Bailey is the board-level lead designated to take a lead in relation to responsibility for the safeguarding arrangements in The Lyceum. He is a member of the governing body.

A review of The Lyceum’s child protection policies takes place at least annually and should be updated whenever needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learned.

The Annual Review forms part of the Summer Term Governors Review Meeting. The Lyceum draws on the expertise of staff, including the DSL(s), in shaping The Lyceum’s safeguarding arrangements and policies.

A weekly report is sent to Mark Bailey and The Lyceum’s Leadership Team. The DSL and DDSL prepare and present an annual safeguarding audit to the Governing Board.

If there has been a substantiated allegation against a member of staff, The Lyceum will work with the Local Authority designated officer to determine whether there are any improvements to be made to The Lyceum’s procedures or practice to help prevent similar events in the future.

The Governing Body will make a setting-based decision about whether those in roles that do not involve direct work with children should read the full Part one or a condensed version; this will be undertaken in liaison with the Head. Dukes Governing Board is ultimately responsible for ensuring that staff understand and discharge their role and responsibilities and will consider “which guidance will be most effective”. This gives some autonomy to improve understanding of safeguarding, for example where staff have literacy issues or English as a second language and may struggle to assimilate the entirety of Part 1. The rationale for such decisions will be recorded on the safeguarding paper of the termly Governors Report presented by the Head.

### **Relationships Education AND/OR Relationships and Sex Education (‘RSE’)**

Relationships Education AND/OR RSE is compulsory from September 2020 although The Lyceum has flexibility to decide how it discharges its duties within the first year of compulsory teaching. The Lyceum will have regard to the DfE’s statutory guidance *Relationships Education, Relationships and Sex Education (RSE) and Health Education* when making arrangements for and teaching Relationships Education AND/OR RSE.

{Relationships Education AND/OR RSE will form part of The Lyceum’s PSHE programme.}

### **THE LYCEUM’S ARRANGEMENTS TO FULFIL OTHER SAFEGUARDING RESPONSIBILITIES**

#### **Teaching children how to keep safe**

The governing body ensures that all pupils are taught about safeguarding, including online, through the curriculum and PSHE to help children to adjust their behaviours in order to reduce risks and build resilience, including to radicalisation. This includes teaching pupils about the safe use of electronic equipment and the internet and the risks posed by adults or young people, who use the internet and social media to bully, groom, abuse or radicalise other people, especially children, young people and vulnerable adults. It is the responsibility of **all staff** to promote the welfare of all children.

Internet safety is an integral part of The Lyceum's ICT curriculum and also embedded in PSHE and sex and relationships education (SRE).

The Lyceum has appropriate filters and monitoring systems in place to safeguard children from potentially harmful and inappropriate material online. The Lyceum's systems are managed by the external IT support. Such systems aim to reduce the risk of children being exposed to illegal, inappropriate and harmful materials online; reduce the risk of children being subjected to harmful online interaction with others; and help manage online behaviour that can increase a child's likelihood of, or causes, harm. Further detail of The Lyceum's approach to online safety can be found in The Lyceum's E-Safety Policy which also includes detail on the use of mobile technology in school (and accessing 3G and 4G technology on school premises) and The Lyceum's IT arrangements to ensure that children are safe from terrorist and extremist material when accessing the internet through The Lyceum's systems.

The Department of Education has produced a one-stop page for teachers on GOV.UK, which can be accessed here: [Teaching about relationships, sex and health - GOV.UK \(www.gov.uk\)](https://www.gov.uk/teaching-about-relationships-sex-and-health). This includes teacher training modules on the RSHE topics and non-statutory implementation guidance. The following resources may also help schools and colleges understand and teach about safeguarding:

- DfE advice for schools: [teaching online safety in schools](#)
- UK Council for Internet Safety (UKCIS)32 guidance: [Education for a Connected World - GOV.UK \(www.gov.uk\)](#)
- UKCIS guidance: [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](#)
- The UKCIS [External Visitors Guidance](#) will help schools and colleges to ensure the maximum impact of any online safety sessions delivered by external visitors;
- National Crime Agency's CEOP education programme: [Thinkuknow](#)
- Public Health England: [Rise Above](#)

### **Online Safety**

It is essential that children are safeguarded from potentially harmful and inappropriate online material. An effective whole school approach to online safety empowers us to protect and educate our pupils and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:



- content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- contact: being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group ([APWG | Unifying The Global Response To Cybercrime](#)).

The Lyceum School will ensure online safety is a running and interrelated theme whilst devising and implementing policies and procedures. This will include considering how online safety is reflected as required in all relevant policies and considering online safety whilst planning the curriculum, any teacher training, the role and responsibilities of the designated safeguarding lead and any parental engagement.

### **Looked after children**

The governing body ensures that staff have the skills, knowledge and understanding necessary to keep safe any children on roll who are looked after by a local authority.

Sara Taggart is the designated member of staff who has responsibility for their welfare and progress. The Lyceum ensures that the designated member of staff receives appropriate training in order to carry out their role.

### **Arrangements for visiting speakers**

The Lyceum has clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The Lyceum's responsibility to pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of The Lyceum and British values.

The Lyceum is required to undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend The Lyceum. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant.

Visiting speakers will be expected to understand that, where appropriate, their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases,

The Lyceum may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.

Visiting Speakers, whilst on The Lyceum site, will be supervised by a school employee. On attending The Lyceum, Visiting Speakers will be required to show original current identification documents including a photograph such as a passport or photo card driving licence. The Lyceum shall also keep a formal register of visiting speakers retained in line with its Data Protection Policy.

### **Arrangements for offsite visits**

For visits that take place offsite a risk assessment must always be made by a member of staff. The risk assessment must be logged on the educational visits form.

Consent should be received from parents/carers before any pupil is allowed on a visit offsite.

All one to one tuition should take place in rooms that have clear windows/doors allowing for two-way visibility.

### **Use of school premises for non-school activities**

Where the buildings are used by third parties, the Bursar will ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the Governing Body or proprietor, under the direct supervision or management of Lyceum School staff, our arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The Bursar will therefore seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place to liaise with the school on these matters where appropriate. The Bursar will also ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

## **EARLY YEARS PROVISION SAFEGUARDING ARRANGEMENTS**

### **Disqualification from working in childcare<sup>1</sup>**

Where staff work in, or are involved in the management of, The Lyceum's early years or provision of care of pupils under the age of eight, The Lyceum will take steps to check whether those staff are disqualified under the Childcare Act 2006. This forms part of The Lyceum's safer recruitment practices, further details of which can be found in The Lyceum's Recruitment and Selection Policy.

The Lyceum records all checks of staff employed to work in or manage relevant childcare on the Single Central Register. This includes the date disqualification checks were completed.

Where a member of staff is found to be disqualified or if there is doubt over that issue then, pending resolution, The Lyceum will remove them from the work from which they are or may be disqualified.

26

Suspension or dismissal will not be an automatic response; The Lyceum will consider if there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risks and taking advice from the designated officer when appropriate.

### **Use of mobile phones and cameras**

The Lyceum's policy on the use of mobile phones and cameras in the setting can be found in The Lyceum's Acceptable Use Policy. Staff are not permitted to use their personal mobile devices or cameras in school. Staff who wish to use take photographs or video of pupils (whether on a personal or school device) must first speak with the Head to obtain their approval before taking any image of a pupil. Staff who wish to use their personal mobile devices or cameras in school for any other reason must first speak with the Head. Staff who act in breach of this may be subject to disciplinary action. Parents are not permitted to use their mobile phones or camera in or around the EYFS setting without prior approval from the Head.

### **DSL for the EYFS**

The practitioner designated to take lead responsibility for safeguarding children in the early years settings is Jennifer Lamond

### **Duty to notify Ofsted**

The Lyceum will inform Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided<sup>137</sup>. For example, where The Lyceum is satisfied that a person working in a relevant setting falls within one of the disqualification criteria. Any significant event must be notified to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date The Lyceum became aware (or ought reasonably to have become aware) of it.

The Lyceum will notify Ofsted within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere):

### **APPENDIX 1 –SIGNS AND TYPES OF ABUSE**

All school staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another. Abuse can take place wholly online or with technology involved to facilitate offline abuse.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside The Lyceum or college and/or can occur between children outside of these environments. All staff, but especially the DSL and deputies, should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

**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 (including through corporal punishment). 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.<sup>161</sup> Sexual abuse also includes sexual violence and sexual harassment which can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.<sup>162</sup> Sexual violence are sexual offences under the Sexual Offences Act 2003, such as rape, sexual assault and assault by penetration. Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline. Sexual harassment is likely to violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Sexual harassment can include sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual "jokes" or taunting; physical behaviour, such as deliberately brushing against someone, interfering with someone's clothes and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment, which might include non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as sexting); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

**Upskirting:** is a criminal offence and typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their

genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender can be a victim.

**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.

**Serious violence:** indicators which may signal that children are at risk from, or are involved with serious violent crime 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.

**Specific safeguarding issues:** behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger.<sup>167</sup> Safeguarding issues can also manifest themselves via peer-on-peer abuse, such as abuse within intimate partner relationships, bullying (including cyberbullying), gender-based violence/sexual assaults, sexting and upskirting.<sup>168</sup> Safeguarding issues can also be linked to, for example, children missing education; child sexual exploitation; domestic violence; fabricated or induced illness; faith abuse (including ostracism of families<sup>169</sup>); female genital mutilation; forced marriage; gangs and youth violence; gender-based violence / violence against women and girls; hate; mental health; preventing radicalisation; relationship abuse; sexting; and trafficking.

**Child Sexual Exploitation (CSE)** is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

The above CCE indicators can also be indicators of CSE, as can:

- children who have older boyfriends or girlfriends, and children who suffer from sexually transmitted infections or become pregnant.

The DfE has published guidance on this entitled Child sexual exploitation: guide for practitioners

**Child criminal exploitation (CCE):** CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced or manipulated into transporting drugs or money through county lines (see below), working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions
- children who associate with other young people involved in exploitation
- children who suffer from changes in emotional well-being
- children who misuse drugs and alcohol
- children who go missing for periods of time or regularly come home late, and
- children who regularly miss school or education or do not take part in education.<sup>172</sup>

**County lines:** County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation,

violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children's homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

**Mental health:** all staff should 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 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, following this policy and speaking to the DSL or a deputy.

The DfE has published advice and guidance on Preventing and Tackling Bullying, and Mental Health and Behaviour in Schools. In addition, Public Health England has produced a range of resources to support secondary and senior school teachers to promote positive health, wellbeing and resilience among young people including its guidance Promoting Children and Young People's Emotional Health and Wellbeing. Its resources include social media, forming positive relationships, smoking and alcohol.

### **Peer on peer abuse (child on child)**

All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). And that it can happen both inside and outside of school and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports. All staff should understand, that even if there are no reports in The Lyceum School, it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer on peer abuse they should speak to their designated safeguarding lead (or deputy). It is essential that all staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence). For further information about sexual violence see Annex B in KCSIE 2021.
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse. For further information about sexual harassment see Annex B in KCSIE 2021
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

**All** staff should be clear as to The Lyceum’s policy and procedures with regards to peer on peer abuse and the important role they have to play in preventing it and responding where they believe a child



may be at risk from it. Any signs or indicators (as listed above) should be brought to the attention of the DSL and logged on the yellow safeguarding form and stored securely. All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report

**So called ‘honour based’ abuse:** encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can also be found on pages 38-41 of the Multi-agency statutory guidance on FGM. To give an example of indications that a girl has already been subjected to FGM:

- A pupil may have difficulty walking, sitting or standing and may even look uncomfortable.
- A pupil may have frequent urinary, menstrual or stomach problems or spend longer than normal in the bathroom due to difficulties urinating.
- There may be prolonged or repeated absences from School and/or noticeable behaviour changes (e.g. withdrawal or depression) on the pupil’s return.
- A pupil is reluctant to undergo medical examination.<sup>177</sup>

**If staff have a concern that a pupil may be at risk of FGM, they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with Police and Children’s Social Care. If in any doubt, staff should speak to the DSL.**

There is a statutory duty on teachers to personally report to the Police where they **discover** (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve children’s social care as appropriate. If the teacher is unsure whether this reporting duty applies, they should discuss their concerns with the DSL in accordance with this policy. Where a teacher suspects that a pupil is at risk (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence teachers should follow The Lyceum’s local safeguarding procedures.

**Forced marriage:** Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.<sup>181</sup> Threats can be

physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage. There are a range of potential indicators that a child may be at risk of forced marriage, details of which can be found on pages 13-14 of the Multi-agency guidelines: Handling cases of forced marriage. School staff can also contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fmufco.gov.uk](mailto:fmufco.gov.uk).

**Radicalisation:** Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.<sup>182</sup> Extremism is 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. It can also call for the death of members of the armed forces, whether in this country or overseas. Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home). As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a Prevent referral. Staff should contact the DSL or the Deputy DSL, who should be aware of the local procedures in place, before making a Prevent referral.

**Special educational needs and/or disabilities:** Pupils with SEND may not outwardly show signs of abuse and/or may have difficulties in communication about abuse or neglect.

These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

**Lesbian, gay, bi or trans ('LGBT'):** Children who are LGBT can be targeted by their peers. In some cases, a pupil who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

**Domestic abuse:** Domestic abuse includes any incident or pattern of incidents of controlling, coercive, threatening behaviours, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have serious, long lasting emotional and psychological impact on children. The Lyceum should be mindful that children can often blame themselves for the abuse or may have had to leave the family home as a result of the abuse. Domestic Abuse may lead to other safeguarding concerns, and should therefore be managed under this policy.

**Homelessness:** Being homeless, or at risk of homelessness presents a real risk to a child's welfare. The Lyceum should be aware of potential indicators of homelessness including: household debt, rent arrears, domestic abuse and anti-social behaviour, as well as a family being asked to leave a property. If staff are made aware, or suspect that a pupil may be at risk of homelessness they should talk to the DSL in the first instance. Whilst referrals to the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not and should not replace a referral to the LADO where a child has been harmed or is at risk of harm, in accordance with this policy.

**Children who go missing from school:** A child going missing from School is a potential indicator of abuse or neglect. Staff must follow The Lyceum's procedures for dealing with children who go missing, particularly on repeat occasions. The Lyceum's procedure for dealing with children who go missing can be found in The Lyceum's Missing Children Policy.

The Lyceum shall inform the local authority of any pupil who is going to be added to or deleted from The Lyceum's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This will assist the local authority to:

- a) fulfil its duty to identify children of compulsory school age who are missing from education; and
- b) follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

School attendance registers are carefully monitored to identify any trends. The Lyceum will inform the local authority (and the local authority where the child is normally resident) of any pupil who fails to attend school regularly, or has been absent without The Lyceum's permission for a continuous period of 10 school days or more, at such intervals as are agreed between The Lyceum and the local authority.

Action should be taken in accordance with this policy if any absence of a pupil from The Lyceum gives rise to a concern about their welfare.

**Children and the court system:** Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11year olds and 12-17 year olds available on the gov.uk website.

The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. The Lyceum may refer some parents and carers to this service where appropriate.

**Children with family members in prison:** Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

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## **MONITORING AND EVALUATION OF THIS POLICY**

The School monitors and evaluates its safeguarding policy and procedures through the following activities:

- Governing body visits to the School
- Senior leadership team discussion
- Weekly Staff Briefings
- Regular analysis of appropriate provision for the fulfilment of other safeguarding responsibilities relevant to the School
- Logs of safeguarding issues are shared with the lead Governor weekly
- Regular review of parental concerns
- Staff induction and updates offered to staff, including e-safety training
- Safeguarding is monitored by governors through the governors report

Authorised by Hilary Wyatt, Headmistress and Designated Safeguarding Lead

Date of original policy – September 2020

Reviewed September 2021 by SLT

Reviewed February 2022 by SLT

Further reviews to be updated as and when policies change or at least annually.