

Italia Conti
Safeguarding and Child Protection Policy

**Safeguarding and Child Protection Policy
September 2018**

**based on DfE statutory guidance
Keeping Children Safe in Education, 2018**



ITALIA CONTI

Approved by:	Senior Management Team	Date: 01.09.18
Management Lead:	Mrs Samantha Newton	
Reviewed by:	Lisa Beer, Philippa Luce (Goswell Road) Sue Shackleton (Arts Centre)	01.09.18, updated 01.10.18
Checked by:	Beverley Thomas	01.09.18, updated 01.10.18
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Signed:	Sam Newton (Principal)	Date: 01.09.18, updated 01.10.18

This policy will be reviewed and approved by the Governing Body and/or following any updates to national and local guidance and procedures.

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents

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Safeguarding Statement

The Italia Conti recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of Italia Conti's safeguarding responsibilities.

Key Safeguarding Contacts Italia Conti Academy (London)

The Principal is:	Mrs Samantha Newton
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The Head of Governors is:	Ms Kay Robbins
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The Designated Safeguarding Lead (DSL):	Ms Lisa Beer (Academy, London)
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The Deputy Designated Safeguarding Leads are:	
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	Telephone: 020 7608 0044
The Designated Teacher for children looked after (CLA) is	Mrs Glynis Rodgers (Goswell Road)
Contact details: email: Glynis.Rodgers@italiaconti.co.uk	Telephone: 020 7608 0044
The Designated Manager for Allegations against Staff and Volunteers is:	Mr Rod Jones (Vice Principal)
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Key Personnel (Italia Conti Arts Centre, Guildford)

The Designated Safeguarding Lead (DSL) is:	Mrs Sue Shackleton
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The deputy DSL(s) is:	Mr William Flanagan
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SAFEGUARDING AND CHILD PROTECTION POLICY ITALIA CONTI

1. Introduction

- a. Italia Conti and its staff form part of the wider safeguarding system for children. Everyone who comes into contact with children, young people and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child. (*Keeping Children Safe in Education – DfE, 2018*).
- b. This Safeguarding and Child Protection Policy is for all staff, parents, governors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school. It should be read in conjunction with the Staff Handbook, Anti-Bullying Policy, Behaviour Policy, Safer Recruitment Policy, Health and Safety Policy, Educational Visit Policy, E-safety Policy and Social Media Policy. It should also be read in conjunction with *Keeping Children Safe in Education (DfE, 2018)*.
- c. The welfare of the child is paramount.

All children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.

We recognise that all adults, including temporary staff¹, volunteers and governors, have a full and active part to play in protecting our pupils from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.

All staff believe that Italia Conti should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Pupils, students and staff involved in child protection issues will receive appropriate support.

d. Definitions

Safeguarding and promoting the welfare of children is defined in *Working Together to Safeguard Children, 2018* 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
- Taking action to enable all children to have the best outcomes

¹ Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children etc, and governors

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Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Children includes everyone under the age of 18.

Staff: refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Parents: refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

2. Statutory framework

- a. Sections 157 and 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children and young people who are pupils and students of Italia Conti.
- b. The development of appropriate procedures and the monitoring of good practice in **Islington** are the responsibilities of the [Islington Safeguarding Children Board](#) (ISCB). In Islington (Italia Conti Academy, London site) all professionals must work in accordance with the London Child Protection Procedures (LCPP), 2018. For **Surrey** (Arts Centre site), the development of appropriate procedures and the monitoring of good practice in Surrey are the responsibilities of the **Surrey Multi-Agency Safeguarding Hub** ([MASH](#)).
- c. This policy is based on the Department for Education's statutory guidance, [Keeping Children Safe in Education](#) and [Working Together to Safeguard Children](#), and the [Governance Handbook](#). We comply with this guidance and the procedures set out by our local safeguarding children board. The Academy works in accordance with the following legislation and guidance:
 - [Keeping Children Safe in Education](#) (DfE, 2018)
 - [Working Together](#) (HMG, 2018)
 - Education Act 2002
 - Children Act 2004
 - Children Act 1989
 - Data Protection legislation (including the General Data Protection Regulation, 2018).
 - Information sharing advice for safeguarding practitioners (HMG, 2018)

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- [What to do if you're worried a child is being abused](#) (HMG, 2015)
- [Counter-Terrorism and Security Act](#) (HMG, 2015)
- [Serious Crime Act 2015](#) (Home Office, 2015)
- Education (Pupil Registration) Regulations 2006
- Sexual Offences Act (2003)
- [Searching, screening and confiscation](#) (DfE, 2014)
- [Preventing and Tackling Bullying](#) (DfE, 2017),
- Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)
- Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school

3. Policy Aims

- To demonstrate Italia Conti 's commitment to safeguarding and child protection to pupils, parents and other stakeholders.
- To support the child's development in ways that will foster security, confidence and independence
- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident to, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To ensure awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, Italia Conti, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To ensure a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within Italia Conti who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance)², and a single central record is kept for audit.

4. Supporting Children

- We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth
- We recognise that Italia Conti may provide the only stability in the lives of children who have been abused or who are at risk of harm.

² Guidance regarding DBS checks recently updated by the Protection of Freedoms Act 2012

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- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

The Academy will support all children by:

- Encouraging self-esteem and self-assertiveness, through our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the Italia Conti.
- Responding sympathetically to any requests for time out to deal with distress and anxiety.
- Offering details of helplines, counselling or other avenues of external support.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves Italia Conti by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring Italia Conti medical records are forwarded as a matter of priority.
- Learners are taught to understand and manage risk through all aspects of Italia Conti life. This includes online safety.

5. Prevention / Protection

- We recognise that Italia Conti plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection. The Italia Conti community will therefore:
- Work to establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to.
- Include regular consultation with learners through tutorials, general conversation, enquiring during general conversation if the course they are assigned to is fulfilling their needs and creating a feeling of wellbeing.
- Ensure that all children know there is an adult in Italia Conti whom they can approach if they are worried or in difficulty.
- Include safeguarding in everyday situations, reiterating the skills they need to stay safe from harm and to know to whom they should turn for help. This will include anti-bullying, online-safety, personal safety, independent living and travel.
- Ensure all staff are aware of Italia Conti guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.

Italia Conti will ensure that

- All staff receive information about Italia Conti's safeguarding arrangements, safeguarding statement, staff behaviour policy (code of conduct), child protection policy, the role and names of the Designated Safeguarding Lead and their deputy and Keeping Children Safe in Education part 1 and annex A on induction;
- All staff receive safeguarding and child protection training at induction in line with advice from the

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relevant Local Education Authority Safeguarding Children's Boards, which is regularly updated and receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually;

- All members of staff are trained in and receive regular updates in online safety and reporting concerns;
- All staff and governors have regular child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse;
- The safeguarding and child protection policy is made available via the website or other means and that parents/carers are made aware of this policy and their entitlement to have a copy via the Italia Conti handbook/newsletter/website.
- All parents/carers are made aware of the responsibilities of staff members regarding child protection procedures through the publication of the Safeguarding and Child Protection Policy and reference to it in the Italia Conti website.
- Italia Conti provides a coordinated offer of Early Help when additional needs of children are identified and contributes to early help arrangements and inter-agency working and plans.
- Italia Conti will seek to ensure the suitability of adults working with children on school sites at any time.
- All staff will be given a copy of Part 1 and Annex A of Keeping Children Safe in Education 2016 and will sign to say they have read and understood it. This applies to the Governing Body in relation to part 2 of the same guidance.

6. Roles and responsibilities

- a. All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people within Italia Conti and the Local Authorities who have specific responsibilities under child protection procedures. The names of those in Italia Conti with these specific responsibilities (e.g., the designated safeguarding lead and deputy designated safeguarding leads) are shown on the cover sheet of this document. This policy and procedure also applies to extended Italia Conti and off-site activities.
- b. All staff, governors and volunteers will read Keeping Children Safe in Education 2018, part 1 and Annexe A (see Appendix A). Senior Management will support all staff in understanding this key document and implementing it in their practice.
- c. The Governing Body
 - The governing board will approve this policy at each review and hold the Principal to account for its implements.
 - The governing board will appoint a senior board level (or equivalent) lead to monitor the effectiveness of this policy in conjunction with the full governing board. This is always a different person from the DSL. At least one member of the governing body will have completed safer recruitment training to be repeated every five years.

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- The chair of governors will act as the 'case manager' in the event that an allegation of abuse is made against the Principal, where appropriate (see appendix 3).
- The governing body ensures that the policies, procedures and training in Italia Conti are effective and comply with the law at all times. It ensures that all required policies relating to safeguarding are in place and that the child protection policy reflects statutory and local guidance and is reviewed at least annually. Related policies include a staff behaviour policy (code of conduct); child protection, safeguarding, recruitment and managing allegations policies and procedures and are consistent with Islington and Surrey Safeguarding Children's Boards and statutory requirements, are reviewed annually and that the Child Protection policy is publicly available on the Italia Conti website and by other means.
- The governing body ensures there is a named designated safeguarding lead and deputy safeguarding lead in place. On appointment, the DSL and deputy undertake interagency training (SSCB Modules 1&2) and also undertake DSL 'New to Role' and 'Update' training every two years. All other staff have safeguarding training updated as appropriate.
- The governing body ensures Italia Conti contributes to multi-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.
- The governing body ensures that all staff and volunteers undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.
- The governing body ensures that children and young people are taught about safeguarding, including online, ensuring that appropriate filters and monitoring systems for online usage are in place. Our children and young people will be taught how to keep themselves safe through teaching and learning opportunities as part of a broad and balanced curriculum.
- The governing body and Italia Conti leadership team are responsible for ensuring Italia Conti follows safe recruitment procedures that help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see Italia Conti's 'Safer Recruitment' policy for further information), and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training It ensures that volunteers are appropriately supervised in the Italia Conti.
- Enhanced DBS checks (without barred list checks, unless the governor is also a volunteer at Italia Conti I) are in place for all Governors.

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d. The Principal

- The Principal works in accordance with the requirements upon all Italia Conti staff (see below). In addition, (s)he ensures that all safeguarding policies and procedures adopted by the governing body are followed by all staff.
- The Principal manages all concerns about the conduct of adults in Italia Conti in relation to safeguarding and child protection.
- Ensures that systems are in place for children to express their views and give feedback which operate with the best interest of the child at heart.
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures.
- Ensures that that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online.
- Ensures that they liaise with the Local Authority Designated Officer (LADO), before taking any action and on an ongoing basis, where an allegation is made against a member of staff or volunteer.

e. The Designated Safeguarding Lead (DSL) (and Deputy DSL)

- The DSL in the Academy takes lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They ensure that everyone in the Academy (including temporary staff, volunteers and contractors) is aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals to **Islington's Children's Social Care (Children's Services Contact Team)** or other local authorities are made in accordance with London Child Protection Procedures, or **(for the Arts Centre) to Surrey Multi-Agency Safeguarding Hub (MASH)**³ They work with statutory, targeted and universal agencies as required, in line with Working Together to Safeguard Children. **Referrals to MASH should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF)**⁴
- The DSL takes lead responsibility for coordinating early help assessments for children within the school.
- The DSL takes lead responsibility for keeping full written chronological records of all concerns about a child even if there is no need to make an immediate referral to CSC. These records are kept confidentially and securely and are separate from other pupil records.

³ All new referrals go to the [Surrey MASH](#) on 0300 470 9100 operating 9.00am to 5.00pm. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

⁴ Online forms can be downloaded from the [SSCB website](#).

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- Will ensure that all such records are kept confidential, stored securely and are separate from pupil records, until the child's 25th birthday and that when a pupil leaves Italia Conti, their child protection file is passed to the new school (separately from the main pupil and ensuring secure transit) and that confirmation of receipt is obtained. The DSL will ensure that a copy of the CP file is retained until such a time that the new school acknowledges receipt of the original file. The copy should then be shredded.
 - The DSL or a deputy should always be available to discuss safeguarding concerns. If for any reason the DSL is unavailable, one of the named deputy DSLs will act in their absence.
 - The DSL or a deputy will ensure that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.
 - The DSL or a deputy will ensure that all staff sign to say they have read, understood and agree to work within the School's child protection policy, staff behaviour policy (code of conduct) and Keeping Children Safe in Education Part 1 and annex A and ensure that the policies are used appropriately.
 - The DSL or a deputy will organise child protection and safeguarding induction, regularly updated training and a minimum of annual updates (including online safety) for all school staff, keep a record of attendance and address any absences.
 - The DSL or a deputy will contribute to and provide, with the Principal, the "Audit of Statutory Duties and Associated Responsibilities" to be submitted annually to the Education Safeguarding Team at Surrey County Council (Arts Centre) or Islington (Academy Barbican site).
- f. The Deputy Designated Safeguarding Lead(s)
- The Deputy Safeguarding Leads are/are trained to the same standard as the Designated Safeguarding Lead and, in the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the DSL the deputy will assume all of the functions above.
- g. All Academy staff and volunteers
- Everyone in Italia Conti has a responsibility to provide a safe learning environment in which our children can learn. All staff members are prepared to identify children or young people who may benefit from early help and understand their role within this process. This includes identifying any emerging problems so appropriate support may be provided and liaising with the DSL to report any concerns. This includes children, young people and vulnerable adults who:
 - Are disabled and have specific additional needs
 - Have special educational needs (whether or not they have an Education, Health and Care Plan (EHCP))
 - Are young carers
 - Are showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups

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- Are frequently missing/going missing from care or home
 - Are at risk of modern slavery, trafficking or exploitation
 - Are at risk of being radicalised or exploited
 - Are in challenging family circumstances such as drug and alcohol misuse, adult mental health issues and domestic abuse
 - Are misusing drugs and alcohol themselves
 - Have returned home to their family from care
 - Are privately fostered.
- All staff will develop their understanding of the signs and indicators of abuse and of their responsibility for referring any concerns.
 - All staff members are aware of and follow Italia Conti processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so.
 - All members of staff know how to respond to a pupil who discloses abuse in line with the relevant Local authority Child Protection procedures and will pass this information on immediately to the DSL, or, in their absence, the deputy DSL.
 - If, in exceptional circumstances, the DSL (or deputy) is not available, staff should contact a member of the senior management team and/or take advice from local authority children's social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible.
 - All members of staff know how to access edition 5 of the London Child Protection Procedures at <http://www.londoncp.co.uk/> or Surrey Safeguarding Board Procedures manual <http://surreyscb.procedures.org.uk/> as appropriate to the site they are working at.
 - All staff are aware of the Academy's 'Whistleblowing Policy' and how to access it.

7. Types of abuse / specific safeguarding issues

- a. Keeping Children Safe in Education (DfE, 2018) defines abuse as the 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). They may be abused by an adult or adults or another child or children"
- b. The four main types of abuse are
 - Physical
 - Emotional
 - Sexual
 - Neglect

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Italia Conti is aware of the signs of abuse and neglect, so we are able to identify children who may be in need of help or protection.

c. Children who are particularly vulnerable

- Italia Conti recognises that some children are more vulnerable to abuse and neglect and that additional barriers exist when recognising abuse for some children.
- We understand that this increase in risk is due more to societal attitudes and assumptions or child protection procedures which fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances.
- In some cases, possible indicators of abuse such as a child's mood, behaviour or injury might be assumed to relate to the child's impairment or disability rather than giving a cause for concern. Or a focus may be on the child's disability, special educational needs or situation without consideration of the full picture. In other cases, such as bullying, the child may be disproportionately impacted by the behaviour without outwardly showing any signs that they are experiencing it.
- Some children may also find it harder to disclose abuse due to communication barriers, lack of access to a trusted adult or not being aware that what they are experiencing is abuse.

To ensure that all our pupils receive equal protection we will give special consideration to children who are;

- Disabled or have special educational needs
- Young carers
- Affected by parental substance misuse, domestic abuse or parental mental health needs
- Asylum seekers
- Living away from home
- Vulnerable to being bullied or engaged in bullying
- Already viewed as a 'problem'
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality
- At risk of sexual exploitation
- Do not have English as a first language
- At risk of female genital mutilation
- At risk of forced marriage
- At risk of being drawn into extremism.

d. Peer on peer abuse

- Italia Conti may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at Italia Conti, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Italia

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Conti recognises that some children or young people may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

- Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children and young people understand, in an age-appropriate way, what abuse is, and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Italia Conti understands the different gender issues that can be prevalent when dealing with peer on peer abuse.
Please also refer to the Anti Bullying, Peer-on Peer abuse and Cyber-bullying policies and guidance.

e. Anti-Bullying/Cyberbullying

- Italia Conti's policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under safeguarding and child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents which is shared with and analysed by the governing body. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.
- If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the Principal and the DSL will consider implementing safeguarding and child protection procedures.
- The subject of bullying is addressed at regular intervals in PHSE education.
- Our pupils and students increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as Facebook, twitter, Instagram and snapchat.
- Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Pupils or students may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.
- Italia Conti has an online safety policy which explains how we try to keep pupils safe in school and how we respond to online safety incidents (See flowchart, Appendix 7).
- Students are taught about online safety throughout the curriculum and all staff receives online safety training which is regularly updated. The Academy online safety coordinators are Andrew Dickinson (Goswell Road / Avondale) and Preston Cole (Arts Centre).

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g. Children or young people with special educational needs and disabilities

- Italia Conti understands that children with special educational needs and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:
 - Being more prone to peer group isolation than other groups and being disproportionately impacted by things like bullying, without outwardly showing signs of being bullied
 - Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability rather than abuse or neglect
 - Communication barriers and difficulties in overcoming these barriers in relation to disclosing abuse or neglect
- Italia Conti understands the additional vulnerability of children with special educational needs and disabilities and will ensure positive and proactive behaviour support to reduce the occurrence of risky behaviour and the need to use restraint.

h. Children missing from education

- All children, regardless of their age, ability, aptitude and any special education needs they may have, are entitled to a full-time education. Italia Conti recognises that a child missing education is a potential indicator of abuse or neglect and will follow Italia Conti procedures for unauthorised absence and for children missing education.
- Italia Conti will hold at least 2 emergency contact numbers for each child and will use both numbers, if necessary, as part of the First Day calling process.
- Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency (Local Authority Pupil Services, Social Care or Police, particularly where children go missing on repeat occasions and/or are missing for periods during the school day, in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'⁵.
- Italia Conti must inform the local authority of any pupil who fails to attend Italia Conti regularly or has been absent without Italia Conti permission for a continuous period of 10 days or more.
- Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

i. Child Sexual Exploitation (CSE)

- Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community.

⁵ <https://www.gov.uk/government/publications/children-missing-education>

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"Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

(Department of Education (DfE), 2017)

- It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Italia Conti is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The relevant site DSL is the named CSE Lead in Italia Conti on these issues and will work with other agencies as appropriate. Any concerns that a child is being or is at risk of being sexually exploited should be passed without delay to the DSL.
- On all occasions when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited the DSL will make an immediate referral to Islington's Children's Services Contact Team, 020 7527 7400, csctreferrals@islington.gov.uk (London) use the Surrey Safeguarding Children's Board CSE Screening Tool⁶ (Arts Centre). If the tool identifies any level of concern (green, amber or red) the DSL (Arts Centre) should contact their local Referral, Intervention and Assessment team and email the completed CSE Screening Tool along with a Multi-Agency Referral Form (MARF).

j. Sexting:

- The term 'sexting' relates to the sending of indecent images, videos and/or written messages with sexually explicit content; these are created and sent electronically. They are often 'shared' via social networking sites and instant messaging services.
- Italia Conti will not tolerate sexting; it is inappropriate and illegal amongst young people and can have extremely damaging and long-lasting consequences. Sexting is unacceptable behaviour. The misuse of electronic communication, such as sexting, inappropriate comments on Facebook for example, being the object of cyber-bullying and online grooming are all potential safeguarding concerns.
- We will work with parents and carers in ensuring that all pupils are fully aware of the dangers and possible repercussions of sexting.

k. Sexual violence and sexual harassment between children

- Sexual violence and sexual harassment can occur between two children or young people of **any** age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

⁶ <http://www.surreyscb.org.uk/wp-content/uploads/2016/06/SSCB-CSE-Screening-Tool-May-16.pdf>

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- Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap. They can occur online and offline (both physical and verbal) and are never acceptable. It is important that **all** victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.
- Staff should be aware of the importance of:
 - making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up
 - not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”
 - challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts.
 - Not dismissing or tolerating such behaviours as these risks normalising them.

I. Domestic Violence

- Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, religion, mental or physical ability. Domestic abuse can also involve other types of abuse.
- Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.

m. Female Genital Mutilation (FGM)

- FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK under the FGM Act (2003) and a form of child abuse and violence against women.
- As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a mandatory duty on **teachers** (and other professionals) to notify the police, on **101**, of **known** cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Italia Conti will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures.

n. Forced marriage

- A forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.
- Academy staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the contact centre or the Forced Marriage Unit 200 7008 0151.

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- All staff are aware of the **‘One Chance’ Rule** in relation to forced marriage, FGM and HBV. Staff recognise they may only have one chance to speak to a pupil who is a potential victim and have just one chance to save a life.

o. Honour based violence

Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based violence might be committed against people who;

- Become involved with a boyfriend or girlfriend from a different culture or religion;
- Want to get out of an arranged marriage;
- Want to get out of a forced marriage;
- Wear clothes or take part in activities that might not be considered traditional within a culture.
- It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

p. Private Fostering Arrangements

- A private fostering occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or 18 if the child is disabled. Children looked after by the local authority or who are placed in residential schools, children's homes or hospitals are not considered to be privately fostered.
- Italia Conti recognise that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.
- By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. However, where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will raise this with the DSL and the DSL will notify the local education authority social care of the circumstances as appropriate.

q. Looked after children

- The most common reason for children becoming looked after is as a result of abuse and neglect. Italia Conti ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

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- The designated teacher for looked after children and the DSL have details of the child's social worker and the name For the **Arts Centre site**, this includes and contact details of the Surrey County Council's virtual school head for children in care.

r. Prevention of radicalisation

- As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under section 26 of the Act, Italia Conti is required, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism".
- This duty is known as the Prevent duty. It requires schools and education providers to:
 - teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
 - be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
 - be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues
- CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. Our staff understand how to identify those who may benefit from this support and how to make a referral.
- Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
- Italia Conti seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.
- Italia Conti staff receive training to help identify early signs of radicalisation and extremism. Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the Academy follows the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social and cultural education) in Schools (2014)⁷.

⁷https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf

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- Italia Conti governors, the Principal and the Designated Safeguarding Lead (DSL) will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include, the use of Italia Conti premises by external agencies, anti-bullying policy and other issues specific to the Italia Conti's profile, community and philosophy.
- Italia Conti is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism⁸.
- When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent contact the Police by dialing 999. In non-urgent cases where police advice is sought then dial 101. The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

8. Procedures

- a. All action is taken in accordance with the following guidance;
 - London Child Protection Procedures (2018)
 - Keeping Children Safe in Education (DfE, 2018)
 - Working Together to Safeguard Children (DfE, 2018)
 - PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)
- b. When new staff, volunteers or regular visitors join Italia Conti they are informed of the safeguarding arrangements in place, the name of the DSL and how to share concerns with them.
- c. Any member of staff, volunteer or visitor to Italia Conti who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the DSL (or, in their absence, the deputy DSL). See flowchart 'What to do if you are worried about a child/young person' on page 3.
- d. The DSL or the deputy will immediately refer cases of suspected abuse or allegations, by telephone, to:

Goswell Road / Avondale

The Children's Services Contact Team (CSCT) in Islington on 0207 527 7400 or the local authority where the child lives. For Islington referrals the telephone referral to CSCT will be confirmed in writing using the CSCT Request for Service/Referral Form within 48 hours. Referrals to other local authority statutory services will be followed up, within the same timescale, using their referral forms.

Arts Centre Guildford

The Surrey Multi-Agency Safeguarding Hub [Surrey MASH](#) on 0300 470 9100 (9.00am to 5.00pm). In an

⁸ <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

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emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF). Online forms can be downloaded from the [SSCB website](#).

- e. All referrals will include the pupil's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral plus any other relevant information or advice given.
- f. Wherever possible, Italia Conti will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to seek advice from CSCT and/or Police in making decisions about when it is appropriate to share information with parents / carers.
- g. If a member of staff continues to have concerns about a child or young person and feels the situation is not being addressed or does not appear to be improving, they should press the DSL for re-consideration of the case.
- h. Safeguarding contact details are displayed in Italia Conti across all sites to ensure that all staff members have unfettered access to safeguarding support.

9. Training

- a. The DSL (and deputy) undertake ISCB Group 5 and Update/Refresher training child protection training at least every two years and regularly update their safeguarding and child protection knowledge and skills through attending DSL briefings and reading safeguarding newsletters, e.g. NSPCC Casper Weekly Updates. The Principal, all staff members and governors receive appropriate child protection training which is regularly updated and in line with advice from the local education authority.
- b. Italia Conti ensures that the DSL (and deputies) also undertake training in multi-agency working and specific safeguarding areas as appropriate.
- c. In addition, all staff members receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Training will always include a reminder of Italia Conti referral processes. Topics may include:
 - Indicators of abuse
 - Prevent
 - CSE
 - Online Safety
 - FGM
 - County Lines
 - Sexual violence and sexual harassment

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- d. Induction for all new members of staff, governors and volunteers will include:
 - safeguarding and child protection policy
 - staff code of conduct and staff acceptable use policy
 - behaviour policy
 - procedures for managing children who are missing education
- e. Records of all child protection training undertaken are kept for all staff and governors.

10. Confidentiality

- a. Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or pupils) or promise to keep a secret.
- b. In accordance with statutory requirements, child protection concerns must be reported to the DSL and may require further referral to and subsequent investigation by statutory agencies (i.e., children's social care and police).

Information on individual child protection cases may be shared by the DSL (or deputy) with other relevant staff members on a 'need to know' basis only and where it is in the child's best interests to do so.

11. Records and information sharing

- a. Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst Data Protection legislation (including the General Data Protection Regulation, 2018) places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life should not prevent sharing where there are real safeguarding concerns. Fears about sharing information should not stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.
- b. Well-kept records are essential to good child protection practice. Italia Conti is clear about the need to record any concern held about a child or children within our establishment, the status of such records and when these records should be shared with other agencies.
- c. Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will record it on the Cause for Concern Form noting what was said or seen (if appropriate, using a body map to record), giving the date, time and location. All records will be dated and signed and will include any action taken at the time. This is then presented to the DSL (or deputy), who will decide on the next steps and record this accordingly.

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- d. All records related to child protection are kept in an individual safeguarding / child protection file for that child (which is separate to the pupil file). All child protection records are stored securely and confidentially and will be retained for 25 years after the pupil's date of birth.
- e. Where a pupil transfers from Italia Conti to another school / educational setting (including college), the DSL (or deputy DSL) will copy their safeguarding/ child protection file in its entirety and forward the original file to the new educational setting. This will be marked 'Strictly Confidential' and for the attention of the receiving school or college's DSL, with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new educational establishment and place this on the copied file which will be archived in line with our retention policy.
- f. Where a pupil joins Italia Conti, we will routinely check with the previous early years setting or school whether there are current or historical safeguarding / child protection records.

12. Multi-Agency Working

- a. It is the responsibility of the DSL to ensure that Italia Conti is represented at any child protection conference called for children on the Italia Conti roll or previously known to them. In addition, we will ensure that a child protection conference report is submitted two working days in advance of an initial conference and five working days for a review conference, in line with London or Surrey Child Protection Procedures, as relevant.
- b. Where possible and appropriate, any report will be shared in advance with the parent(s) / carer(s). Whoever attends will be fully briefed on any issues or concerns Italia Conti has and be prepared to contribute to the discussions at the conference in line with London or Surrey Child Protection Procedures, as relevant.
- c. If a child is subject to a Child Protection, Child in Need plan or Early Help Assessment and Plan, the DSL will ensure the child is monitored regarding their Academy attendance, emotional well-being, academic progress, welfare and presentation.
- d. Where Italia Conti is part of the core group, the DSL will ensure Italia Conti is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the DSL will inform the child's social worker immediately and then record that they have done so, and the actions agreed.

13. Allegations about members of the workforce

- a. All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Staff Handbook and Code of Conduct.

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- b. Italia Conti works in accordance with statutory guidance and the Allegations against Staff/Volunteers (ASV/LADO) procedures (LSCB, 2017) in respect of allegations against an adult working with children (in a paid or voluntary capacity). Section 7 of the current London Child Protection Procedures provides detailed information on this.
- c. Italia Conti has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff will be referred to the Principal (or the Vice Principal in their absence). This role is distinct from the DSL as the named person should have sufficient status and authority in Italia Conti to manage employment procedures. Staffing matters are confidential, and Italia Conti operates within statutory guidance around Data Protection.
- d. Where the concern involves the Principal, it should be reported directly to the Chair of Governors.
- e. ASV/LADO procedures (LSCB, 2017) require that, where an allegation against a member of staff is received, the Principal, senior named person or the Chair of Governors must inform the duty Local Authority Designated Officer (LADO) on **0207 527 8101/8102 (Goswell Road/Avondale) or 0300 200 1006 (Arts Centre)** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires police involvement. This will include advice on speaking to pupils and parents and HR. Italia Conti will not carry out any investigation before speaking to the LADO.

14. Whistleblowing

- a. Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider Italia Conti community) raises a concern about danger or illegality that affects others, for example pupils in the Italia Conti or members of the public.
- b. All staff are made aware of the duty to raise concerns about the attitude or actions of staff in line with the Italia Conti's Code of Conduct / Whistleblowing policy.
- c. We want everyone to feel able to report any child protection / safeguarding concerns. However, for members of staff who feel unable to raise these concerns internally, they can call the NSPCC whistleblowing helpline on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: help@nspcc.org.uk.
- d. Parents or others in the wider Italia Conti community with concerns can contact the NSPCC general helpline on: 0808 800 5000 (24-hour helpline) or email: help@nspcc.org.uk.

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Appendix A- Required reading links:

Keeping Children Safe in Education

Department for Education statutory guidance part 1 and appendix A (all staff):

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707688/Keeping_Children_Safe_in_Education_-_Part_1_-_September_2018.pdf

Link to London Child Protection Procedures key information (Goswell Road and Avondale staff):

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

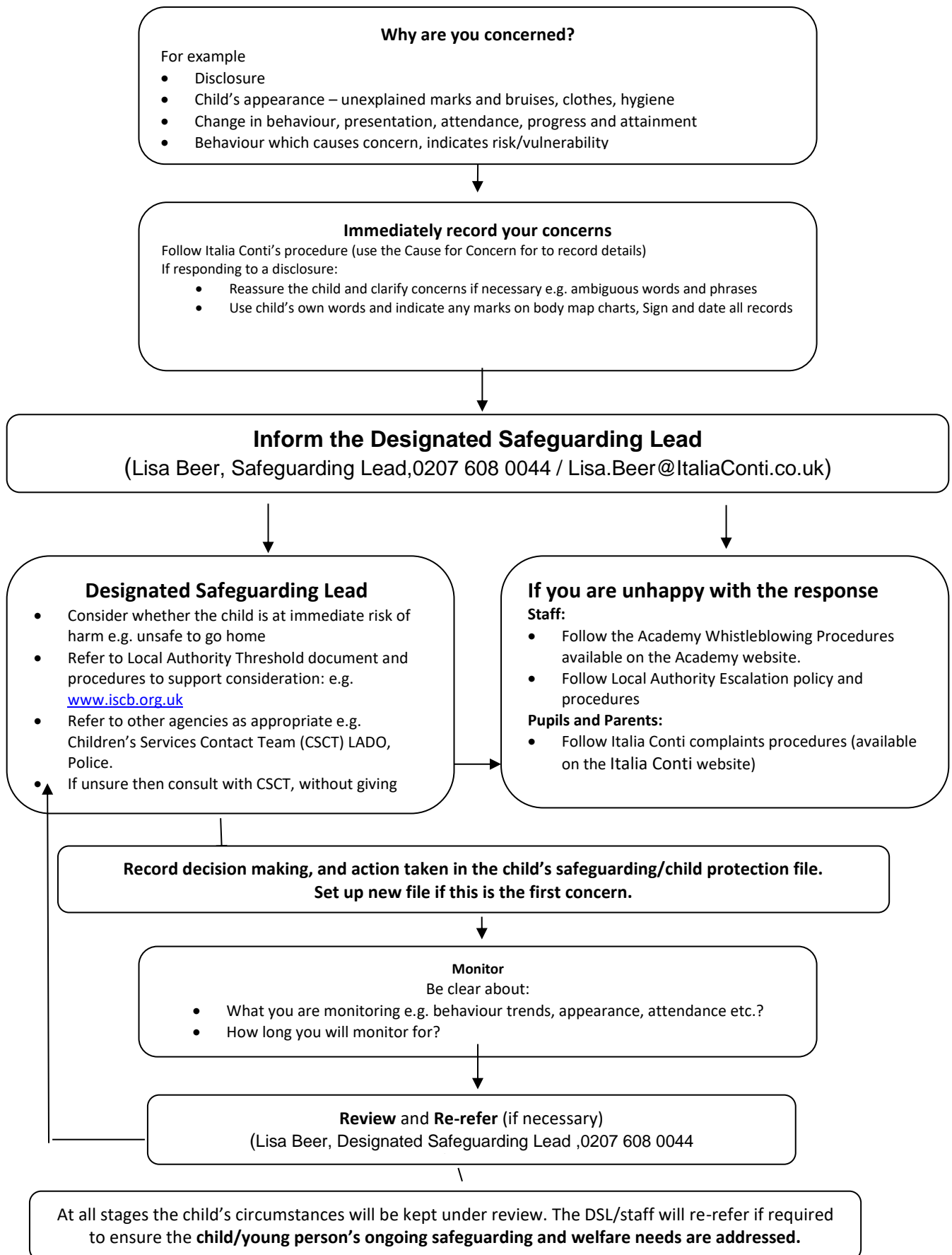
Link to Surrey Schools Child Protection procedures information (Arts Centre staff):

<http://surreyscb.procedures.org.uk/>

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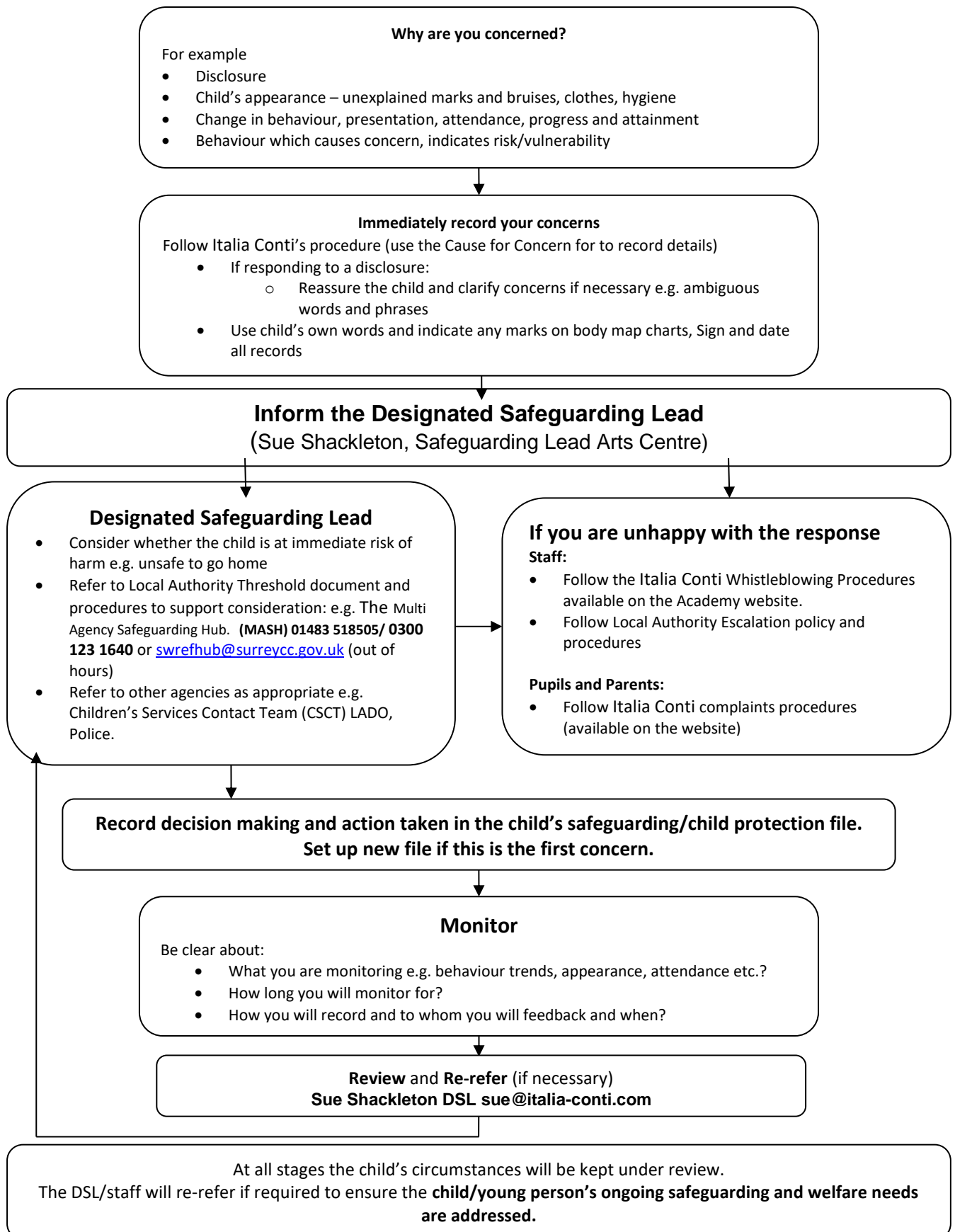
What to do if you are worried about a child/young person Goswell Road / Avondale



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What to do if you are worried about a child/young person: Arts Centre



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Appendix C: Dealing with Disclosures

Receive

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Make a note of what has been said as soon as practicable.

Reassure

- Reassure the pupil, but only so far as is honest and reliable. For example, don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now'.
- Do reassure and alleviate guilt, if the pupil refers to it. For example, you could say:
- I believe you.
- I am glad you came to me.
- I am sorry this has happened.
- You're not to blame. You are not alone, you are not the only one this sort of thing has happened to.
- We are going to do something together to get help.

Do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child/young person and then break it, you confirm to the child/young person yet again that adults are not to be trusted.

React

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Do not ask 'leading' questions, for example 'what he do next?' (this assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and the child/young person's) in any later prosecution in court.
- Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible.

Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the pupil that it will be a senior member of staff (the head teacher). Try to see the matter through yourself and keep in contact with the pupil. Ensure that if a Social Services interview is to follow, that the pupil has a support person present if the pupil wishes it (possibly yourself).

Record

- Make some very brief notes at the time on any paper which comes to hand and write them up as soon as possible.
- Do not destroy your original notes in case they are required by a court.
- Record the date, time, place, persons present and noticeable non-verbal behaviour, and the words used by the child/young person. If the child/young person uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.
- Draw a diagram or complete a body map to indicate the position of any bruising.

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- Record statements and observable things, rather than your 'interpretations' or 'assumptions'.

Remember

- To follow Italia Conti 's child/young person protection policy and procedures and share your concerns with your designated child/young person protection teachers. Consult with your designated child/young person protection members of staff as appropriate.
- Refer to Child/young person's Social Care and/or Police if relevant.
Support the child/young person: listen, comfort, and be available.

Complete confidentiality is essential.

- ***Share your knowledge only with appropriate professional colleagues.***
- Try to get some support for yourself if you need it.

Recording

- Recording is a tool of professional accountability and is central to safeguarding and protecting children/young people and vulnerable adults. Italia Conti will keep a record of staff safeguarding training.
- It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child/young person protection referral. For this reason, it is vital that concerns are recorded comprehensively and accurately so that they can be monitored, and emerging patterns noticed.
- Concerns about child/young person should be recorded on the Academy's Safeguarding chronology sheet by the relevant Centre Designated Safeguarding Lead. Tracking sheets/referrals to Child/young person's Social Care and Child/young person Protection meeting minutes will be held confidentially, separately from a child/young person's main Italia Conti /education records. Records should be signed and dated and kept in chronological order. Italia Conti actions agreed in child/young person protection conferences/strategy meetings must be implemented.
- Internal sharing of information will be limited to sharing information with staff where it will demonstrably benefit a child/young person and will generally be on a need to know basis.

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Appendix D: Exemplar Cause for Concern Form and e-safety flow chart

Please use this form to report any concerns including unusual behaviour, emotional issues or actions taken by Pupils / Students that you feel we should be aware of.

Date:

Time:

Name of Pupil / Student:

Name of person reporting concern:

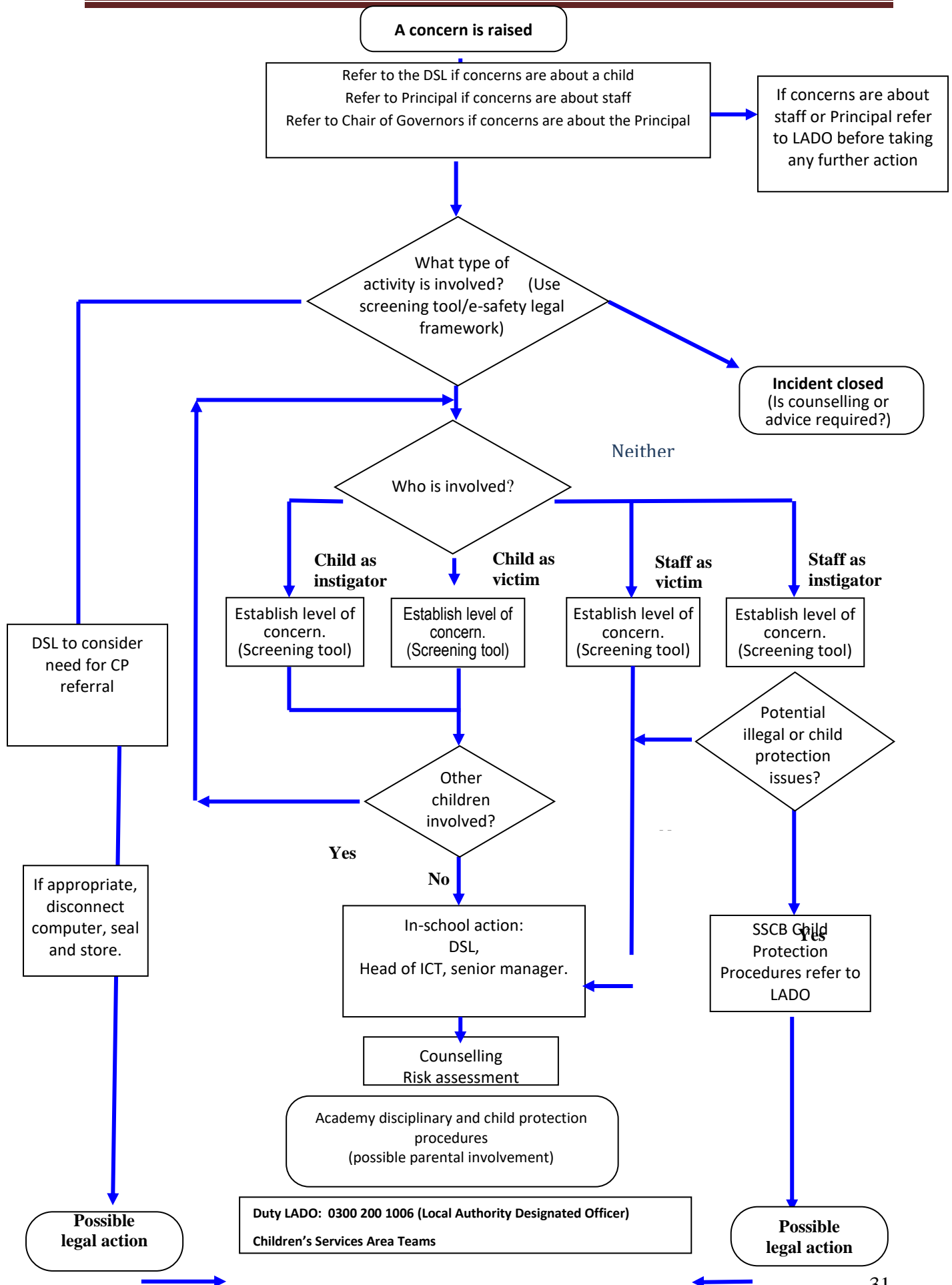
Description of behaviour / concern:

Any action taken:

Please keep this form securely and hand it to Lisa Beer or Sarah Sutherland - Goswell Road

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Appendix E

Further advice on child protection is available from:

NSPCC: <http://www.nspcc.org.uk/>

Childline: <http://www.childline.org.uk/pages/home.aspx>

CEOPSThinkuknow: <https://www.thinkuknow.co.uk/>

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>

Beat Bullying: <http://www.beatbullying.org/>

Childnet International –making the internet a great and safe place for children. Includes resources for professionals and parents <http://www.childnet.com/>

Thinkuknow (includes resources for professionals and parents) <https://www.thinkuknow.co.uk/>

Safer Internet Centre <http://www.saferinternet.org.uk/>