



# Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

## **SAFEGUARDING AND CHILD PROTECTION POLICY**

<b>Approving Body</b>	Trust (proprietor)
<b>Date of Last Review</b>	September 2018
<b>To be Reviewed</b>	September 2019 (Must be reviewed annually)
<b>Statutory (Y/N)</b>	Y (Keeping Children Safe in Education)
<b>Signed/Authorised</b>	

## **RECOGNISING DIFFERENT TYPES OF ABUSE**

- 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.
- Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Emotional Abuse: The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. 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.
  - Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
  - Age or developmentally inappropriate expectations being imposed on children (e.g. interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning).
  - Seeing or hearing the ill-treatment of another.
  - Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- Sexual Abuse: 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. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. It may involve:
  - Rape: A commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of B with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

- Assault by Penetration: A commits an offence if: s/he intentionally penetrates the vagina or anus of B with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
- Sexual Assault: A commits an offence of sexual assault if: s/he intentionally touches B, the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.
- Physical contact, including assault by penetration (for example rape or oral sex).
- Non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- Non-contact activities such as: involving children in looking at, or in the production of, sexual images
- Encouraging children to behave in sexually inappropriate ways
- Grooming a child in preparation for abuse (including via the internet)
- 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. It may involve:
  - Failing to provide food, clothing, shelter or access to medical care.
  - Failing to protect a child from physical and emotional harm or danger ensure adequate supervision (including the use of inadequate care-givers)
  - Neglect of, or unresponsiveness to, a child's basic emotional needs.

- Child Sexual Exploitation (CSE):

The definition of child sexual exploitation is as follows:

*Child sexual exploitation is a form of child sexual abuse. It occurs where 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.*

CSE Involves young people receiving something in exchange for sexual acts. Sexual exploitation can take many forms ranging from seemingly consensual relationships to serious gang and group exploitation. CSE can take many forms and that students may not exhibit external signs of abuse. Therefore staff must be vigilant for the less obvious signs:

- Lots of new electronic equipment, when before there was none.
- Seeming to have extra money to spend.
- Moving away from established friendship groups, older boy/girlfriends, involved with other vulnerable children/adults etc.
- Sexting: It is illegal for sexual or indecent images of a child under 18 to be taken and or distributed.
  - All incidents of sexual images should be reported to the Safeguarding Team. The image/s and the device they are stored within should be confiscated.
  - If there is a concern that the student is at risk of harm, the Safeguarding Team will contact Children's Social Care and/or the police.
  - Members of staff should only view the image(s) if necessary and with a member of the Safeguarding Team present.
  - Members of staff must never copy, print, or share the image(s), unless asked to do so by the Police.
  - The Safeguarding Team will always refer to the police or Children's Social Care if an incident involves an adult; coercion, violence, blackmail, or grooming; concerns about capacity to consent, [e.g. SEN/D]; a child under 13.
- Female Genital Mutilation ['FGM']: Involves cutting, and sometimes sewing the girl's genitalia, normally without anaesthetic, and can take place at any time from birth onwards. The procedure has a cultural, rather than religious, origin and is practised by disparate ethnic communities in many countries.
  - The Female Genital Mutilation Act 2003 makes it a criminal offence, not only to carry out FGM in England, Scotland and Wales on a girl who is a UK national or permanent resident but also to take a girl out of

the UK to have FGM performed abroad, even to countries where FGM is still legal.

- From 3 May 2015, professionals have a mandatory duty to report such offences to the police.
- The indicators of FGM may initially mirror those of sexual abuse. You may notice, for example, that a girl or young woman shows signs of pain or discomfort, needs to visit the toilet constantly, has vaginal blood loss or is unable to sit comfortably. She may make excuses to avoid PE and other physical activity or refuse to use the school showers. She may also become evasive or fearful if you enquire if she is unwell.
- If she is a BME child, has recently arrived back from a 'holiday' abroad or a period of absence from school, seems to be in pain and has not been taken by her family to see a doctor, you should consider FGM.
- Forced Marriage and Honour Based Violence: Occurs when a young person is forced into a marriage that they do not want with someone they have not chosen, following coercion, intimidation, threats and possibly physical and sexual abuse. It is very different from an arranged marriage, where both young people can make the decision to accept or decline the partner chosen for them by their parents.
  - A student who fears that they are likely to be forced into a marriage may disclose to a member of staff. Their initial approach, in common with many disclosures of abuse, may be seemingly innocuous, such as talking about taking a holiday abroad. Their fear, that the proposed holiday will result in a forced marriage, may only become apparent after a number of conversations.
  - These young women may also become victims of what is termed honour-based violence, described in 'The Right to Choose' Guidance as: 'A variety of crimes of violence (mainly but not exclusively against women), including assault, imprisonment and murder where the person is being punished by their family or their community. Aside from circumstances of forced marriage, Honour based violence is often linked to family members or acquaintances who mistakenly believe someone has brought shame to their family or community by doing

something that is not in keeping with the traditional beliefs of their culture.

- Forced marriage, here or abroad, is a crime; we will always report to both Police and Children's Social Care.
- Signs may include the withdrawal of a student from school by those with parental responsibility; students being prevented from attending higher education; truancy or persistent absences; a request for extended leave or a student not returning from an overseas visit; surveillance by siblings/cousins/extended family members at school; and a decline in behaviour, engagement, performance or punctuality.
- County Lines, Exploitation & Drug Supply: A specific method of drug supply commonly referred to as county lines. County lines relates to the supply of class A drugs (primarily crack cocaine and heroin) from an urban hub into rural towns or county locations. In our area this is most often but not exclusively from London. The exploitation of young and vulnerable people is a common feature in the facilitation of county lines drugs supply, whether for the storage or supply of drugs, the movement of cash, or to secure the use of dwellings held by vulnerable people in the rural marketplace (commonly referred to as cuckooing). Should we have reason to believe a pupil has become involved we will make referrals to both the Police and Social Care.

## **I. INTRODUCTION – PURPOSE AND SCOPE**

1. BMAT is committed to safeguarding and promoting the welfare of children and young people. We place high expectations on all staff and volunteers to share in this commitment. BMAT are dedicated to ensuring that children and young people are valued, respected, listened to and taken seriously especially with regard to their safety and wellbeing. The Trust's overriding concern is the best interests of every child and young person in its care. In meeting this concern, this policy aims to:
  - a. Provide staff with a framework to promote and safeguard the wellbeing of children and ensure that they comply with their statutory responsibilities.
  - b. Ensure consistent good practice across BMAT.
  - c. Provide a caring, positive, safe and stimulating environment that promotes social, physical and moral development.
  - d. Identify concerns early and prevent them from escalating.
  - e. Ensure that children who have unmet needs are supported appropriately.
  - f. Raise student awareness of child protection issues and equipping students with the skills they need to remain safe.
2. 'Safeguarding' means the arrangements that are in place for all children.
3. 'Child Protection' means the policy and procedures for children who have been harmed or likely are at risk of harm.
4. This policy, and all action relating to it, is in line with the following legislation and guidance:
  - a. The Children Acts of 1989 and 2004
  - b. The Education Acts of 2002 and 2011
  - c. The Education (Pupil Information) Regulations (England) 2005 and (Amendment) Regulations 2018
  - d. The School Staffing (England) Regulations 2009 and School Staffing (amendment) 2015
  - e. The Children and Families Act 2014
  - f. The Safeguarding Vulnerable Groups Act 2006
  - g. The Counter-Terrorism and Security Act 2015 (PREVENT Duty)
  - h. PREVENT Duty Guidance 2015

- i. Keeping Children Safe in Education 2018
- j. Working Together to Safeguard Children 2018
- k. Searching, Screening and Confiscation 2018
- l. Supporting Mental Health in Schools and Colleges 2018
- m. The Female Genital Mutilation Act 2003.
- n. Childcare Act (2006)
- o. Sexual Violence and Sexual Harassment between children (May 2018)

## II. **GUIDING PRINCIPLES**

5. **Safeguarding and child protection is the responsibility of everyone:** Staff, students, parents/carers, volunteers and visitors should be aware of and in compliance with this policy at all times.
6. **Equality Statement:** Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. BMAT is committed to anti-discriminatory practice and recognise children's diverse circumstances. We give special consideration to all children and will equip all staff to identify children who may benefit from early help such as:
  - a. Have special educational needs or disabilities;
  - b. That are young carers;
  - c. That may experience discrimination due to their race, ethnicity, religion, gender identification or sexuality;
  - d. Have English as an additional language;
  - e. Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence;
  - f. Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation, modern slavery, showing signs of being drawn into anti-social or criminal behaviour;
  - g. Are asylum seekers.
7. **E-Safety:** BMAT has an '[E-Safety Policy](#)' to ensure its ability to protect and educate students and staff in their use of technology such as mobile phones and cameras. It is recognised that the use of technology has become a significant

component of many safeguarding issues, such as Child Sexual Exploitation, Radicalisation, Sexual Predation.

- a. BMAT will follow the Data Protection Act 2018 when taking and storing photos and recordings for use in one of its constituent schools.
- b. Staff will receive annual e-safety training and updates throughout the year, via staff bulletins and briefings.
- c. Students will participate in e-safety awareness sessions via tutor time, ICT lessons and PSHE lessons.

**8. Radicalisation/PREVENT:** The Counter Terrorism and Security Act 2015 places the PREVENT duty on schools to have due regard to the need to prevent people from being drawn into radicalism and/or terrorism.

- a. BMAT upholds this duty in its curriculum. Any staff should report concerns if they are aware of a pupil exhibiting extremist ideology.

**9.** Lettings are vetted and monitored by the School Managers and relevant risk assessments will be undertaken.

- a. All staff have a statutory duty to look out for and inform the Safeguarding Team of any concerns.

**10. Training and Support:**

- a. School principals will ensure that the designated persons for safeguarding and child protection undertake the necessary formal training at least annually and that this is updated at regular intervals.
- b. The Designated Lead(s) will ensure that all members of the Safeguarding Team have higher level training; and that the training of all members of staff is updated 'regularly' and at least annually.
- c. All members of staff are required to read Part One of 'Keeping Children Safe in Education' (2018).
- d. The Designated Lead (or a member of the Safeguarding Team) will offer child protection awareness training as part of the induction package for all staff and trainees.

**11. Confidentiality:**

- a. The purpose of confidentiality is to benefit the student: no one should guarantee confidentiality to a student, as any child protection concern **must** be reported to the Safeguarding Team and shared with relevant agencies.

- b. Staff will be informed individual child protection issues confidentially and on a 'need to know basis' only.

#### **12. Records and Monitoring:**

- a. Any one receiving a disclosure of abuse or noticing signs of possible abuse **must** make a signed and dated record within **24 hours** of reporting the incident; noting what was seen or said, putting the event into context, and giving the date, time and location. Incidents should be reported to the Designated Safeguarding Leads as soon as possible.
- b. A copy of the disclosure form can be found in the Safeguarding area on the staff shared drive.
- c. File records are kept securely for any student on a child protection plan (CPP – Children Act, 5.47) or for any student monitored for child protection purposes. In additional records will be kept for Children in need (Children Act, 5.17).
- d. These records are stored securely on the school communications system.
- e. If a student transfers from a school within BMAT, any child protection notes will be forwarded to the student's new school marked "confidential" and for the attention of the receiving school's Designated Safeguarding and Child Protection Lead.

#### **13. Safer Recruitment – Part 3 of 'Keeping Children Safe in Education' (for further information, see the [BMAT Recruitment and Selection Policy](#)): Every effort will be made to ensure the safe recruitment of staff and all legislation regarding safer recruitment will be followed. This includes:**

- a. Following statutory EDBS and DBS guidelines re: checks on staff, including enhanced DBS checks on governors.
- b. Ensuring that information on all checks are recorded in the single central record of BMAT's constituent schools and held in individuals' personnel files, where appropriate in accordance with Data Protection Regulations.
- c. Requiring a standardised application form and not just a CV.
- d. Stating clearly on any advertisement our commitment to safeguarding children.

- e. Validating as far as possible qualifications, experience, references and expertise.
- f. Verifying identity and the right to work in the UK.
- g. Examining all career breaks, sudden job changes and/or dismissals.
- h. Maintaining a single, central record of all staff.
- i. Checking NCTL for Teacher Prohibition Orders, and ensuring that candidates are not subject to any sanction or restriction imposed (that remains current) by the GTCE before its abolition in 2012.
- j. Considering any information about past disciplinary action or allegations that is disclosed through references as part of the suitability assessment.
- k. Checking for Section 128 (Prohibition from Management) Orders via DBS and/or NCTL, for any person being employed to a managerial role.
- l. Conducting a Section 128 Check for Trustees.
- m. Using the Teacher Services System to verify any award of QTS and the completion of teacher induction or probation periods.
- n.
- o. Acting in accordance with 'Keeping Children Safe in Education' (2018) by supervising all third party organisations whilst working with students; requiring written confirmation of DBS checks for regulated activities; and seeking assurance that the organisations concerned have appropriate safeguarding and child protection procedures in place. Written confirmation of appropriate safeguarding checks must be provided by alternative provision providers, as BMAT continues to be responsible for safeguarding pupils placed with such providers.

**14. Inter-Agency Action:** BMAT will provide a coordinated offer of early help when unmet needs are identified.

**15. Notifying parents/carers:** We will discuss any concerns about a child with the child's parents/carers. The designated safeguarding lead(s) will normally do this in the event of a suspicion or disclosure. If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority Children's Social Care team before doing so. In the case of allegations of abuse

made against other children, we will normally notify the parents of all the children involved.

**16. Whistleblowing:** BMAT has a separate Whistleblowing Policy which covers concerns regarding the way in which students are safeguarded by the organisation (e.g. poor or unsafe practice). Protocol for handling whistleblowing concerns are set out in the BMAT Whistleblowing policy which can be found on the Schools website.

### **III. ROLES AND RESPONSIBILITIES**

**17. All Staff are expected to:**

- a. Comply with this policy and the [‘Staff Code of Conduct’](#).
- b. Familiarise themselves with the [Student Code of Conduct and Behaviour Management Policy](#), and the safeguarding response to children missing any education.
- c. Read Part One of [‘Keeping Children Safe in Education’ \(2018\)](#) and read the new Part 5 of ‘Keeping Children Safe in Education’ for Peer on Peer Abuse.
- d. Familiarise themselves with the Safeguarding Teams (Appendix A), including the role and identity of the Designated Safeguarding Leads and Deputy Designated Safeguarding Leads.
- e. Refer safeguarding and child protection issues to the appropriate member(s) of the Safeguarding Team.
- f. Monitor vulnerable students and promote early identification and assessment by recording information and sharing it swiftly DAPs, SLT and the Safeguarding Team.
- g. Challenge those who do not appear to be taking action.
- h. Employ their training to distinguish between an ‘early-help concern’ and an immediate danger or risk of harm. If unsure, staff are expected to seek advice from a member of the Safeguarding Team.
- i. Never allow professional relationships to interfere with their duty of care towards students.

**18. Designated safeguarding leads** are senior members of staff who take ultimate responsibility for safeguarding and child protection. With the support of the Safeguarding Team (see appendix A), they provide and/or ensure:

- a. Leadership and vision in respect of safeguarding and child protection.
- b. Mechanisms to assist staff to understand and discharge their role and responsibilities, including training to all staff on the signs of abuse, the appropriate action and how to protect themselves from allegations.
- c. That appropriate referrals are made to the relevant agencies.
- d. That the Safeguarding Team, SLT and LGB liaise on safeguarding and child protection issues.
- e. That students are taught the importance of safeguarding and child protection, including e-safety. In addition students will be empowered to understand Consent and assisted in recognising if they are at risk of abuse.
- f. That the Safeguarding Team receives the appropriate formal training annually, with non-formal updates on a regular basis.

**19. School principals are responsible for:**

- a. Supporting the Safeguarding Team and ensuring that all members have received the appropriate training.
- b. Ensuring that all members of BMAT are mindful of this policy; and that all employees are familiar with Part One of 'Keeping Children Safe in Education' (2018).
- c. Overseeing the safe recruitment of all staff.
- d. Handling allegations against staff, or ensuring that they are handled by an appropriate delegate. Any concerns should be raised as reasonably practical to the Principal. If the concern relates to the Principal it should be referred to the Whistleblowing officer (Miss Kathryn Burns, the BMAT CEO and Accounting Officer). If the concern relates to the Whistleblowing officer, then it should be referred to the Chair of the Trust via Mr Ebrahim Vawda, Clerk to the Trust. The Whistleblowing policy can be found on the school websites.
- e. Ensuring that students are taught the importance of safeguarding and child protection, including e-safety.

**20. The Local Governing Body ['LGB'] is responsible for ensuring that BMAT:**

- a. Has an effective Safeguarding and Child Protection Policy, which complies with child protection legislation, and is reviewed at least annually.
- b. Uses safer recruitment procedures.
- c. Is mindful of its statutory duties.

**21. The Named Governor for Safeguarding and Child Protection is responsible for:**

- a. Maintaining regular contact with BMAT's designated safeguarding leads and deputy safeguarding leads.
- b. Ensuring that this policy is effective and up to date.
- c. Deals with allegations against the Principal/BMAT CEO.

**22. Travel between both sites (Beal Sixth form):**

- a. Beal Sixth Form will ensure its risk assessment and health & safety policies and procedures for travel between sites facilitates the maintenance of safe travel. This includes risk assessments in cases of students travelling with a medical condition
- b. To ensure that considerations for safeguarding are given to student travel between The Forest Academy site and the Beal High School site, the Safeguarding Teams will be involved in quality assuring any risk assessments.
- c. Copies of risk assessments will be kept with the safeguarding teams on both sites.
- d. The purpose is for the team to advise on any potential child protection issues that may arise.
- e. It is the role of the 6<sup>th</sup> form team to liaise with a Safeguarding Officers.

**IV. PROCEDURE – CONCERNS ABOUT A STUDENT**

**23.** Anyone who receives a disclosure of abuse, an allegation of abuse or who suspects that abuse may have occurred **must act on and report it immediately** to the Safeguarding Team (See Appendix A – Safeguarding Team). **Staff cannot promise confidentiality to a student.**

**24. If a child discloses a safeguarding issue to you, you should:**

- a. Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- b. Stay calm and do not show that you are shocked or upset

- c. Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- d. Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- e. Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- f. Sign and date the write-up and pass it on to the designated safeguarding lead(s). Alternatively, if appropriate and advised to do so make a multi agency referral (MARF) to Children's Social Care, adult social services and/or the police directly, and tell the designated safeguarding lead(s) as soon as possible that you have done so

**25.** This should be followed by a **written record within 24 hours**, using the student's own words where appropriate. There should be only one copy of this that must be given to the Safeguarding leads where possible or to another member of the Safeguarding Team. No other paper or electronic copies should be kept.

**26.** Staff must not take any further action themselves. This includes contacting parents or outside agencies.

**27.** If a child/young is in immediate danger, a referral **must** be made to social services and/or the police immediately. Anyone can make a referral, but the designated safeguarding lead(s) must be informed as soon as possible if a referral is made.

**28.** If any member of staff becomes aware of a female genital mutilation concern (see page 4 for definition), they must report it immediately to the designated safeguarding lead or deputy. Staff must personally report to the police cases where they discover that an act of FGM appears to have been carried out or likely to be carried out. Unless the teacher has good reason not to, they should still discuss any case with the school's designated safeguarding lead (or deputy) and involve children's social care as appropriate.

**29.** Staff should take further action if they feel that BMAT has failed to act appropriately. This may involve reporting the matter to the Named Governor for Safeguarding and Child Protection, LADO, Children's Social Care, the NSPCC or the Police. The BMAT Whistleblowing Policy sets out the procedure for handling concerns.

30. The Safeguarding Team will **immediately refer cases** of suspected abuse or an allegation of abuse to the relevant investigating agency. Any referral will be **confirmed in writing within 24 hours**. Where possible, MARF referral forms should be used. Where the allegation is against a member of staff, the school principal must first be informed. Unless it is about the Principal themselves, then the Chair of Governors must be informed.
31. If the Safeguarding Team is unsure about whether a formal referral should be made, advice should be sought from social services, the NSPCC or the Redbridge Child protection Team or the Social Services department where the child lives.
32. BMAT will inform parents/carers of its actions unless doing so could place the child at greater risk of harm or impede a criminal investigation.
33. Early Help:
- a. Members of the safeguarding team may use a CAF if consent from the family has been obtained or a MARF for families about whom we have concerns and where there is likely to be multi-agency working.
  - b. In addition to working with the designated lead, staff may be asked to support Children's Social Care/Police/PREVENT panels to take decisions about individual students.
  - c. BMAT will take any disclosure or allegation of abuse seriously; it will consider the 'unthinkable' and challenge when required.
34. Searching, Screening and Confiscation: school principals and authorised members of staff have the statutory power to search students or their possessions, without consent, where they have reasonable grounds for suspecting that they may have prohibited item/s on their perso:
35. We will allow access for Children's Social Care and the Police, where appropriate, to conduct a Section 17 or 47 Assessment.

## **V. PROCEDURE – SUPPORTING STUDENTS**

36. We support all students and adhere to statutory timescales.
37. The Safeguarding Team is responsible for ensuring that we have an up to date list of these groups of students.
38. BMAT will endeavour to support students through:

- a. The curriculum and school ethos, which promote a positive, supportive and secure environment and which give all students and adults a sense of being respected and valued as well as ensure they recognise when they are at risk and how to get help when they need it.
- b. Encouraging students to report safeguarding or child protection concerns.
- c. The consistent implementation of behaviour management policies.
- d. Regular liaison with agencies that support students and their families.
- e. The development and support of a responsive and knowledgeable staff group.

**39. Children Missing from Education:** A student missing from education for ten days could be a potential indicator of abuse and neglect. Should a student be missing in education without contact from their parent or carer, this will be reported to the home local authority where they live. The Attendance officer will inform the Designated Lead and the Deputy designated lead. Parents will ensure that the school has at least two emergency contacts for their child.

**40. BMAT supports students on the Child Protection Register or for whom it has child protection concerns by:**

- a. Following the guidance set out in any child protection plans.
- b. Ensuring that they know and are comfortable about whom they can approach for help.
- c. Monitoring their welfare carefully.
- d. Attending any child protection meetings held on their behalf.
- e. Monitoring their attendance carefully and reporting any unexplained absence to Children's Social Care.
- f. Monitoring their academic attainment carefully.
- g. Enlisting the support of and liaising with other agencies as appropriate.
- h. Checking that they have access to all elements of school life, including visits and other activities.
- i. Informing their DAP/HOY that they are on a CPP, without breaching confidentiality, so that s/he knows to register any concerns with the Safeguarding Team.
- j. The safeguarding team have regular meetings to monitor and track all vulnerable students.

**41. Looked After Children:** We keep a list of students who are looked after by the Local Authority or by someone other than a parent. To narrow the gap between these students and their peers, we monitor their progress and wellbeing carefully by:

- a. Being involved in and following the guidance set out in the student's personal education plan (PEP).
- b. Arranging for a member of the Safeguarding Team (or for another teacher to whom the child relates well) to take a particular interest in the student's welfare.
- c. Offering in school support such as anger management and assertiveness or social skills training.
- d. Attending any liaison or review meetings held on their behalf, including acting as their advocate at such meetings should they request it, and keeping in touch with social workers and/or carers.
- e. Monitoring their attendance carefully and reporting any unexplained absence to Children's Social Care and the Educational Welfare Service.
- f. Monitoring their academic attainment carefully.
- g. Informing their DAP that they are on the looked after register, without breaching confidentiality, so he/she knows to register any concerns with the Safeguarding Team.
- h. Enlisting the support of and liaising with other agencies as appropriate.
- i. Checking that they have access to all elements of school life, including visits and other activities.

**42. Young Carers:** It is the responsibility of the Safeguarding Team to keep a record of those students who play the part of a major carer for a family member; and to offer a support package appropriate to their individual situation.

**43. SEN/D:** These children are more likely to be abused or neglected and for this to go unnoticed. Disabled children may be less able to recognise or understand that they are being abused. Communication difficulties may make it harder for them to disclose abuse and/or dependency on their care giver may mean they have no-one to tell. To ensure that these students have an added layer of protection, our SENco belongs to the Safeguarding Team.

- 44. Private Fostering:** Private fostering is when a child under the age of 16 (under 18 if disabled or vulnerable ) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Schools have a mandatory duty to inform the local authority of children in such an arrangement so that safeguarding checks can be carried out. It is important to us to support our pupils and their families as well as our staff
- 45. Children and the Court System:** BMAT will have due consideration to the “Ministry of Justice – Child arrangements information tool”.
- 46. Children with family members in prison:** It is recognised that these children may be at risk of poorer outcomes. Staff will have due regard to Nicco guidelines (National Information Centre on Children of Offenders).
- 47. Homelessness:** The Designated Safeguarding leads will have due regard to the housing contacts and charity organisations to support families.
- 48. Mental Health:** Mental health is the concern of the whole community and we recognise that we play a key part in this. We strive to develop emotional wellbeing and resilience in all our pupils and staff, as well as provide specific support for those with these additional needs. We understand that the risk factors which increase someone’s vulnerability along with the protective factors that can promote resiliency. The more key risk factors present in an individual’s life, the more protective factors or supportive interventions are required to counter balance.
- 49. Records and Monitoring:** Accurate records are essential to robust child protection practice.
- a. Any one receiving a disclosure of abuse or noticing signs of possible abuse must make an accurate record within 24 hours of reporting the incident, noting what was seen or said, putting the event into context, and giving the date, time and location. This record must be signed and dated.
  - b. File notes are kept for any pupil on child protection plan (CPP) or for any pupil monitored for child protection reasons until their 25<sup>th</sup> birthday unless they transfer to another school.
  - c. These records are kept in a locked cupboard and electronically on a secure area of the school communications system.

- d. If a pupil transfers from the school any child protection notes will be forwarded to the pupil's new school marked "confidential" and for the attention of the receiving school's designated Child Protection Coordinator. A signature of receipt will be requested. Local schools' files will either be collected or hand delivered.
- e. Sharing information: any request/s for information will need to be supported by either signed consent or a data request form outlining why the information is required and how it will be handled. Safeguarding children will always be our priority therefore there may be occasions when gaining consent is either not possible or puts a child at risk.
- f. In accordance with Keeping Children Safe in Education (2018) guidance, The data protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. This includes allowing practitioners to share information without consent.
- g. Please see Appendix E Beal 6<sup>th</sup> form Reporting flowchart for safe, secure and timely sharing of information procedures across both sites of Beal 6<sup>th</sup> form.

## **VI. PROCEDURE - ALLEGATIONS OF ABUSE AGAINST STAFF**

- 50.** In keeping with Part 4 of 'Keeping Children Safe in Education.', as updated in 2018, the following guidance also applies to volunteers.
- 51.** It is essential that our high standards of professional responsibility are displayed when adults working within BMAT are accused.
- 52.** Corporal or physical punishment of children is unlawful. Physical restraint of children is only permitted if absolutely necessary if the child or others are at risk. Excessive physical intervention or constant shouting may constitute abuse.
- 53.** If an allegation is made against a member of staff, the school principal (or an appropriate delegate) should contact the BMAT Accounting Officer/CEO, Local Authority Designated Officer (LADO) and HR.
- 54.** They will decide whether the incident should be referred to Children's Social Care and/or the police. If this is agreed, the school principal will inform Children's Social Care/the police by telephone and follow this with **written confirmation within 24 hours.**
- 55.** A referral will be made to the DBS where it is thought that the individual facing the allegation has engaged in conduct that harmed or is likely to harm a child.

56. In addition, the school principal should inform the chair of governors and/or the designated governor for child protection.
57. Should the allegation be against the school principal, the Accounting Officer should contact the LADO and then inform the chair of governors.
58. If it is decided that a referral to Children's Social Care is not necessary, it may still be appropriate to conduct an internal investigation in accordance with the [BMAT Disciplinary Procedure](#) and in liaison with HR.
59. The accused individual will be informed of the concerns or allegations and the likely course of action as soon as possible after speaking to the LADO (and the police or social services, where necessary). Where the police and/or social services are involved, only information that has been agreed with those agencies will be shared with the accused individual. Parents/carers will also be informed of the need to keep the allegations confidential whilst investigations are ongoing. Parents/carers will be kept informed of the progress of the case and the outcome, where there is not a criminal prosecution.
60. The parents/carers of the child/children concerned will be informed of the allegation(s) as soon as possible if they do not already know.
61. Where appropriate, the suspension of the accused will be carefully considered; advice will be sought from the LADO, police and/or social services, as appropriate. If immediate suspension is considered necessary, the rationale for this will be recorded with the LADO, including information about the alternatives to suspension that have been considered but rejected. Written confirmation of suspension will be provided to the accused within **one working day**, and the individual will be given a named contact at BMAT and their contact details.
62. If BMAT is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the National College for Teaching and Leadership.
63. If further action other than suspension is needed, steps will be taken with the LADO to initiate the appropriate action and/or liaise with the police and/or social services as appropriate.
64. Effective support will be provided to the accused individual. This may include the appointment of a named representative to keep them informed of the progress of the case (e.g. a trade union representative).

65. Where no further action is required, details and decisions should be recorded in a confidential file. The LADO and chair of governors still need to be informed.
66. Any member of staff who is concerned about the conduct of another adult on BMAT premises should contact the Safeguarding Team immediately. Should the concern relate to the school principal, the contact should be the designated safeguarding lead or the Accounting Officer, who will then inform the LADO and chair of governors.
67. Any member of staff who is concerned about safeguarding practices within BMAT should raise their concerns to the Safeguarding Team.
68. If an allegation is shown to be deliberately invented or malicious, disciplinary action will be considered and most likely taken against the student(s) concerned.
69. Record-keeping, references and confidentiality:
- a. BMAT will make every effort to maintain confidentiality while allegations of abuse are being investigated. Advice will be taken from the LADO, police and/or social services, as appropriate (e.g. on who needs to know about the allegation(s) and what information can be shared).
  - b. Records will be kept, including a clear and comprehensive summary of allegation(s) and action(s) taken.
  - c. The records of any allegations that are found not to have been made maliciously will be stored on the personnel file of the accused individual and a copy will be provided to the individual. Records will be retained until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.
  - d. The records of any allegation that is found to be malicious will be deleted from the accused individual's personnel file.
  - e. When providing employer references, no reference will be made to allegations which have been shown to be false, unsubstantiated or malicious.

## **VII. PROCEDURE – PEER ON PEER ABUSE.**

70. In accordance with Keeping Children Safe in Education 20218 and Sexual Violence and Harassment between children and schools, May 2018, BMAT recognises that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter” or “part of growing up”.

**71.** Most cases of students hurting other students will be dealt with under the [BMAT Code of Conduct and Behaviour Management Policy](#), but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns.

This might include where the alleged behaviour:

- a. Is serious, and potentially a criminal offence e.g. gang involvement
- b. Could put pupils in the school at risk
- c. Is violent
- d. Involves pupils being forced to use drugs or alcohol
- e. Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting)
- f. Is any Criminal activity

**72.** If a pupil makes an allegation of abuse against another pupil:

- a. You must tell the designated safeguarding lead(s) and record the allegation, but do not investigate it;
- b. The designated safeguarding lead will contact the local authority Children's Social Care team and follow its advice, as well as the police if the allegation involves a potential criminal offence;
- c. The designated safeguarding lead will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed; and
- d. The designated safeguarding lead will contact the children and adolescent mental health services (CAMHS), if appropriate.

**73.** BMAT will minimise the risk of peer-on-peer abuse by:

- a. Challenging any form of derogatory or sexualised language or behaviour;
- b. Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys;
- c. Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent;
- d. Ensuring students know they can talk to staff confidentially

- e. Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy; and
- f. Ensuring that activity the premises e.g. school gates are monitored by senior members of BMAT staff at peak times

## **VIII. PROCEDURE – CHILD-ON-CHILD SEXUAL VIOLENCE AND HARASSMENT**

- 74.** This Section arises from the new Part 5 of 'Keeping Children Safe in Education, which was added in September 2018. It is compulsory that all staff are familiar with Section 5, and the following Section of this Policy.
- 75.** 'Sexual harassment' means unwanted conduct of a sexual nature, whether online or offline. It 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. Examples of sexual violence/harassment are included in Appendix B to this Policy. It is important that sexual violence/harassment is never dismissed as 'banter' or part of growing up.
- 76.** Reports of child-on-child sexual violence/harassment are likely to be complex, so they should be managed on a case by case basis. All staff should be trained to manage a report, in line with the following guidance.
- 77.** A report of child-on-child sexual violence or harassment must be referred immediately to the designated safeguarding leads or deputy, and all alleged victims must be reassured that they are being taken seriously, will be kept safe, and will be supported. Staff must only share the report with the necessary people.
- 78.** In referring a report to the designated safeguarding lead or deputy, the member of staff should write up a thorough summary – it is essential that a written record is made.
- 79.** Confidentiality should not be promised in the initial stages, as it is highly likely that concerns will have to be shared further.
- 80.** The designated safeguarding lead or deputy should make an immediate risk assessment, taking into account: the victims' need for protection and support, the needs of the alleged perpetrator(s) and all other children involved, particularly if they are aware of the incident. The risk assessment will not replace that of any expert report e.g. from Children's Social Care, and must be recorded in writing.

- 81.** The designated safeguarding lead or deputy must decide as soon as possible whether to manage the case internally, take a multi-agency approach, refer to social services, or report to the police. It is likely that professional risk assessments by e.g. social workers and/or sexual violence specialists will be required.
- 82.** The decision on multi-agency reporting will affect the decision when to inform the alleged perpetrator(s). Generally, relevant agencies should be consulted as to how the alleged perpetrator(s) will be informed of the allegations.
- 83.** In making their decision, the designated safeguarding lead or deputy should consider:
- g. Victims' wishes in terms of how the report should proceed;
  - h. The nature of the alleged incidents, including whether a crime may have been committed;
  - i. The ages and developmental stages of all children involved;
  - j. Whether the alleged incident forms part of a pattern of abuse;
  - k. Ongoing risks, to any member of the BMAT community.
- 84.** Child-on-child sexual violence or harassment may involve an online element. Those involved in managing such a report should refer to the ['Searching, Screening and Confiscation'](#) advice for schools, and ['UKCCIS Sexting Advice'](#) for schools and colleges. Illegal images of a child must not be forwarded by staff.
- 85.** Children sharing a classroom: In any case of alleged sexual violence or harassment, it should be considered whether the alleged perpetrator(s) should be removed from any classes they share with the alleged victim(s). In serious cases, this will probably form an essential part of an adequate response. Efforts should also be made to consider how to keep the alleged perpetrator(s) and victim(s) apart outside of the classroom e.g. during breaks.
- 86.** The Ongoing Response (to be tailored on a case by case basis)
- a. Post-Conviction - If a child is convicted or receives a caution for a sexual offence, risk assessments should be updated, relevant protections must be in place for all children involved and, if not done already, action in light of the [BMAT Code of Conduct and Behaviour Management Policy](#) should be considered or reviewed.
  - b. Consider the age and the developmental stage of the victim, the nature of the allegations and the potential risk of further abuse.

- c. The needs and wishes of the victim should be paramount (along with protecting the child) in any response. Wherever possible, the victim, if they wish, should be able to continue their normal routine.
- d. Victims may not disclose the whole picture immediately, so it is essential that dialogue is kept open and encouraged. When ongoing support will be required, the victim should be asked if they would like designated trusted adult to talk to about their needs.
- e. While action that would have the effect of isolating the victim should be avoided, there may be times when the victim finds it difficult to maintain a full-time timetable and may express a wish to withdraw from lessons and activities. This should only be because the victim wants to, not because it makes it easier to manage the situation.
- f. Alternative Provision - whilst victims should be given all the necessary support to remain as normal, if the trauma results in the victim being unable to do this, alternative provision or a move to another school or college should be considered. This should only be at the request of the victim, following discussion with their parents or carers. If the victim does move to another educational institution, it must be made aware of any ongoing support needs.
- g. Safeguarding the alleged perpetrator(s) - Alleged perpetrators must still be provided with a sound education. Their age, developmental stage and the stress of being the subject of allegations must be taken into account; as well as posing a risk to others, alleged perpetrators may have unmet needs, which should be assessed or reviewed if appropriate. If the perpetrator(s) behaviour is a symptom of their own abuse or exposure to abusive practices and or materials, advice should be taken, as appropriate, from Children’s Social Care, specialist sexual violence services and the police. If the alleged perpetrator(s) move to another school, it must be made aware of any ongoing support needs and where appropriate, potential risks to other children and staff.
- h. Support may include:

Children and Young People’s Independent Sexual Violence	Provide emotional and practical support for victims of sexual
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Advisors (ChISVAs)	violence. They are based within the specialist sexual violence sector and will help the victim understand what their options are and how the criminal justice process works if they have reported or are considering reporting to the police. ChISVAs will work in partnership with schools and colleges to ensure the best possible outcomes for the victim. Contact details for ChISVAs can be found at Rape Crisis and The Survivors Trust.
Child and adolescent mental health services (CAMHS)	
Rape Crisis Centre's	Provide therapeutic support for children who have experienced sexual violence
Internet Watch Foundation	To potentially remove illegal images

IX. Radicalisation/PREVENT: Appendix F included in this policy outlines the overall approach to PREVENT Safeguarding. The Counter Terrorism and Security Act 2015 places a duty on specified authorities, which includes schools, to have due regard to the need to prevent people from being drawn into terrorism (the PREVENT duty). The school's work on promoting British values and life in Modern Britain via the curriculum underpins this strategy. Possible Channel referrals will be discussed by the school Safeguarding Team if appropriate and in accordance with government guidelines. School staff have a statutory duty to inform their safeguarding leads should they have any concerns



## APPENDIX A - THE SAFEGUARDING TEAM

### Beal High School:

Accounting Officer	Kathryn Burns
School Principal	Terese Wilmot
Designated Trustee for Safeguarding and Child Protection	Michelle Fuller
Designated Safeguarding and Child Protection Leads	Yvonne Andress Victoria Chadwick
Deputy Safeguarding and child protection leads KS3	Sapna Vadher (Year 7)
Deputy Safeguarding and child protection leads KS4	Martyn Tubb (Vice Principal) Sean Canaii (Year 10) Rob Laird (Year 11)
Beacon Communication School Safeguarding Champions	Sian Davies Robert Smith
Safeguarding Advisor	Judy Gilcreest
SENDCo	Angela Horgan/Amanda Clifton Jones/Julia Morgan
Wellbeing Team	Sue Nussbaum (PSA) Liz Roberts (PSA) Claire Harrison (Safeguarding Administrator)
Safer Schools officer	PC Carolyn McCree

### Beal 6<sup>th</sup> form (BSF):

Accounting Officer	Kathryn Burns
Principal	Terese Wilmot
Designated Safeguarding and Child Protection Leads	Yvonne Andress Victoria Chadwick
Deputy Safeguarding and child protection leads (Beal High School Campus)	Jessica McQuaid (Vice Principal at BHS) Mark Smith (Director of 6 <sup>th</sup> form) Jo Hooker (Head of Year 12)
Deputy Safeguarding and child protection leads (The Forest Academy Campus)	Dean Taylor (Vice Principal at TFA) Ed Macleod (Director of 6 <sup>th</sup> form) Adam Shorey (Head of Year 12)
SENDCo	Cormac O'Neill
Wellbeing Team (The Forest Academy site)	Jenni Cook (Student Services Manager)
Wellbeing Team (Beal High School site)	Sue Nussbaum (PSA) Liz Roberts (PSA) Claire Harrison (Safeguarding Administrator) Sue Collis (PACE DDAP)

**The Forest Academy:**

Accounting Officer	Kathryn Burns
Principal	Miz Mann
Designated Safeguarding and Child Protection Lead	Dean Taylor
Deputy Safeguarding and child protection lead	Cecilia Chataduc
SENDCo	Cormac O'Neill

**Beacon Business Innovation Hub:**

Accounting Officer	Kathryn Burns
Principal	Lise Thompson
Designated Safeguarding and Child Protection Lead	Lise Thompson
Deputy Safeguarding and child protection lead	Ryan Stores

**Appendix B: Overview of Internal and External Responses to Reports of Child-on-Child Sexual Violence or Harassment**

- Whatever the response, it should be under-pinned by the principle that sexual violence and sexual harassment is never acceptable and will not be tolerated.
- All concerns, discussions, decisions and reasons for decisions should be recorded (written or electronic).

• Internal Management	• Early Help	• Referrals to Social Services	• Referrals to the Police
<ul style="list-style-type: none"> <li>• In some cases of sexual harassment, for example, the risk assessment may dictate the children concerned may not need early help or statutory intervention; behaviour management, anti-bullying and pastoral support policies may be sufficient.</li> </ul>	<ul style="list-style-type: none"> <li>• It may be decided that the children involved do not require statutory interventions, but would benefit from early help i.e. providing support as soon as a problem emerges, at any point in a child’s life.</li> <li>• Early help can be particularly useful to address non-violent harmful sexual behaviour and may prevent escalation of sexual violence (full details in</li> </ul>	<ul style="list-style-type: none"> <li>• Where a child has been harmed, is at risk of harm, or is in immediate danger, a referral should be made to local Children’s Social Care.</li> <li>• At the same stage, parents/carers will usually be informed, unless there are compelling reasons not to (e.g. additional risk for a child). Any such decision should be made with the support of Children’s Social Care.</li> </ul>	<ul style="list-style-type: none"> <li>• Any report to the police will generally be in parallel with a referral to Children’s Social Care</li> <li>• Where a report of rape, assault by penetration or sexual assault is made, the starting point is this should be passed on to the police.</li> <li>• At this stage, parents or carers should be informed, unless there are compelling reasons not to. Where parents or carers have not been informed, it will be</li> </ul>

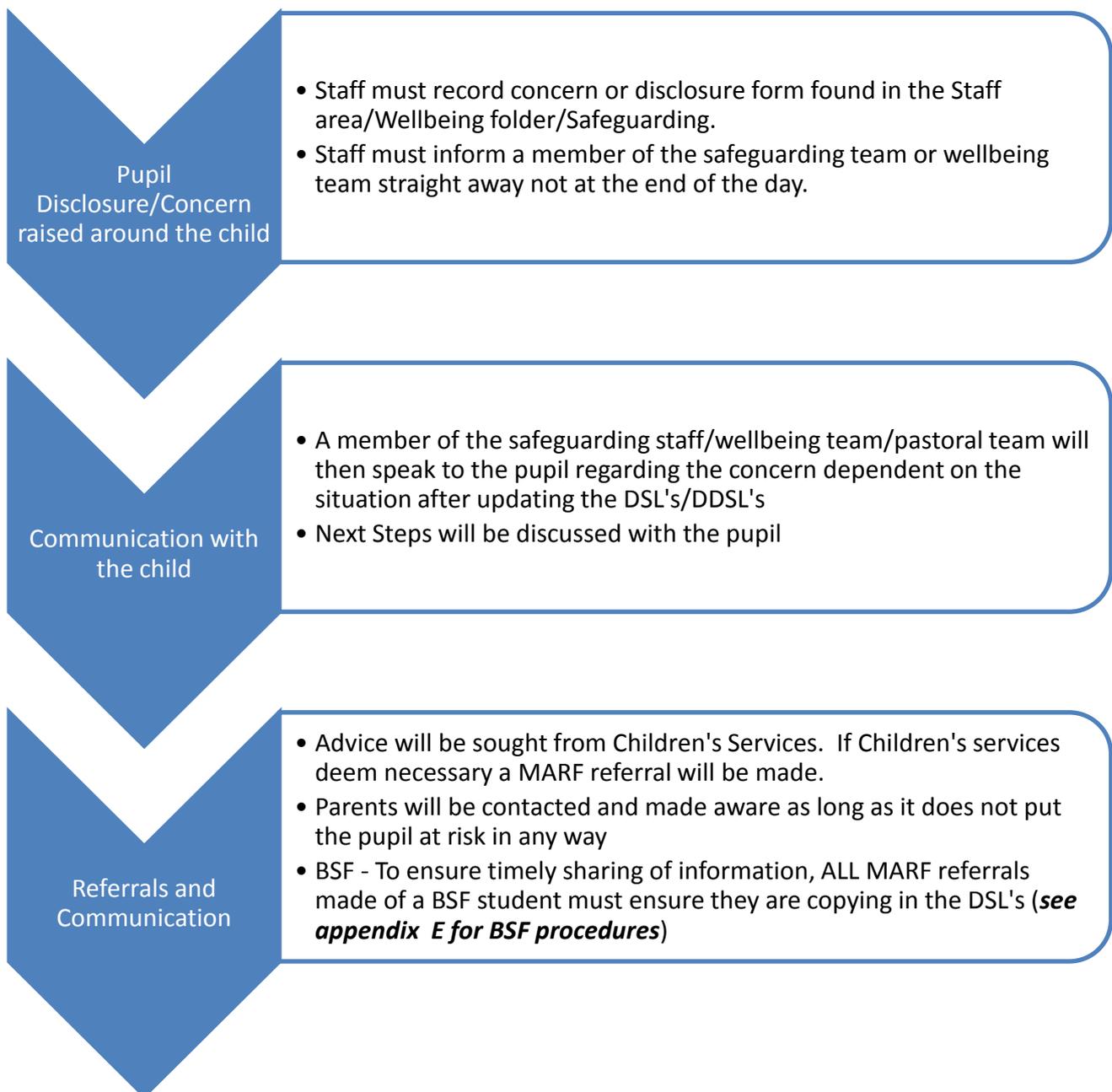
	<p>Chapter One of <a href="#">Working Together to Safeguard Children</a>.)</p> <ul style="list-style-type: none"> <li>Multi-agency early help works best alongside strong internal policies, preventative education and engagement with parents and carers.</li> </ul>	<ul style="list-style-type: none"> <li>If a referral is made, Children’s Social Care will then make enquiries to determine whether any of the children involved are in need of protection or other services.</li> <li>Where statutory assessments are appropriate, the designated safeguarding lead or deputy will work alongside the relevant lead social worker, to ensure coordinated support.</li> <li>The outcome of a Children’s Social Care investigation is not required to take immediate internal action to ensure the safety and wellbeing of</li> </ul>	<p>especially important that the child is supported in any decision they take, collaboratively with Children’s Social Care.</p> <ul style="list-style-type: none"> <li>Where a report has been made to the police, the designated safeguarding lead or deputy should consult the police and agree what information can be disclosed to staff and others, in particular, the alleged perpetrator and their parents or carers. They should also discuss the best way to protect the victim and their anonymity.</li> <li>All police forces in England have specialist units that investigate child abuse. The</li> </ul>
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		<p>any children involved, but such action should not obstruct a social care assessment.</p> <ul style="list-style-type: none"> <li>• Where Children’s Social Care decide that a statutory intervention is not appropriate, the designated safeguarding lead or deputy should be prepared to refer again if they believe a child remains in immediate danger or at risk of harm.</li> </ul>	<p>names and structures of these units are matters for local forces. It is important that the Safeguarding Team is aware of their local arrangements.</p> <ul style="list-style-type: none"> <li>• Where the police do not take further action, internal and other forms of multi-agency support must still be provided.</li> <li>• Delays in the criminal investigation process should not obstruct immediate and ongoing internal or other multi-agency approaches to ensure the safety and wellbeing of the children involved.</li> </ul>
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## **APPENDIX C – USEFUL CONTACTS/LINKS**

- Redbridge Local Authority Designated Child Protection Officer (LADO): Helen Curtis. Telephone 020 8708 5350. Email: [helen.curtis@redbridge.gov.uk](mailto:helen.curtis@redbridge.gov.uk)
- Single Point of Contact for CSE – Kate Raley ([csepsc@redbridge.gov.uk](mailto:csepsc@redbridge.gov.uk))
- The Prevent Co-ordinator for Redbridge - [rscp@redbridge.gov.uk](mailto:rscp@redbridge.gov.uk) or 020 8708 5971.
- CEOPS: 0870 000 3344; <https://ceop.police.uk/>
- NSPCC Whistleblowing Line: 08000280285; [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Redbridge Child Protection and Assessment Team: 020 8708 3885 from 9am-5pm; 020 8708 5896 after 5pm
- Children Missing from Education: 020 7088 6047; [cme@redbridge.gov.uk](mailto:cme@redbridge.gov.uk)
- Children with Disabilities Team: 020 8708 6092; [admin.CWDT@redbridge.gov.uk](mailto:admin.CWDT@redbridge.gov.uk)
- Children’s Services Complaints: 020 8708 5174; [ChildrensComplaints@redbridge.gov.uk](mailto:ChildrensComplaints@redbridge.gov.uk)
- Local Safeguarding Children Board: 020 9708 5282; [LSCB@redbridge.gov.uk](mailto:LSCB@redbridge.gov.uk)
- [UK Safer Internet Centre: appropriate filtering and monitoring](#)
- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)
- [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- [www.internetmatters.org](http://www.internetmatters.org)
- [www.childnet.com/cyberbullying-guidance](http://www.childnet.com/cyberbullying-guidance)
- [www.pshe-association.org.uk](http://www.pshe-association.org.uk)
- [educateagainsthate.com](http://educateagainsthate.com)
- [www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)
- [www.ceop.gov.uk](http://www.ceop.gov.uk)
- [www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)
- [www.childline.org.uk](http://www.childline.org.uk)
- [www.nspcc.org.uk](http://www.nspcc.org.uk)

## Appendix D: Reporting a Concern



## Appendix E: Beal 6<sup>th</sup> form Reporting and Sharing information

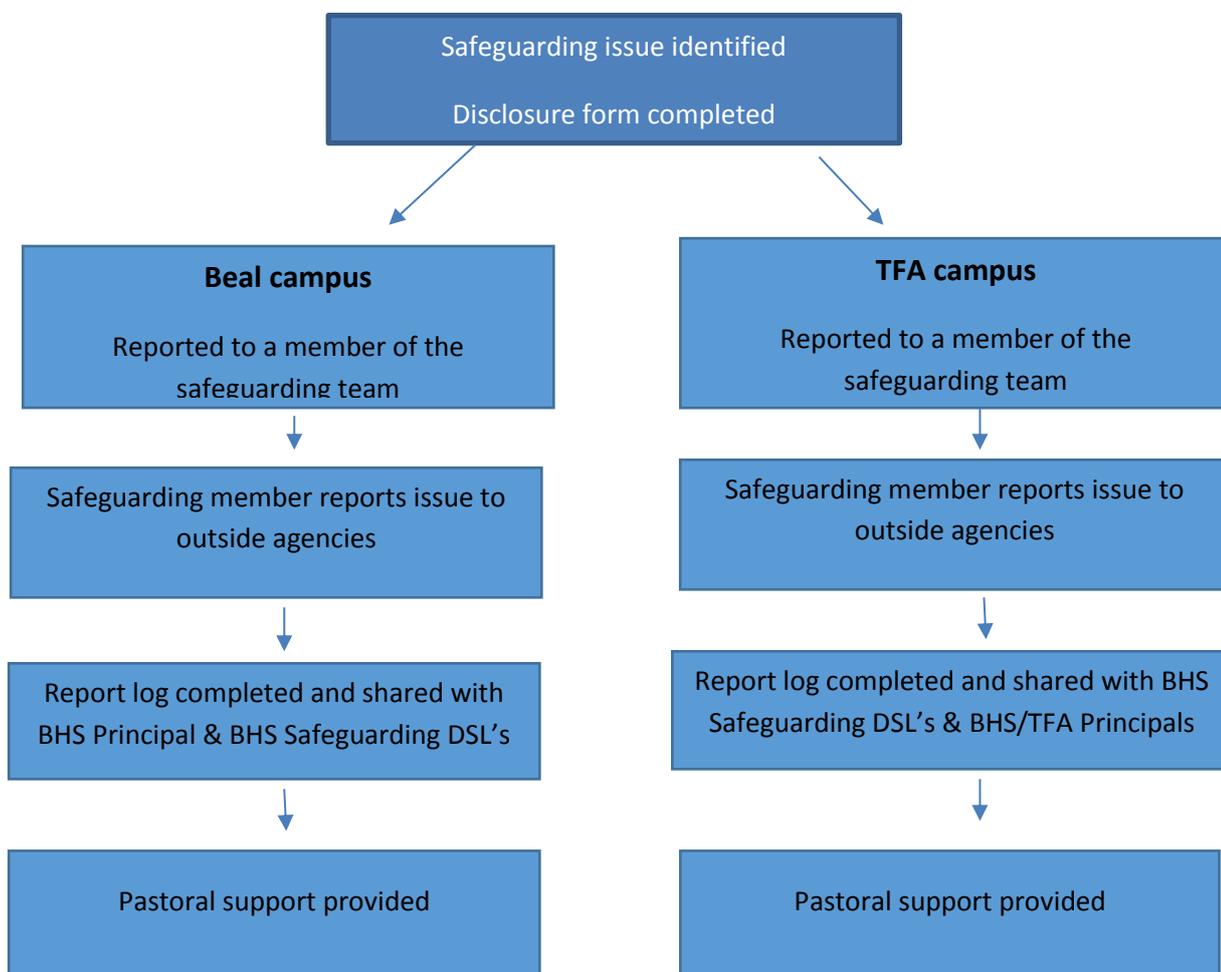
### Staff reporting a concern about a student:

Anyone who receives a disclosure of abuse, an allegation of abuse or who suspects that abuse may have occurred **must act on and report it immediately** to the Safeguarding Team:

- If the concern is of a student on The Forest Academy (TFA) site, the member of staff must inform a member of the safeguarding team on TFA site as soon as possible.
- If the concern is of a student on the Beal High School (BHS) site, the member of staff must inform a member of the safeguarding team on the BHS site as soon as possible (please see BSF Safeguarding and Child Protection poster – Appendix F)

### To ensure safe and confidential ways of sharing information in a timely manner across both sites:

- The Safeguarding teams must ensure they are copying in the DSL's and BHS Principal when sending MARF referrals to Social Services
- An accurate and secure electronic report log must be kept on both sites (TFA/BHS) by Safeguarding teams. In the short term, these will be kept protected on the staff drives. Both sites will move towards using CPOMS for this purpose.
- The Safeguarding Administrator at BHS will keep an accurate and secure record of all referrals made of Beal 6<sup>th</sup> form students (both sites) by logging details onto CPOMS.
- Beal High School and The Forest Academy Wellbeing/Safeguarding teams will keep minutes of meetings held to discuss progress of CIN/CP/LAC students. Meetings will be held on both sites at least every two weeks.
- The Designated Leads will meet with the Deputy Safeguarding leads on both sites once every half term to ensure consistency of practice and procedure as well as sharing of information.
- Beal 6<sup>th</sup> form students are all registered on the same sims and a copy of student care plans are kept on sims.



**Appendix F: BSF Safeguarding Team**

Redbridge Local Authority Designated Child Protection Officer (LADO): Helen Curtis

Telephone 020 8708 5350

Email: [helen.curtis@redbridge.gov.uk](mailto:helen.curtis@redbridge.gov.uk)



**Mr D Taylor**  
Vice Principal (TFA)  
Deputy DSL



**Mr E Macleod**  
Director of 6<sup>th</sup> form  
Deputy DSL



**Ms T Wilmot**  
Principal BHS



**Ms Chadwick**  
DSL



**MS Address**  
BHS Vice Principal  
DSL

*The Forest Academy Campus*

*BSF*

*Beal High School Campus*

*BSF*



**Mr A Shorey**  
Director of Achievement & Progress  
Deputy DSL



**Ms J Hooker**  
Director of  
Achievement &  
Progress



**MS Mcquaid**  
BHS Vice Principal  
Deputy DSL



**Mr Smith**  
Director of 6<sup>th</sup> Form  
Deputy DSL

## Appendix G: Reporting PREVENT concerns

