



THE ALTUS SCHOOL

CHILD PROTECTION & SAFEGUARDING POLICY

Date Approved: October 2023

Date of Review: October 2024

Definition of safeguarding

Taken from [Working Together to Safeguard Children \(2018\)](#) – safeguarding children and young people is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health and development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

Child protection is understood to be actions taken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is defined as treating with cruelty or violence, especially regularly or repeatedly, and may involve inflicting harm or failing to act to prevent harm.

It is important that everyone at The Altus School understands their responsibilities under [Working Together to Safeguard Children \(2018\)](#) and the latest [Keeping Children Safe in Education](#) (KCSIE) document in order to safeguard children and prevent them from coming to harm. Every member of staff must read part 1 of KCSIE and annex A and the latest [Guidance for Safer Working Practice](#).

Equality, Diversity and Inclusion

Some children have an increased risk of abuse, these children may have difficulty recognising or disclosing abuse. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face, for example as a result of: special educational needs or disability; gender or sexuality based issues; ethnicity or religion. These are protected characteristics under the [Equality Act 2010](#) and the [Human Rights Act 1998](#).

Safeguarding knowledge

To support our culture of safeguarding, it is vital that you understand that safeguarding action may be needed to protect our children from (and not limited to) the abuse in the list below. Regular training is provided so that you know what to look for to help prevent or report the abuse that children may be suffering. You can also follow the hyperlinks for more information:

- [Neglect](#)
- [Physical Abuse](#)
- [Sexual Abuse](#)
- [Emotional Abuse](#)
- [Bullying, including online bullying and prejudice-based bullying](#)
- [Racist, disability and homophobic or transphobic abuse](#) (Hate Crimes)
- [Gender-based violence](#)
- Child on Child/[Peer-on-peer abuse](#) such as sexual violence and harassment – See appendix 1 for further information.
- [Radicalisation and/or extremist behaviour](#)
- [Child sexual exploitation](#) and [trafficking](#)

- [Child criminal exploitation](#) including county lines
- [Serious violent crime](#)
- [Online abuse](#): Risks linked to using technology and social media, including online bullying; the risks of being groomed online for exploitation or radicalisation and risks of accessing and generating inappropriate content, for example 'sexting'
- [Grooming](#)
- [Teenage relationship abuse](#)
- [Upskirting](#)
- [Sexting \(or sharing of nudes/semi-nudes\)](#)
- [Substance misuse](#)
- Issues that may be specific to a local area or population, for example gang activity or youth violence
- [Domestic Abuse](#) – in order to support children and families experiencing this The Altus School has signed up to Gloucester Encompass protocol.
- [Female genital mutilation](#)
- [Forced marriage](#)
- [Poor parenting](#)
- [Homelessness](#)
- [So-called honour based violence](#)

Make sure you are familiar with the signs that a child may be experiencing abuse. IF YOU ARE NOT SURE – JUST ASK.

You also need to understand that safeguarding also includes broader aspects of care and education including children's health and safety, their wellbeing including their mental health.

Related Policies

In addition to this you must be aware of the suite of policies we have in place to carry out the care and education of our children. These are: Allegations Management, Anti-bullying policy, Attendance Policy, Behaviour and Relationships Policy, Learning outside the classroom, First Aid policy, Data protection policy, Health and Safety policy, medical needs policy, Acceptable use policy, SEND Policy and Whistleblowing Policy.

These are summarised for all staff during induction, with the member of staff responsible for your induction ensuring that you understand the relevant content for your role – please ask if you have any questions about these. They are available for reference on the website. You are also required to read the Staff Code of Conduct.

It is vital that all children are registered on arrival at school and at the beginning of the afternoon as part of the safeguarding process. Children missing education are at greater risk of abuse. Further information can be found in the Attendance Policy.

Senior staff and those leading induction read all the policies on an annual basis and ensure that regular reminders are cascaded to all other staff. Other policies will be given to staff who need to know them to read and understand, for example Relationship and Sex Education Policy – teaching staff, Child Missing Education policy – admin team.

Indicators of abuse

If you think a child is being abused, you must pass this on to the Designated Safeguarding Lead in person and via Sleuth. The following might indicate that a child is being abused.

Further information can be found on the [NSPCC website](https://www.nspcc.org.uk)

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Evidence of a poor relationship with a parents
- Knowledge of adult issues
- Running away or going missing from home
- Bruising
- Unexplained weight loss

Children are often not able to tell that they are being abused so you must be vigilant to signs that a child might have been harmed. **IF YOU ARE NOT SURE – JUST ASK.**

Prevent and Extremism

The Prevent Duty Guidance has been updated and comes into force on 31st December 2023.

<https://www.gov.uk/government/publications/prevent-duty-guidance/prevent-duty-guidance-for-england-and-wales-accessible>

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include Channel, the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

The DfE also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In regard to 'Prevent', practitioners are able to access advice and support about vulnerabilities, to understand the risks and also will be able to refer on to 'Channel' (early intervention to stop people being drawn into radicalisation) if relevant, Gloucestershire

contact details advice line for practitioners is: 01452 904319 and
prevent@gloucestershire.police.uk

The vulnerabilities for radicalisation are the same for any form of child exploitation, so it would be useful to use the Child Sexual and Criminal Exploitation screening tool and consider whether there are any additional risk factors for this child.

<https://www.gloucestershire.gov.uk/gscp/professional-resources/child-criminal-sexual-exploitation/>

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- o Think someone is in immediate danger.
- o Think someone may be planning to travel to join an extremist group.
- o See or hear something that may be terrorist related.

You also need to understand that safeguarding also includes broader aspects of care and education including children's health and safety, their wellbeing including their mental health.

Leadership of Safeguarding

At The Altus School there is clear leadership of our culture of Safeguarding through the following people:

Designated Safeguarding Lead: **Debbie Kirkham**

Deputy Designated Safeguarding Leads: **Nicki Woolway, Fiona Clarke, Rebecca Allen and Alex Breeze.**

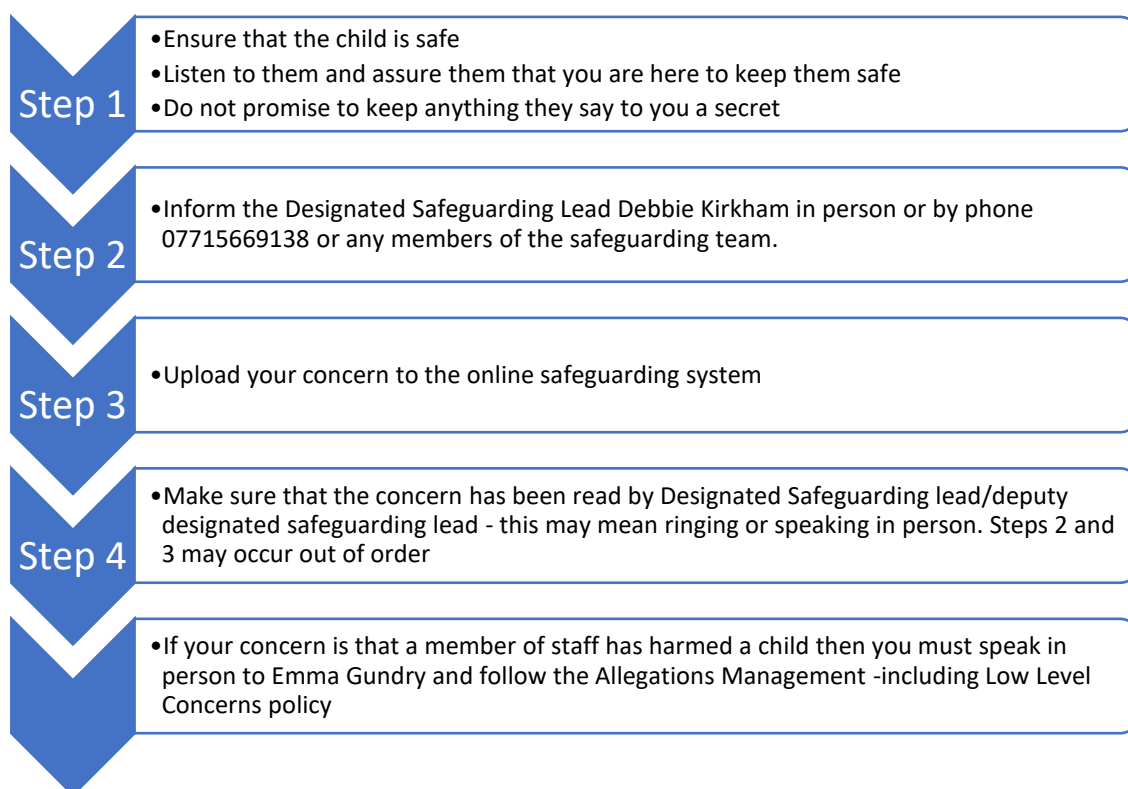
Governing Body – Governor with responsibility for Safeguarding: **Philippa Dancey**

These people make up our safeguarding team, have safeguarding job descriptions and have undertaken enhanced training in safeguarding. They will always be willing to talk to you about any concerns that you may have.

Make sure that you know who these people are (their photos are posted around the school with their contact details.)

What to do if you have a concern

If you have a concern about a child, you should follow the steps on the following diagram:



Children and Young People

Children who are at risk of significant harm are often placed on a child protection plan (Section 47) or child in need plan (Section 17) these are determined by the Children Act 1989 and 2004. Children can also be removed from the care of their parents (LAC or CIC). Children who have this level of child protection need are likely to have experienced trauma or adverse childhood experiences ([ACES](#)). Please be aware of this when you are working with the children in our school.

If a child or young person chooses to disclose current or past abuse to you it is likely that they see you as a trusted adult with whom they have a good relationship. Treat them with care and respect, honouring their confidence by ensuring that you only share the information with a member of the safeguarding team. Reassure them that you will do whatever you can to help and this will mean you cannot keep the information a secret.

Parents and Carers

If a child or young person discloses abuse where possible any onward referral will be made with the consent of parents provided this does not put the child or young person at further risk.

Early Help

The school aim to prevent abuse causing trauma to children and so provide an early help pathway to support children and their families. This help could be any of the following:

Benefits Advice

Parent Counselling (subject to availability)

Parent cafe / social groups / siblings groups

Details of out of school and holiday activities

Provide contact details of other support services and agencies

Parent Workshops, including Webster-Stratton

Pastoral Support

General care, support and advice

Debbie Kirkham manages the school's offer of early help – if you feel a family or child would benefit, please ask.

Confidentiality

All child protection or safeguarding issues should only be disclosed to those who need to know. In The Altus school this means the safeguarding team. They will ensure that anyone else who needs to know has the information and that safeguarding follows the GDPR policy.

Training

All staff receive regular training in safeguarding including:

- A yearly update through INSET training
- Staff briefing updates
- Termly E-bulletins
- Safeguarding scenarios across all sites

In addition every member of staff has carried out the government's [online Prevent training](#) to address issues of radicalisation. Should you be concerned about a child please discuss this with the safeguarding team in the first instance.

All safeguarding leaders have received enhanced safeguarding training and ensure that they keep themselves up to date with current safeguarding issues. The enhanced training is renewed every two years.

All safeguarding training is recorded so that we know who has received what training.

Recording and record keeping

The school uses Sleuth to record all safeguarding incidents.

Please ensure that you have a login for this.

Make sure that you know how to record incidents, including body maps – especially the detail that is required.

Safeguarding incidents require sensitivity and confidentiality. Please do not share information with anyone other than the safeguarding leads unless asked to do so by them. If you are unsure of this any of the safeguarding team will help you with this.

IF YOU ARE NOT SURE – JUST ASK.

Allegations Management, Whistleblowing and Low-Level Concerns

At The Altus School we always consider that the worst could happen here. This means that all staff are vigilant with regards to behaviour of others.

If you are concerned about the behaviour of a member of staff when they are with children, you must speak to the most senior member of staff onsite. This will usually be Emma Gundry. If the concern is about Emma, you must speak to the Chair of the Management Committee, Lyn Dance. They can be reached via email in the first instance at

chair@altusschool.org.uk

They will then refer any issues to the Local Authority Designated Officer (LADO) Nigel Hatton, on 01452 426 994, who will support the school to decide next steps.

Should you feel that your concerns are not being listened to, you are required to whistle-blow using the one of the following routes:

- Protect, an independent whistleblowing charity, previously known as Public Concern at Work (helpline: 020 3117 2502, email: whistle@protect-advice.org.uk, website: www.pcaw.co.uk).
- Through the **NSPCC whistle-blowing helpline - 0800 028 0285** – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: help@nspcc.org.uk

Further information can be found in the Allegations Management – including Low Level Concerns Policy and the Whistleblowing Policy.

Recruitment and Induction

All staff are recruited using safer recruitment procedures – this means that references and DBS are in place for every member of staff before they take up their post.

All recruitment panels have at least one person who has undertaken safer recruitment training. All staff have their details recorded on the Single Central Record. Further information is available in the Recruitment policy.

Useful Contacts

NSPCC National Helpline: 0808 800 5000

Gloucestershire Children & Families helpdesk 01452 426565
childrenshelpdesk@gloucestershire.gov.uk

OUT OF HOURS NUMBER 01452 614194 for use in an emergency

LADO – Nigel Hatten 01452 42 6994

If you would like any further information about anything in this policy, please ask one of the safeguarding leaders.

This policy was developed by Debbie Kirkham September 2023 and approved by the Management Committee October 2023.

It will be reviewed yearly.

Appendix 1 – Child on child/Peer on peer abuse

This type of abuse can be very difficult to manage in schools. Whilst KCSIE refers to victims and perpetrators we ensure that this terminology is only when appropriate. This means that it is only used with the children or young people involved with very careful consideration, if ever. For ease of reference these terms are used here.

In The Altus School we have a clear reporting mechanism for children and young people to report abuse. This information and the teaching of behaviours that are abusive are made clear to the children in the teaching of PSHE, the teaching of RHSE and on information posters around the school.

When such an incident is reported the school follows this process to ensure that all involved are fully supported.

Ensure that the victim is safe and is not promised confidentiality

Refer to the DSL and make a written report (facts as the child/young person presents them)

DSL should consider whether to report to Children's Social Care or the Police

Parents of the victim should be informed unless this would put the victim at greater risk of harm

The Police/Children's social care will advise as to how to proceed if they have been involved

A risk assessment should be completed to ensure that both victim and perpetrator's needs are managed in school.

It should also include any other children or young people who may also have been victims or witnesses

If the incident(s) occurred at school an assessment should be carried out of the location and

ALL SHOULD BE DONE TO PROTECT THE IDENTITY OF BOTH VICTIMS AND PERPETRATORS