

# AYLSHAM LEARNING FEDERATION

## SAFEGUARDING POLICY INCORPORATING CHILD PROTECTION

|                   |                        |                   |            |
|-------------------|------------------------|-------------------|------------|
| Policy Reference: | KG/Safeguarding Policy | Review Frequency: | 1 Year     |
| Issue Number:     | 06 (16.11.2021)        | Next Review Date: | 16.11.2022 |
| Author:           | NCC/K Garnham          |                   |            |

Ratified by the Governors' Curriculum, Assessment and Attainment Committee on: 16.11.2021

Signed: \_\_\_\_\_  
Chair

---

### Policy Consultation and Review

This policy is available on our schools' websites and is available on request from the school offices. We also inform parents and carers about this policy when their children join our schools and through our schools' newsletter/bulletin for parents.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our staff code of conduct, behaviour for learning policy and the safeguarding response to those students/pupils/children who are missing from education. In addition, all staff are provided with part one of the statutory guidance ['Keeping Children Safe in Education'](#) DfE (2021).

## CONTENTS

| Section | Contents                                                                                                               | Page |
|---------|------------------------------------------------------------------------------------------------------------------------|------|
| 1       | Purpose and Aims                                                                                                       | 3    |
| 2       | Our Ethos                                                                                                              | 3    |
| 3       | Roles and Responsibilities                                                                                             | 5    |
| 4       | Training and Induction                                                                                                 | 8    |
| 5       | Procedures for Managing Concerns                                                                                       | 9    |
| 6       | Specific Safeguarding Issues                                                                                           | 11   |
| 7       | Recording and Information Sharing                                                                                      | 18   |
| 8       | Working with Parents and Carers                                                                                        | 18   |
| 9       | Child Protection Conferences                                                                                           | 19   |
| 10      | Safer Recruitment                                                                                                      | 20   |
| 11      | Safer Working Practice                                                                                                 | 21   |
| 12      | Managing Allegations                                                                                                   | 21   |
| 13      | Use of premises for non-school/college activities                                                                      | 24   |
| 14      | Work Experience Placements                                                                                             | 24   |
| 15      | Other relevant policies                                                                                                | 24   |
| 16      | Statutory Framework                                                                                                    | 25   |
|         | Appendix 1 – Recording form for reporting concerns                                                                     | 26   |
|         | Appendix 2 – Induction sheet for staff and volunteers                                                                  | 30   |
|         | Appendix 3 – Local Safeguarding Referral Procedures                                                                    | 32   |
|         | Appendix 4 – Advice where there are concerns about an adult working in a setting                                       | 34   |
|         | Appendix 5 - COVID-19 school closure arrangements for Safeguarding and Child Protection at Aylsham Learning Federation | 35   |

## 1. PURPOSE AND AIMS

- 1.1. The purpose of Aylsham Learning Federation's safeguarding policy is to ensure every child who is a registered student/pupil/child at our schools is safe and protected from harm. This means we will always work to:
  - Protect children and young people at our schools from maltreatment;
  - Prevent impairment of our children's and young people's mental and physical health or development;
  - Ensure that children and young people at our schools grow up in circumstances consistent with the provision of safe and effective care;
  - Undertake that role so as to enable children and young people at our schools to have the best outcomes.
- 1.2. This policy will give clear direction to all staff including supply staff, volunteers, visitors and parents/carers about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our schools.
- 1.3. Our Federation fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered students/pupils/children at our schools. The elements of our policy are prevention, protection and support.
- 1.4. We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The attendance lead will regularly liaise with the designated safeguarding lead (DSL) to discuss all persistently absent students/pupils/children and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.
- 1.5. This policy applies to all students/pupils/children, staff, parents/carers, governors, volunteers and visitors.

## 2. OUR ETHOS

- 2.1 The child's welfare is of paramount importance. Our schools will establish and maintain an ethos where students/pupils/children feel secure, are encouraged to talk, are listened to and are safe. Children at our schools will be able to talk freely to any member of staff at our schools if they are worried or concerned about something. All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment.
- 2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our schools play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain**

**an attitude of ‘it could happen here’ where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

- 2.3 At Aylsham Learning Federation we ensure that safeguarding and child protection is at the forefront and underpins all relevant aspects of process and policy development. We operate with the best interests of the child at heart.
- 2.4 Where there is a safeguarding concern, the child’s wishes and feelings are taken into account when determining what action to take and what services to provide. The systems we have in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
- 2.5 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.
- 2.6 Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe (this includes online). The relationships education, relationships and sex education and health education will cover relevant, topics in an age and stage appropriate way, through a planned, developmental curriculum enabling pupils to learn about their rights and responsibilities to behave and stay safe in a variety of contexts on and offline. This will provide further reinforcement to help children identify risks, know when to seek support and develop the skills to ask for help from trustworthy, reliable sources. Further information can be found in the DfE guidance [‘Teaching online safety in school.’](#) and [‘Relationships Education, Relationships and Sex Education and Health Education.’](#) This will include, but is not exclusive to, regular assemblies, teaching, e-safety and PSHE days.
- 2.7 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children](#) (2018) and the [Norfolk Multi Agency Safeguarding Partnership arrangements](#).
- 2.6 As part of our responsibilities for safeguarding and promoting the welfare of children, we will provide a co-ordinated offer of early help when additional needs of children are identified. These may include if a child:
- is disabled and has specific additional needs;
  - has special educational needs (whether or not they have a statutory education, health and care plan);
  - has a mental health need;
  - is a young carer;
  - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
  - is frequently missing/goes missing from care or from home;
  - is misusing drugs or alcohol themselves;
  - is at risk of modern slavery, trafficking or exploitation;

- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is at risk of 'honour'- based abuse such as female genital mutilation or forced marriage;
- is a privately fostered child;
- has a member of family in prison, or is affected by parental offending;
- is persistently absent from education, including persistent absences for part of the school day.

### 3. ROLES AND RESPONSIBILITIES

| Role                                              | Name                                 | Contact details                                                                                                                      |
|---------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Designated Safeguarding Lead – Aylsham High (DSL) | Mrs Kathryn Garnham                  | <a href="mailto:kgarnham@aylshamhigh.norfolk.sch.uk">kgarnham@aylshamhigh.norfolk.sch.uk</a><br>01263 738952 or 01263 733270 ext 114 |
| Designated Safeguarding Lead BVS (DSL)            | Mr Jamie Olney                       | <a href="mailto:head@burevalley.norfolk.sch.uk">head@burevalley.norfolk.sch.uk</a><br>01263 733393                                   |
| Designated Safeguarding Lead John Of Gaunt (DSL)  | Mrs Clare Toplis                     | <a href="mailto:head@johngaunt.norfolk.sch.uk">head@johngaunt.norfolk.sch.uk</a><br>01263 732844                                     |
| Alternate DSL – Aylsham High                      | Mrs Carol Flatters                   | <a href="mailto:cflatters@aylshamhigh.norfolk.sch.uk">cflatters@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 118               |
| Alternate DSL – Aylsham High                      | Mrs Sara Dale                        | <a href="mailto:sdale@aylshamhigh.norfolk.sch.uk">sdale@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 218                       |
| Alternate DSL – Aylsham High                      | Mrs Jo Tuttle                        | <a href="mailto:jtuttle@aylshamhigh.norfolk.sch.uk">jtuttle@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 106                   |
| Alternate DSL – Aylsham High                      | Mr Danny Sweatman                    | <a href="mailto:dsweatman@aylshamhigh.norfolk.sch.uk">dsweatman@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 210               |
| Alternate DSL – Aylsham High                      | Mr Guillaume Ravasse                 | <a href="mailto:gravasse@aylshamhigh.norfolk.sch.uk">gravasse@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 122                 |
| Alternate DSL – Aylsham High                      | Mr Christopher Bridge                | <a href="mailto:cbridge@aylshamhigh.norfolk.sch.uk">cbridge@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 155                   |
| Alternate DSL – Aylsham High                      | Mr Philip Brockington                | <a href="mailto:pbrockington@aylshamhigh.norfolk.sch.uk">pbrockington@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 122         |
| Alternate DSL –BVS                                | Ms Sally Fox                         | <a href="mailto:pastoral@burevalley.norfolk.sch.uk">pastoral@burevalley.norfolk.sch.uk</a><br>01263 733393                           |
| Alternate DSL - BVS                               | Mrs Helen Pope                       | <a href="mailto:hpope4nr4@nsix.org.uk">hpope4nr4@nsix.org.uk</a><br>01263 733393                                                     |
| Alternate DSL - BVS                               | Mrs Helen Howard                     | <a href="mailto:hhoward9urb@nsix.org.uk">hhoward9urb@nsix.org.uk</a><br>01263 733393                                                 |
| Alternate DSL - JOG                               | Mrs Hannah Simpson                   | <a href="mailto:hsimpson69r5@nsix.org.uk">hsimpson69r5@nsix.org.uk</a><br>01253 732844                                               |
| Alternate DSL John Bears Nursery                  | Ms Steff Firth                       | <a href="mailto:manager@johnbearsnursery.org.uk">manager@johnbearsnursery.org.uk</a><br>Telephone number TBC                         |
| Executive Headteacher                             | Mr Duncan Spalding                   | <a href="mailto:dspalding@aylshamhigh.norfolk.sch.uk">dspalding@aylshamhigh.norfolk.sch.uk</a><br>01263 733270                       |
| Named Safeguarding Governors                      | Mr Mike Downes<br>Mr Duncan Bradshaw | Please contact via the Federation                                                                                                    |
|                                                   | Mrs Di Scott                         | Please contact via the Federation                                                                                                    |

|                    |                  |                                                                                            |
|--------------------|------------------|--------------------------------------------------------------------------------------------|
| Chair of Governors | Mrs Jenny Youngs | <a href="mailto:jyoungs@aylshamhigh.norfolk.sch.uk">jyoungs@aylshamhigh.norfolk.sch.uk</a> |
|--------------------|------------------|--------------------------------------------------------------------------------------------|

3.1. It is the responsibility of every member of staff, volunteer and regular visitor to our schools to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the students/pupils/children at our schools. This includes the responsibility to provide a safe environment in which children can learn.

## The Governing Board

3.2. The Governing Board of Aylsham Learning Federation is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Board takes collective responsibility to safeguard and promote the welfare of our students/pupils/children, we also have two named governors who champion safeguarding within the schools.

3.3. The Governing Board will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our schools' websites and has been written in line with local authority guidance and the requirements of the Norfolk Safeguarding Children Partnership policies and procedures.
- The schools contribute to inter-agency working, in line with Working Together to Safeguard Children (2018);
- A senior member of staff from the leadership team of each school is designated to take the lead responsibility for safeguarding and child protection and that there is at least one alternate DSL(s) who is appropriately trained to deal with any issues in the absence of the DSL. There will always be cover for this role. The role will be evidenced explicitly in the role holder's job description;
- All staff receive a safeguarding induction and are provided with a copy of this policy, the staff code of conduct, the behaviour policy and the schools' safeguarding response for those students/pupils/children who go missing from education as detailed section 6 of this policy;
- All staff undertake appropriate child protection training that is updated annually and on-line e-safety training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2021);
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3.4. The Governing Board will receive a safeguarding report annually that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the schools. It will also record all safeguarding activity that

has taken place, for example, meetings attended, reports written, training or induction given. A general safeguarding summary will be given at each meeting. Both will not identify individual students/pupils/children.

## **The Executive Headteacher**

- 3.5. In the Aylsham Learning Federation the executive headteacher is responsible for:
- Identifying a senior member of staff from the leadership team to be the DSL in each school;
  - Identifying alternate members of staff to act as the DSL in his/her absence to ensure there is always cover for the role;
  - Ensuring that the policies and procedures adopted by the Governing Board, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
  - Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
  - Liaise with the local authority designated officer (LADO) in the event of an allegation of abuse being made against a member of staff.

## **The Designated Safeguarding Lead (DSL)**

- 3.6. The DSL is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within each school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex C of [‘Keeping Children Safe in Education’](#) DfE (2021).
- 3.7. The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child’s safety or welfare will be recorded in writing and given to the DSL.
- 3.8. During term time the DSL and or an alternate will always be available (during school hours) for staff in the schools to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the schools’ sites in person, we will ensure that they are available via telephone and any other relevant media.
- 3.9. The DSLs or alternate DSLs at Aylsham Learning Federation will represent our Federation at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSLs will liaise with Children’s Services—and other agencies where necessary, and make referrals of suspected abuse to Children’s Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.
- 3.10. The DSLs and alternate DSLs will maintain written records and child protection files ensuring that they are kept confidential and stored securely (see section 7 for more information).
- 3.11. The DSLs are responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the schools to the agreed school’s [safeguarding training pack](#) provided by Children’s Services.



- 3.12. The DSLs will obtain details of the local authority personal advisor appointed to guide and support a child who is a care leaver.
- 3.13. The DSLs will work with the Executive Headteacher and senior leaders, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement.
- 3.14. This will include understanding their academic progress and attainment and maintaining a culture of high aspirations for this cohort and support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential.
- 3.15. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. The DSL will use the information that they hold about children with a social worker to make decisions in the best interests of the child's safety, welfare and help promote educational outcomes. The DSL will ensure that staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.

#### **4. TRAINING & INDUCTION**

- 4.1. When new staff join our schools they will be informed of the safeguarding arrangements in place. They will be given a copy of our Federation's safeguarding policy along with the staff code of conduct, part one and Annex B of ['Keeping Children Safe in Education'](#) DfE (2021) and told who our DSL and alternate DSLs are. They will also receive a copy of the behaviour for learning policy and the schools' response to children who go missing in education – this information is included in section 6 of this policy. All staff are expected to read these key documents. They will also be provided information about how to record and report safeguarding concerns. The schools are using electronic based system CPOMS to record safeguarding concerns. New staff will be given training on how to use this system. There will be paper copies of a reporting form available for those visitors and volunteers that are not registered on CPOMS.
- 4.2. Every new member of staff or volunteer will receive safeguarding training during their induction period within one month when joining the Federation. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including reassuring victims that they are being taken seriously and that they will be supported and kept safe), how to record, the processes for referral to CADS and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the DSL. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive on-line safety training as this is part of the overarching safeguarding approach of our school.



- 4.3. In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in part one of [‘Keeping Children Safe in Education’](#) DfE (2021). In order to achieve this, we will ensure that:
- All members of staff will undertake appropriate safeguarding training on an annual basis and we will evaluate the impact of this training;
  - All staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
  - The DSL will give refresher training to any staff member where this is deemed necessary or appropriate.
- 4.4. All regular visitors, temporary staff and volunteers to our schools will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are for the school they are attending and what the recording and reporting system is. (See Appendix 2). Temporary staff and volunteers will be provided with a safeguarding pack which includes our safeguarding and child protection guide, the safeguarding policy, a key contacts information sheet and a copy of the reporting form for any concerns. Visitors and temporary staff will not use CPOMS.
- 4.5. The DSL, the alternate designated member(s) of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children’s Partnership at least once every three years. The DSL and alternates will attend DSL training provided by the local authority every two years. In addition to formal training, the DSLs will ensure that they update their knowledge and skills at regular intervals, but at least annually, to keep up with any developments relevant to their role. This will be achieved by accessing e-courier and DSL LA updates and disseminating through email, briefings and staff newsletters.
- 4.6. Our Governing Board will also undertake annual appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our schools. Training for governors to support them in their safeguarding role is available from [Norfolk Governor Services](#).
- 4.7. We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex A of [‘Keeping Children Safe in Education’](#) DfE (2021) provides links to guidance on specific safeguarding issues such as child sexual exploitation and female genital mutilation. In addition, local guidance can be accessed via Norfolk Safeguarding Children Partnership and within the Safeguarding Section of the Norfolk Schools website: <http://www.schools.norfolk.gov.uk/safeguarding>.

## 5. PROCEDURES FOR MANAGING CONCERNS

- 5.1. Aylsham Learning Federation adheres to child protection procedures that have been agreed locally through the Norfolk Children’s Safeguarding Partnership. Where we identify children and families in need of support, we will carry out our responsibilities

in accordance with [Norfolk Local Assessment Protocol](#) and the [NSCB Threshold Guidance](#).

- 5.2. Every member of staff including volunteers working with children at our schools are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.
- 5.3. All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy immediately to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.
- 5.4. It is *not* the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.
- 5.5. The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our schools. Any member of staff or visitor to our schools who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate DSL. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
- 5.6. All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1). Records should include:
  - a clear and comprehensive summary of the concern
  - details of how the concern was followed up and resolved
  - a note of any action taken, decisions reached and the outcome.
- 5.7. Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Advice and Duty Service (CADS) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.
- 5.8. All referrals will be made in line with Children's Services procedures as outlined in Appendix 3.
- 5.9. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Norfolk CADS immediately. Anybody can make a referral in these circumstances. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the executive headteacher/head of school. Concerns should always lead to help for the child at some point.

5.10. Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Norfolk CADS, or the police if:

- the situation is an emergency and the DSL, their alternate and the executive headteacher/head of school are all unavailable;
- they are convinced that a direct report is the only way to ensure the student/pupil/child's safety.

5.11. Any member of staff who does not feel that concerns about a child have been responded to appropriately, and in accordance with the procedures outlined in this policy, should raise their concerns with the executive headteacher or the chair of governors. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Norfolk CADS directly with their concerns.

## **6. SPECIFIC SAFEGUARDING ISSUES**

### **Contextual safeguarding**

6.1. At Aylsham Learning Federation we recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the school environment and/or can occur between children outside of the school. This is known as contextual safeguarding. It is key that all school staff understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation in situations outside their families. Through training we will ensure that staff and volunteers are aware that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. When reporting concerns, staff should include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

6.2. We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

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

6.3. At Aylsham Learning Federation we recognise that a previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

## Child sexual exploitation (CSE) and Child criminal exploitation (CCE): county lines

- 6.4. At Aylsham Learning Federation we train staff to recognise that both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.
- 6.5. At Aylsham Learning Federation we recognise that child sexual exploitation is a form of child sexual abuse and this imbalance of power coerces, manipulates or deceives a child or young person 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. Child sexual exploitation does not always include physical contact, it can also occur through the use of technology. We understand that some children may not realise they are being exploited eg they may believe they are in a genuine romantic relationship.
- 6.6. At Aylsham Learning Federation we understand that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.
- 6.7. We understand that children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. We will treat these children as victims understanding that they have been criminally exploited even if the activity appears to be something they have agreed or consented to. We recognise the experience of girls who are being criminally exploited may be at higher risk of sexual exploitation.
- 6.8. At Aylsham Learning Federation staff are aware of the indicators and risk factors which may signal a child is vulnerable to or involved with serious violent crime. We make reference to the Home Office's [Preventing youth violence and gang involvement](#) and [Criminal exploitation of children and vulnerable adults: county lines](#) guidance for more information.
- 6.9. If a child is suspected to be at risk of or involved in county lines, a referral to the Children's Advice and Duty Service (CADS) will be made alongside consideration of availability or local services/third sector providers who offer support to victims of county lines exploitation.

## **So-called honour-based violence (including Female Genital Mutilation and Forced Marriage)**

- 6.10. At Aylsham Learning Federation we recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.
- 6.11. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015).
- 6.12. At Aylsham Learning Federation we recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional or psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact 020 7008 0151 or email [fmufco.gov.uk](mailto:fmufco.gov.uk).

## **Preventing radicalisation and extremism**

- 6.13. We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Aylsham Learning Federation, we will ensure that:
- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise.
  - There are systems in place for keeping students/pupils/children safe from extremist material when accessing the internet in our school by using effective filtering and usage policies.
  - The DSL has received Prevent training and will act as the point of contact within our school for any concerns relating to radicalisation and extremism.
  - The DSL will make referrals in accordance with [Norfolk Channel procedures](#) and will represent our Federation at Channel meetings as required.
  - Through our curriculum, we will promote the spiritual, moral, social and cultural development of students/pupils/children.

## Peer on peer abuse

- 6.14. At Aylsham Learning Federation all staff are trained so that they are aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:
- bullying (including cyberbullying);
  - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
  - sexual violence and sexual harassment;
  - upskirting;
  - sexting (also known as youth produced sexual imagery); and
  - initiation/hazing type violence and rituals.
- 6.15. We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important for all staff and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. We understand that abuse can occur in intimate personal relationships between peers; and that consensual and non-consensual sharing of nudes and semi nudes images or videos (also known as sexting or youth produced sexual imagery) is a form of peer on peer abuse. (UKCIS guidance: [Sharing nudes and semi-nudes advice for education settings](#))
- 6.16. We understand, that even if there are no reports in our setting it does not mean it is not happening, it may be the case that it is just not being reported. We recognise that students/pupils/children may not find it easy to tell staff about their abuse and can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report, and this may come from a friend or a conversation that is overheard. Such abuse will always be taken seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to peer on peer abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh', or 'part of growing up'. Doing this can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalised abuse leading to children accepting it as normal and not coming forward to report it.
- 6.17. At Aylsham Learning Federation all staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reported abuse, sexual violence or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report.
- 6.18. All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse. The DSL will respond to any concerns related to peer on peer abuse in line with guidance outlined in part five of '[Keeping Children Safe in Education](#)' DfE (2021) and '[Sexual violence and sexual harassment between children in schools and colleges](#)' (2021).. We will ensure that all concerns, discussions and decisions reached are clearly recorded and any identified actions are followed up.



- 6.19. We will work with other agencies, including the police and Children's Social Care, as required to respond to concerns about sexual violence and harassment. We will seek consultations where there are concerns or worries about developmentally inappropriate or harmful sexual behaviour from the Harmful Sexual Behaviour (HSB) Team as required so that we ensure we are offering the right support to the child(ren).
- 6.20. Support will depend on the circumstances of each case and the needs of the child, it may include completion of risk assessments to support children to remain in school whilst safeguarding other children and the victim, delivery of early intervention in respect of HSB and/or referral to [The Harbour Centre Sexual Assault Referral Centre](#) (SARC) where a student/pupil/child discloses a rape, an attempted rape or a serious sexual assault whether this has happened recently or in the past. The assault does not have to have taken place in Norfolk but the victim must live in Norfolk to access support. The SARC also has a 24/7 helpline 01603 276381 if students/pupils/children or staff need to speak to a Crisis Worker for help & advice. Referral forms can be found on [The Harbour Centre website](#).

### **Modern slavery**

- 6.21. At Aylsham Learning Federation we understand that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, servitude, forced criminality and the removal of organs. We refer to the DfE guidance [Modern slavery: how to identify and support victims](#) for concerns of this nature.

### **Safeguarding responses to children who go missing**

- 6.22. At Aylsham Learning Federation all staff should be aware of the safeguarding responsibilities for children who are missing education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.
- 6.23. At Aylsham Learning Federation we adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who are missing:
- At Bure Valley School and John of Gaunt Infant and Nursery school an attendance register is taken at the start of the first session of each school day and again straight after lunch; the attendance register at Aylsham High School is taken at the start of every lesson (period 1 and 4 for roll-call). Absent students not accounted for are reported to the attendance lead who will take responsibility for identifying where the student is within the school;
  - We make every effort to contact parents and carers and follow up with the emergency contacts held;
  - We hold at least two emergency contact numbers for each of the students/pupils/children on our roll wherever possible;
  - Staff will alert DSLs to any concerns raised regarding children who are absent from school;
  - The DSLs will meet regularly with the attendance lead, SENCo and other members of the pastoral team to ensure that each response is thorough and takes into account all the relevant information about individual children;



- We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene early in cases of poor attendance and/or unexplained absences;
- Student/pupil/child attendance is monitored daily, recording reasons for absence. The attendance lead will target support to persistent absentees with attendance 90% and below. Parent/carer and student/pupil/child are invited to support meetings in school with the attendance lead and PSA where we can identify barriers to good attendance and signpost families to support within the school and wider community. The Federation uses the Fast Track attendance panel meetings for students who have persistently poor attendance and unauthorised absences.
- The attendance lead will make every effort to make contact with the parent/carer of children missing education. This is followed up with a request for a home visit (PSA) to ascertain reason for absence or to verify address and contact details. Unexplained absences of 10 consecutive sessions with no contact or contact details are reported to the local authority using the CME1 form – Children missing in education.
- When removing a child from roll at the standard and non-standard transition points we will inform the local authority in accordance with statutory requirements and pass on all safeguarding files.

## Mental health

- 6.24. At Aylsham Learning Federation all staff are made aware, through training, that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Our staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- 6.25. We understand that where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Therefore, through training, staff are aware of how children's experiences, can impact on their mental health, behaviour and education. All staff are aware that if they have a mental health concern about a child that is also a safeguarding concern, they should take immediate action by passing the information on to a Designated Safeguarding Lead.
- 6.26. At Aylsham Learning Federation we have some named mental health leads. These are Kathryn Garnham, Jo Tuttle, Jamie Olney and Clare Toplis. There are clear systems and processes in place for identifying possible mental health problems and work with other agencies as required to respond to these concerns. Designated Safeguarding Leads make reference to the ['Mental Health and Behaviour in Schools'](#) DfE guidance for further support.

## Online safety

- 6.27. At Aylsham Learning Federation all staff are aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. We understand that in many cases abuse will take place concurrently via online channels and in daily life. We know that children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.

- 6.28. As part of the requirement for staff to undergo regular updated safeguarding training, online safety training is also delivered. We will ensure online safety is a running and interrelated theme throughout the curriculum and is reflected in relevant policies, teacher training, the role and responsibilities of the designated safeguarding lead and any parental engagement.
- 6.29. More details can be found in policies on online safety and mobile and smart technology which consider the 4Cs, content, contact, conduct and commerce.
- 6.30. At Aylsham Learning Federation we recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment (at least on an annual basis) that considers and reflects the risks that children face in our setting.

## **Cybercrime**

- 6.31. We understand that cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enable at scale and at speed on-line) or 'cyber-dependent' (crimes that can be committed only by using a computer).
- 6.32. If there are concerns about a child in this area, the DSL will consider a referral to the [Cyber Choices programme](#) which aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

## **Children with special educational needs and disabilities or physical health issues**

- 6.33. At Aylsham Learning Federation we recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as:
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
  - these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
  - the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
  - communication barriers and difficulties in managing or reporting these challenges.
- 6.34. We work to address these additional challenges and consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.
- 6.35. At Aylsham Learning Federation we also recognise that students/pupils/children who attend alternative provision will often have complex needs and due to this we are aware of the additional risk of harm these children may be vulnerable to.

## 7. RECORDING AND INFORMATION SHARING

- 7.1. If staff are concerned about the welfare or safety of any child at our schools they will record their concern on CPOMS and assign it to the safeguarding team. This should be completed immediately without delay
- 7.2. Any information recorded on paper will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within schools on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.
- 7.3. Child protection information will be kept up to date. Each concern logged will include:
  - a clear and comprehensive summary of the concern;
  - details of how the concern was followed up and resolved;
  - a note of any action taken, decisions reached and the outcome.

Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored on the child's file whether an electronic or paper system is used. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

- 7.4. When a child leaves our school, (including in year transfers) the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school. This will be within 5 days for an in-year transfer or within the first 5 days of the start of a new term. We recognise that not providing information as per the timescales can impact on the child's safety, welfare and educational outcomes.
- 7.5. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.
- 7.6. Prior to a child leaving we will consider if it would be appropriate to share any additional information with the new school or college in advance to help them put in place the right support to safeguard this child.
- 7.7. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the [Services to Home Educators Team](#) within Norfolk County Council.

## 8. WORKING WITH PARENTS AND CARERS

- 8.1. Aylsham Learning Federation is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.
- 8.2. When new students/pupils/children join our schools, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents/carers on request and is available on the schools' websites. Parents/carers will be informed of our legal duty to assist our colleagues in other agencies with child

protection enquiries and what happens should we have cause to make a referral to Norfolk Children's Advice and Duty Service (CADS).

- 8.3. We are committed to working with parents/carers positively, openly and honestly. We ensure that all parents/carers are treated with respect, dignity and courtesy. We respect parents'/carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.
- 8.4. We will seek to share with parents/carers any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Norfolk CADS in those circumstances where it is appropriate to do so.
- 8.5. In order to keep children safe and provide appropriate care for them, the schools requires parents/carers to provide accurate and up to date information regarding:
- Full names and contact details of all adults with whom the child normally lives;
  - Full names and contact details of all persons with parental responsibility (if different from above);
  - Emergency contact details (if different from above);
  - Full details of any other adult authorised by the parent to collect the child from school (if different from the above).

The schools will retain this information on the student/pupil/child's file. The schools will only share information about students/pupils/children with adults who have parental responsibility for a student/pupil/child or where a parent/carer has given permission and the school has been supplied with the adult's full details in writing.

- 8.6. At Aylsham Learning Federation we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to students/pupils/children who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-Agency Safeguarding Hub will share police information of all domestic incidents where one of our students/pupils/children has been present with the designated safeguarding lead(s). On receipt of any information, the designated safeguarding lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the ['Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'](#). We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## 9. CHILD PROTECTION CONFERENCES

- 9.1. Children's Services will convene a child protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a child protection plan in order to monitor the safety of the child and the required reduction in risk.

- 9.2. Staff members may be asked to attend a child protection conference or core group meetings on behalf of a school in respect of individual children. Usually the person representing the school at these meetings will be the executive headteacher/head of school or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.
- 9.3. All reports for child protection conferences will be prepared in advance using the [guidance](#) and [template report](#) provided by Norfolk Safeguarding Children Partnership. The information contained in the report will be shared with parents/carers before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.
- 9.4. Clearly child protection conferences can be upsetting for parents/carers. We recognise that we are likely to have more contact with parents/carers than other professionals involved. We will work in an open and honest way with any parent/carer whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents/carers.

## **10. SAFER RECRUITMENT**

- 10.1. We will ensure that the executive headteacher/director of business and community strategy/head of school and at least one member of the Governing Board have completed appropriate safer recruitment training. At all times the executive headteacher and Governing Board will ensure that safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education'](#) DfE (2021). At least one person conducting an interview will have received safer recruitment training.
- 10.2. At Aylsham Learning Federation we will use the recruitment and selection process to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities.
- 10.3. We require details of a candidate's present (or last) employment and reason for leaving; full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment and evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, and shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.
- 10.4. At Aylsham Learning Federation we use a range of selection techniques to identify the most suitable person for the post. Structured questions are agreed by the interview panel and any potential areas of concern are explored to determine the applicant's suitability to work with children.

- 10.5. We will undertake Disclosure and Barring Service checks and other pre-employment checks as outlined in [‘Keeping Children Safe in Education’](#) DfE (2021) to ensure we are recruiting and selecting the most suitable people to work with our children.
- 10.6. We will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements. A senior member of staff will check the SCR regularly to ensure that it meets statutory requirements.

## **11. SAFER WORKING PRACTICE**

- 11.1. All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.
- 11.2. All staff will be provided with a copy of our schools’ code of conduct at induction. They will be expected to know our schools’ code of conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that have accessed Norfolk Steps training will be kept by the executive headteacher/DSL/Head of School.
- 11.3. If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school or off site, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.
- 11.4. Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in [‘Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings’](#) (May 2019). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **12. MANAGING ALLEGATIONS**

### **Allegations which may meet the harm threshold**

- 12.1. Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our schools. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.
- 12.2. Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as



set out in 'Working Together to Safeguard Children' (2018) and 'Keeping Children Safe in Education', DfE (2021) below. An allegation may relate to a person who works / volunteers with children who has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including supply teachers) or volunteer is involved in an incident outside of school/college which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

12.3. At Aylsham Learning Federation we recognise our responsibility to report/refer allegations or behaviours of concern and/or harm to children by adults in positions of trust who are not employed by the Federation to the LADO service directly at [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). These are adults such as those in the voluntary sector, taxi drivers, escorts and foster carers.

12.4. We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. When concerns arise, we will always ensure that the procedures outlined in the local protocol [Allegations Against Persons who Work with Children](#) and Part 4 of 'Keeping Children Safe in Education', DfE (2021) are adhered to and will seek appropriate advice. The first point of contact for schools regarding concerns and/ or allegation issues (including for supply teachers) is via the Local Authority Education Duty Desk on 01603 307797. A duty advisor (not a LADO) will give advice and guidance on next steps. If the advice is to make a referral to the LADO service then the [LADO referral form](#) should be completed. The completed LADO referral form is then sent via e-mail to: [LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk). See Appendix 4 for further details.

12.5. If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the executive headteacher/head of school immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the executive headteacher, this will be reported to the chair of governors. In the event that neither the executive headteacher nor chair of governors is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as headteacher/head of school or the vice chair of governors.

12.6. The executive headteacher, head of school or chair of governors will seek advice from the Local Authority Education Duty Desk within one working day. No member of staff or the Governing Board will undertake further investigations before receiving advice from the Local Authority Education Duty Desk.

12.7. When using a supply agency, we inform the agency of our process for managing allegations against staff and keep them up to date with any policy developments. Where concerns are raised about an individual and the school is not their employer, we recognise that we still have responsibility to ensure allegations are dealt with properly. In order to achieve this, we will liaise with relevant parties including the



LADO to determine a suitable outcome. Whilst the supply agency should be fully involved and co-operate with any enquiries from the LADO, police and/or children's services, we recognise that the school will usually take the lead in conducting an investigation as we have direct access to any affected children and other school staff to collect the facts.

- 12.8. Any member of staff or volunteer who does not feel confident to raise their concerns with the executive headteacher, head of school or chair of governors should contact the LADO directly via email to [lado@norfolk.gov.uk](mailto:lado@norfolk.gov.uk)
- 12.9. Further [information and guidance documents in relation to the LADO process](#), forms, leaflets and the Allegations against Persons who Work/Volunteer with Children Procedures are found on the Norfolk Safeguarding Children Partnership website. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- 12.10. The Federation has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our schools, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR. The Federation must also consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency) if a teacher is dismissed or the setting ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first.

### **Concerns that do not meet the harm threshold**

- 12.11. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the thresholds as stated above. In Norfolk the 'low level' concern process is to consult with the Local Authority Education Duty Desk on 01603 307797. At Aylsham Learning Federation we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.
- 12.12. We have a policy which sets out what low level concerns are, the importance of sharing these appropriately, how the setting addresses unprofessional behaviour and supports the individual to correct it at an early stage. This includes when staff should self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.
- 12.13. At Aylsham Learning Federation we understand the importance of recording low-level concerns and the actions taken in light of these being reported. The records are kept confidential and stored securely. We will review the records we

hold to identify potential patterns and take action. This could be through a disciplinary process but also by referring to the Local Authority Education Duty Desk on 01603 307797. Please note, where a child, parent/carer or staff member makes an allegation of harm, this will not be considered as a 'low level' concern without consultation with the Local Authority Education Duty Desk or the LADO service directly.

12.14. We recognise that low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

### **13. USE OF PREMISES FOR NON-SCHOOL ACTIVITIES**

13.1. Where we hire or rent out our facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) we ensure that appropriate arrangements are in place to keep children safe.

13.2. We will seek assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed). Safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

### **14. WORK EXPERIENCE PLACEMENTS**

Aylsham High School is committed in providing opportunities for all students. The school will engage with employers to provide work experience placements. We will work with employers to ensure that each placement provider has been provided with a policy and procedure to protect children from harm.

An individual health, safety and safeguarding risk assessment will be made of each provider. The information from the risk assessment will be used to inform planning and provider suitability.

A DBS check may be sought in some contexts where the child is working in a 1-2-1 capacity.

### **15. OTHER RELEVANT POLICIES**

15.1. To underpin the values and ethos of our schools and our intent to ensure that students/pupils/children at our schools are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff code of conduct
- Behaviour for learning
- Anti-bullying
- Recruitment & Selection (which adheres to Part 3 of [Keeping Children Safe in Education](#))
- Whistleblowing

- Attendance
- Online safety
- Health and safety
- First aid compliance code
- Improving attendance and ill health absence management policy
- Equality information and objectives policy
- Medical Conditions
- Educational Visits
- SEND and Inclusion
- Policy for Children Who are Looked After

## 16. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children](#) DfE (July 2018)
- [Keeping Children Safe in Education](#) DfE (2021)
- [Norfolk Safeguarding Children Partnership procedures](#)
- [Norfolk Safeguarding Children Partnership Protocol: Allegations Against Persons Who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#) (May 2019)
- [What to do if you're worried a child is being abused](#) DfE (March 2015)
- [Information sharing: advice for practitioners providing safeguarding services](#) DfE (July 2018)
- [The Prevent duty: Departmental advice for schools and childcare providers](#) DfE (June 2015)
- [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)
- [Sexual violence and sexual harassment between children in schools and colleges](#) DfE (July 2021)
- [Child sexual exploitation: guide for practitioners](#) DfE (February 2017)
- [Teaching online safety in school](#) DfE (June 2019)
- [Mental Health and Behaviour in Schools](#) DfE (November 2018)
- [Data protection: toolkit for schools](#) DfE (September 2018)
- Promoting the education of children with a social worker (June 2021) (June 2021)
- [Preventing youth violence and gang involvement](#)
- [Criminal exploitation of children and vulnerable adults: county lines](#)
- [Relationships Education, Relationships and Sex Education \(RSE\) and Health Education](#)

## Appendix 1

AYLSHAM LEARNING FEDERATION

### Recording Form for Safeguarding Concerns for temporary staff and visitors

Staff, volunteers and regular visitors are required to complete this form and pass it to [ENTER NAME OF DSL] if they have a safeguarding concern about a child in our school.

| Full name of child | Date of Birth | Class/Tutor/Form group | Your name and position in school |
|--------------------|---------------|------------------------|----------------------------------|
|                    |               |                        |                                  |

### Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?

Name:

Position:

**[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]  
[Make it clear if you have raised a concern about a similar issue previously]**

**Your signature:**

**Time form completed:**

**Date:**

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance  
Lead

Police

Just One  
Number

Children's  
Services

PSA

Early Help  
Family Focus

Other

Date:

Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Teacher

Child

Person who recorded disclosure

Further Action Agreed:

*e.g. School to instigate a Family Support Process, assessment by Children's Services*

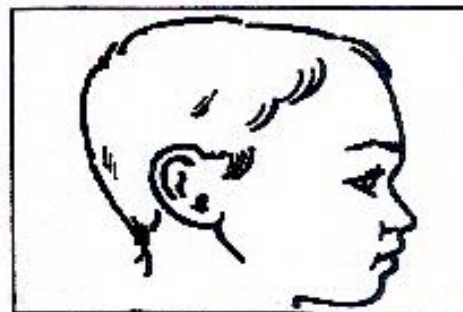
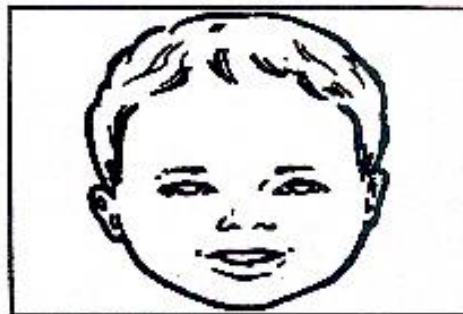
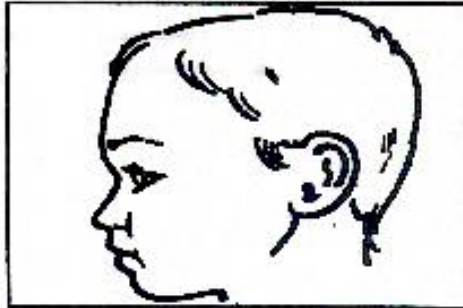
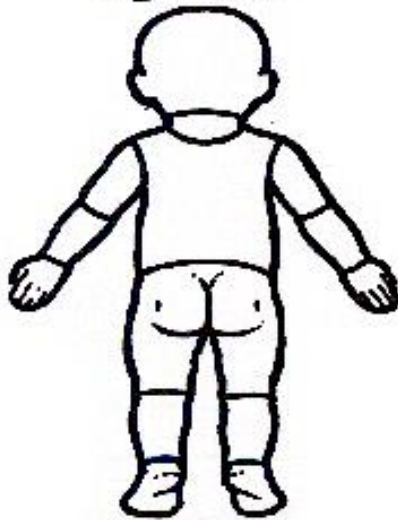
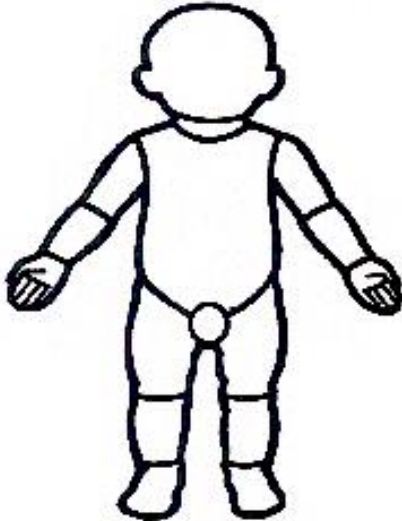
Full name:

DSL Signature:

Date:

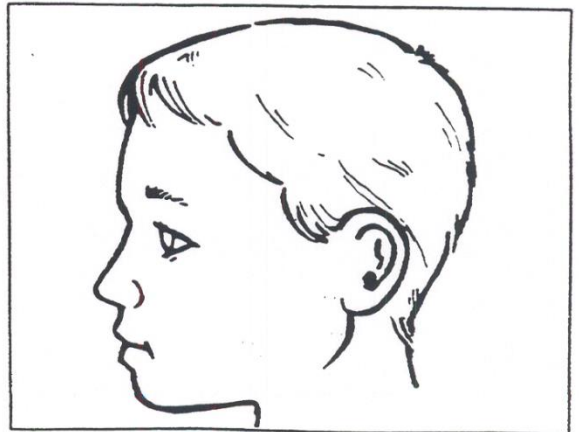
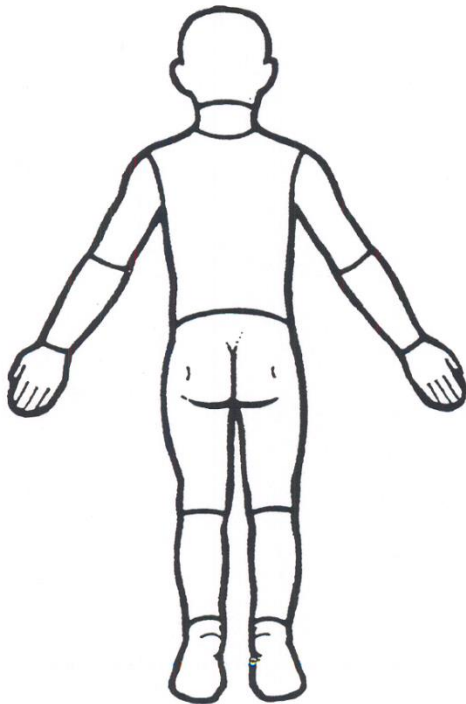
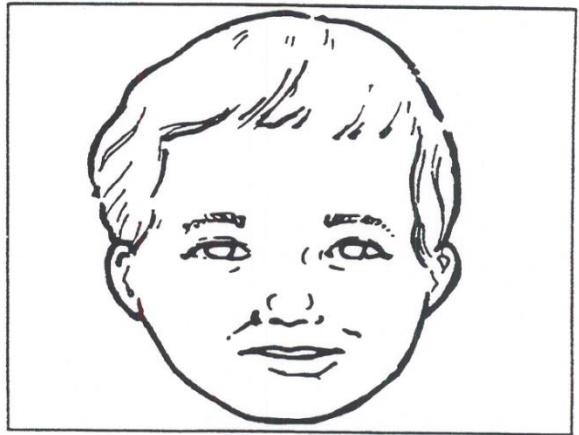
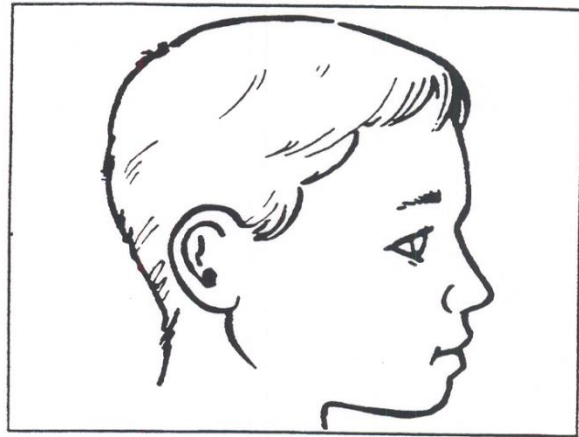
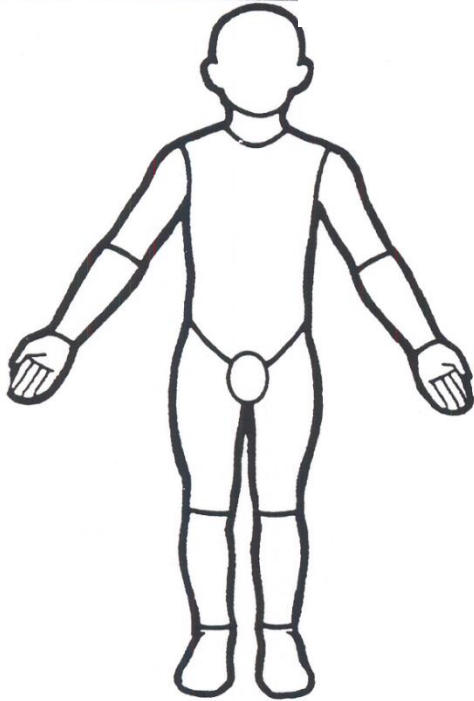
## Body Map

Young Child



Indicate clearly where the injury was seen and attach this to the Recording Form

**Older Child**



**Indicate clearly where the injury was seen and attach this to the Recording Form**



## Appendix 2

### Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.

We all have a statutory duty to safeguard and promote the welfare of children, and at our Federation we take this responsibility seriously.

If you have any concerns about a child or young person in our schools, you must share this information immediately with our designated safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from: the staffroom, admin corridor, SLT and head of house offices at AHS; from the staffroom at BVS; and from the staffroom, classrooms, school office and head of school's office at JoG. Please ensure you complete all sections as described.**

**If you are unable to locate them ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the executive headteacher. If an allegation is made about the executive headteacher you should pass this information to the chair of the governing board. Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/whistleblowing-helpline) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

| Role                                              | Name                | Contact details                                                                                                                      |
|---------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Designated Safeguarding Lead – Aylsham High (DSL) | Mrs Kathryn Garnham | <a href="mailto:kgarnham@aylshamhigh.norfolk.sch.uk">kgarnham@aylshamhigh.norfolk.sch.uk</a><br>01263 738952 or 01263 733270 ext 114 |
| Designated Safeguarding Lead BVS (DSL)            | Mr Jamie Olney      | <a href="mailto:head@burevalley.norfolk.sch.uk">head@burevalley.norfolk.sch.uk</a><br>01263 733393                                   |
| Designated Safeguarding Lead John Of Gaunt (DSL)  | Mrs Clare Toplis    | <a href="mailto:head@johngaunt.norfolk.sch.uk">head@johngaunt.norfolk.sch.uk</a><br>01263 732844                                     |
| Alternate DSL – Aylsham High                      | Mrs Carol Flatters  | <a href="mailto:cflatters@aylshamhigh.norfolk.sch.uk">cflatters@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 118               |
| Alternate DSL – Aylsham High                      | Mrs Sara Dale       | <a href="mailto:sdale@aylshamhigh.norfolk.sch.uk">sdale@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 218                       |
| Alternate DSL – Aylsham High                      | Mrs Jo Tuttle       | <a href="mailto:jtuttle@aylshamhigh.norfolk.sch.uk">jtuttle@aylshamhigh.norfolk.sch.uk</a><br>01263 733270 ext 106                   |

|                                             |                                              |                                                                                                                               |
|---------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Alternate DSL –<br/>Aylsham High</b>     | <b>Mr Danny Sweatman</b>                     | <a href="mailto:dsweatman@aylshamhigh.norfolk.sch.uk">dsweatman@aylshamhigh.norfolk.sch.uk</a><br><b>01263 733270 ext 210</b> |
| <b>Alternate DSL –<br/>Aylsham High</b>     | <b>Mr Guillaume Ravasse</b>                  | <a href="mailto:gravasse@aylshamhigh.norfolk.sch.uk">gravasse@aylshamhigh.norfolk.sch.uk</a><br><b>01263 733270 ext 122</b>   |
| <b>Alternate DSL - BVS</b>                  | <b>Mrs Helen Pope</b>                        | <a href="mailto:hpope4nr4@nsix.org.uk">hpope4nr4@nsix.org.uk</a><br><b>01263 733393</b>                                       |
| <b>Alternate DSL - BVS</b>                  | <b>Mrs Helen Howard</b>                      | <a href="mailto:hhoward9urb@nsix.org.uk">hhoward9urb@nsix.org.uk</a><br><b>01263 733393</b>                                   |
| <b>Alternate DSL - JOG</b>                  | <b>Mrs Hannah Simpson</b>                    | <a href="mailto:hsimpson69r5@nsix.org.uk">hsimpson69r5@nsix.org.uk</a><br><b>01253 732844</b>                                 |
| <b>Alternate DSL<br/>John Bears Nursery</b> | <b>Ms Steff Firth</b>                        | <a href="mailto:manager@johnbearsnursery.org.uk">manager@johnbearsnursery.org.uk</a><br><b>Telephone number TBC</b>           |
| <b>Executive<br/>Headteacher</b>            | <b>Mr Duncan Spalding</b>                    | <a href="mailto:dspalding@aylshamhigh.norfolk.sch.uk">dspalding@aylshamhigh.norfolk.sch.uk</a><br><b>01263 733270</b>         |
| <b>Named Safeguarding<br/>Governors</b>     | <b>Mr Mike Downes<br/>Mr Duncan Bradshaw</b> | <b>Please contact via the Federation</b>                                                                                      |
|                                             | <b>Mrs Di Scott</b>                          | <b>Please contact via the Federation</b>                                                                                      |
| <b>Chair of Governors</b>                   | <b>Mrs Jenny Youngs</b>                      | <a href="mailto:jyoungs@aylshamhigh.norfolk.sch.uk">jyoungs@aylshamhigh.norfolk.sch.uk</a>                                    |

**At both Aylsham Learning Federation we strive to safeguard and promote the welfare of all of our children.**

## Appendix 3

### Local Safeguarding Referral Procedures



## Concerned about a child?

### Are you worried about a child's welfare and would like to discuss?

You can speak directly to one of our Consultant Social Workers, and alongside our early help Pathway Advisors and partners, we will make sure the child gets the right support first time

**Call our Children's Advice and Duty Service (CADS)**

**0344 800 8021**



**Add our phone number to your contacts**

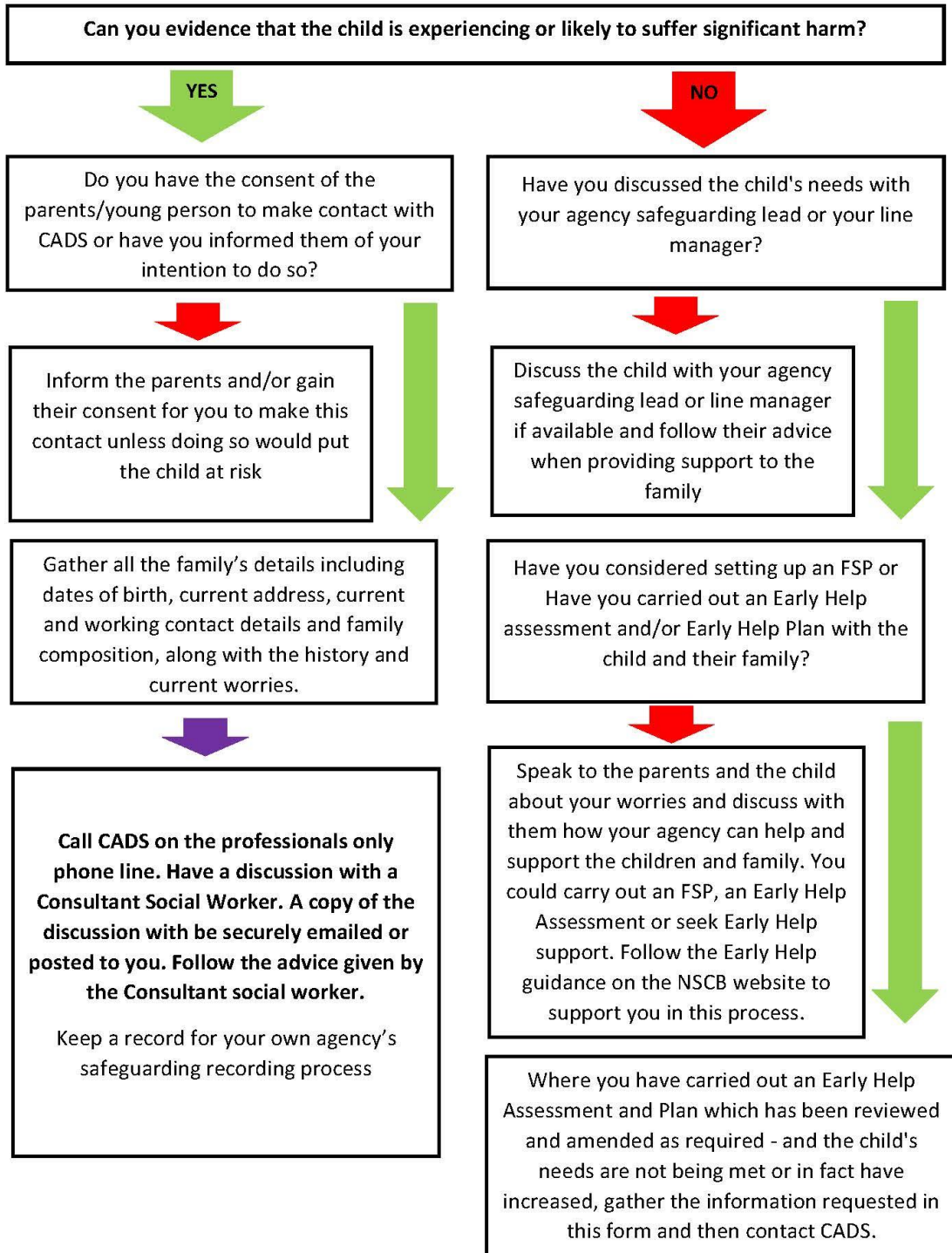
Our team is on hand from 8am-8pm (Mon-Fri)  
Out of hours: **0344 800 8020**  
If you think it is an emergency call **999**



**Norfolk** County Council

## Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



## Appendix 4

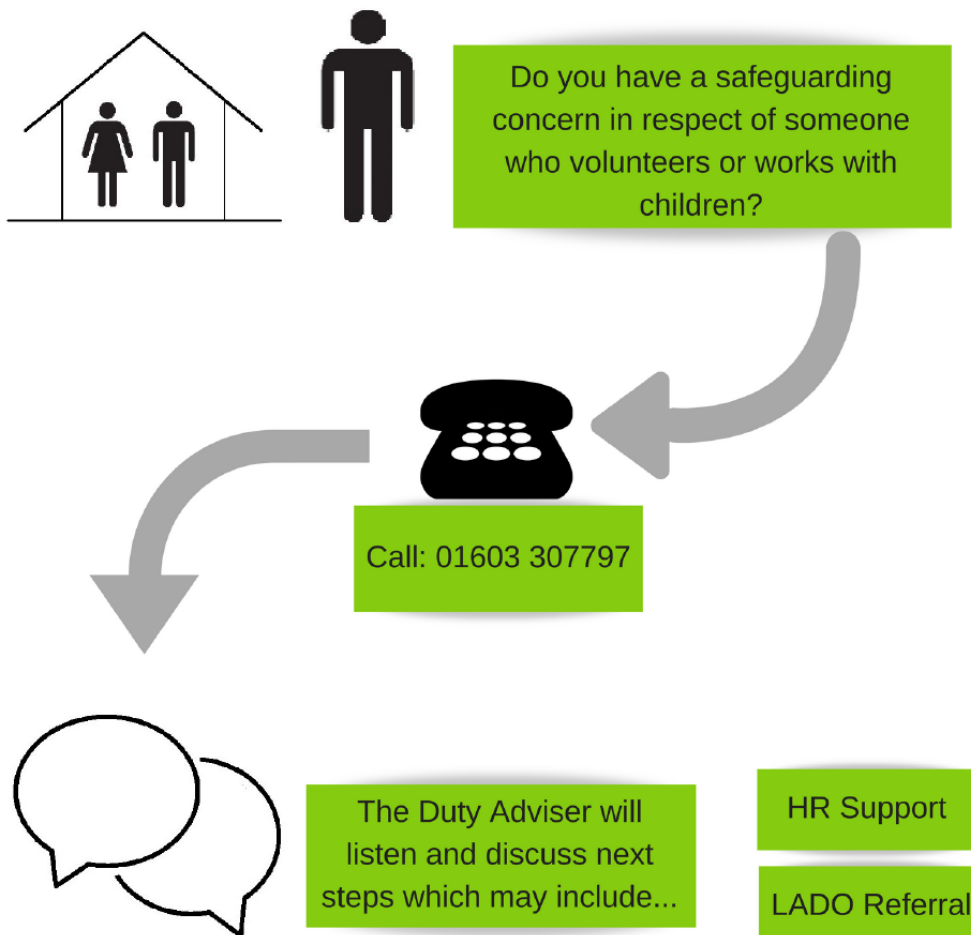
Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting.



# Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



## Appendix 5

## COVID-19 school closure arrangements for Safeguarding and Child Protection at Aylsham Learning Federation

This section of the whole school policy was created in response to Covid-19 and agreed by the Governing Board on 16.11.2021. It will be kept under review as circumstances continue to evolve in line with national and local guidance and should be read in conjunction with the full policy document.

Signature:  Executive Headteacher Date: 16.11.2021

Signature:  Chair of Governors Date: 16.11.2021

This addendum to our safeguarding and child protection policy contains additional information about our safeguarding arrangements in the following areas:

- 5.1 Context
- 5.2 Key contact information
- 5.3 Vulnerable children
- 5.4 Attendance monitoring
- 5.5 Designated Safeguarding Lead
- 5.6 Reporting a concern
- 5.7 Staff safeguarding training and induction
- 5.8 Safer recruitment/volunteers and movement of staff
- 5.9 Children moving schools
- 5.10 Online safety
- 5.11 Mental health

### 5.1 Context

From April 2021 the DfE's expectation was for schools to welcome back children in all year groups.

It is crucial that all staff and volunteers understand the continued importance of acting immediately on any safeguarding concerns that arise. The key principles of our approach to safeguarding and promoting the welfare of children and young people at our school remain the same. This guidance has been developed to give clear direction to staff, volunteers, visitors and parents/carers about our safeguarding procedures in light of any future national and local situation. This appendix should be read in conjunction with the whole school safeguarding policy and not as a standalone document. Unless otherwise stated within this guidance, our normal safeguarding procedures should be adhered to.

## 5.2 Key contact information:

| AYLSHAM HIGH SCHOOL                                     |                                 |                                                                                                               |
|---------------------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------|
| Role                                                    | Name                            | Contact details incl. those when working remotely:                                                            |
| Designated Safeguarding Lead (DSL)                      | Kathryn Garnham                 | <a href="mailto:kgarnham@aylshamhigh.norfolk.sch.uk">kgarnham@aylshamhigh.norfolk.sch.uk</a>                  |
| Deputy DSL                                              | Carol Flatters                  | <a href="mailto:cflatters@aylshamhigh.norfolk.sch.uk">cflatters@aylshamhigh.norfolk.sch.uk</a><br>07780922545 |
| Nominated Senior Leader in the absence of a trained DSL | Chris Bridge                    | <a href="mailto:cbridge@aylshamhigh.norfolk.sch.uk">cbridge@aylshamhigh.norfolk.sch.uk</a>                    |
|                                                         | Phil Brockington                | <a href="mailto:pbrockington@aylshamhigh.norfolk.sch.uk">pbrockington@aylshamhigh.norfolk.sch.uk</a>          |
|                                                         | Jo Tuttle                       | <a href="mailto:jtuttle@aylshamhigh.norfolk.sch.uk">jtuttle@aylshamhigh.norfolk.sch.uk</a>                    |
| Executive Headteacher                                   | Duncan Spalding                 | <a href="mailto:dspalding@aylshamhigh.norfolk.sch.uk">dspalding@aylshamhigh.norfolk.sch.uk</a>                |
| Named Safeguarding Governor                             | Mike Downes,<br>Duncan Bradshaw |                                                                                                               |
| Chair of Governors                                      | Jenny Youngs                    | <a href="mailto:jyoungs@aylshamhigh.norfolk.sch.uk">jyoungs@aylshamhigh.norfolk.sch.uk</a>                    |

| BURE VALLEY SCHOOL                                      |              |                                                                                            |
|---------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------|
| Role                                                    | Name         | Contact details incl. those when working remotely:                                         |
| Designated Safeguarding Lead (DSL)                      | Jamie Olney  | <a href="mailto:head@burevalley.norfolk.sch.uk">head@burevalley.norfolk.sch.uk</a>         |
| Deputy DSL                                              | Sally Fox    | <a href="mailto:pastoral@burevalley.norfolk.sch.uk">pastoral@burevalley.norfolk.sch.uk</a> |
|                                                         | Helen Howard | <a href="mailto:hhoward9urb@nsix.org.uk">hhoward9urb@nsix.org.uk</a>                       |
|                                                         | Helen Pope   | <a href="mailto:hpope4nr4@nsix.org.uk">hpope4nr4@nsix.org.uk</a>                           |
| Nominated Senior Leader in the absence of a trained DSL | Sally Fox    | As above                                                                                   |



|                             |              |                                                                                            |
|-----------------------------|--------------|--------------------------------------------------------------------------------------------|
| Head of School              | Jamie Olney  | As above                                                                                   |
| Named Safeguarding Governor | Di Scott     |                                                                                            |
| Chair of Governors          | Jenny Youngs | <a href="mailto:jyoungs@aylshamhigh.norfolk.sch.uk">jyoungs@aylshamhigh.norfolk.sch.uk</a> |

| JOHN OF GAUNT INFANT AND NURSERY                        |                |                                                                                            |
|---------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------|
| Role                                                    | Name           | Contact details incl. those when working remotely:                                         |
| Designated Safeguarding Lead (DSL)                      | Clare Toplis   | <a href="mailto:head@johngaunt.norfolk.sch.uk">head@johngaunt.norfolk.sch.uk</a>           |
| Deputy DSL                                              | Hannah Simpson | <a href="mailto:hsimpson69r5@nsix.org.uk">hsimpson69r5@nsix.org.uk</a>                     |
|                                                         | Emily Clarke   | <a href="mailto:pastoral@johngaunt.norfolk.sch.uk">pastoral@johngaunt.norfolk.sch.uk</a>   |
|                                                         | Steff Firth    | <a href="mailto:manager@johnbearsnursery.org.uk">manager@johnbearsnursery.org.uk</a>       |
| Nominated Senior Leader in the absence of a trained DSL | Becky Farmer   | <a href="mailto:rfarmer2urp@nsix.org.uk">rfarmer2urp@nsix.org.uk</a>                       |
| Head of School                                          | Clare Toplis   | <a href="mailto:head@johngaunt.norfolk.sch.uk">head@johngaunt.norfolk.sch.uk</a>           |
| Named Safeguarding Governor                             | Di Scott       |                                                                                            |
| Chair of Governors                                      | Jenny Youngs   | <a href="mailto:jyoungs@aylshamhigh.norfolk.sch.uk">jyoungs@aylshamhigh.norfolk.sch.uk</a> |

### 5.3 Providing school places for vulnerable children

For the purposes of this guidance, vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans, in line with the [DfE guidance](#).

At Aylsham Learning Federation we will risk assess the needs of all students/pupils/children with an EHC plan in consultation with the local authority and parents/carers, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. In line with Government guidance, we appreciate that many children and young people with EHC plans can safely remain at home.

At Aylsham Learning Federation our designated safeguarding leads (DSLs) and other senior leaders will continue to work with and support students'/pupils'/children's social workers to help protect vulnerable students/pupils/children. This includes working with and supporting students'/pupils'/children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

There is an expectation that, vulnerable students/pupils/children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at increased risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school staff will explore the reasons for this directly with the parent/carer. Where parents/carers are concerned about the risk of the child contracting COVID-19, school staff and/or the child's allocated social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Our designated safeguarding leads know who our most vulnerable students/pupils/children are. As a federation of schools, we may have the flexibility to offer a place to other students/pupils/children we identify as being vulnerable who may be on the edge of receiving children's social care support.

#### **5.4 Attendance monitoring**

In line with the [DfE guidance](#), 'we will resume taking an attendance register using the appropriate codes to record attendance and absence in the attendance register. We will submit daily attendance figures to the DfE using the [educational setting status form](#) by midday every day.

At Aylsham Learning Federation our DSLs will liaise with allocated social workers and will agree with parents/carers whether children in need should be attending school. School staff will then follow up on any student/pupil/child that we were expecting to attend, who does not in line with our usual attendance procedures. We will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

At Aylsham Learning Federation we are keeping in regular contact with all our vulnerable families via telephone calls and emails. We are also speaking to the students/pupils/children via telephone and liaising with other key workers such as social workers around these families.

In all circumstances where a vulnerable student/pupil/child does not take up their place at school, or fails to attend as expected, school staff will notify the child's allocated social worker and agree a plan to contact the family.

To enable us to effectively support the attendance of vulnerable students/pupils/children, we will ask parents/carers to confirm that emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

#### **5.5 The Designated Safeguarding Lead**

We have identified key designated contacts for safeguarding at our schools in section 5.2 of this guidance.

At Aylsham Learning Federation we aim to have a trained DSL (or deputy) available on site whenever possible. We recognise however that this may not be possible, and where this is the case, we will endeavour to ensure that a trained DSL or deputy from the school can be available to be contacted via phone or online when they are working remotely from home. In some circumstances we might also work with other settings to share trained DSLs or deputies with other schools (who should be available to be contacted via phone or online video).

Where a trained DSL or deputy is not on site, a senior leader will take responsibility for co-ordinating safeguarding arrangements in place on-site. This might include updating and managing access to child protection/our online safeguarding management information system, liaising with the off-site DSL (and/or deputy) and, as necessary, liaising with students'/pupils'/children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.

We will ensure that all staff and volunteers know how to contact and have access to advice from a trained DSL (or deputy). Each day, staff will be made aware of who that person is and how to contact them.

We will continue to work in partnership with children, parents and other agencies to safeguard and promote the welfare of children. Our DSLs will keep up to date with the latest [Norfolk Safeguarding Children Partnership advice](#) and guidance from the [LA](#). Our DSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely in line with the NSCP guidance on attending and contributing to [child protection conferences](#) and [Developing Child Protection Plans](#).

In line with the Department for Education guidance, for the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

## **5.6 Procedures for reporting concerns**

The principles for responding to safeguarding concerns as outlined in section 5 of the main body of the safeguarding policy still apply. When concerned about the welfare of a student/pupil/child, staff members should always act in the interests of the student/pupil/child and have a responsibility to take action as outlined in this policy.

All concerns should be reported immediately and without delay in line with our usual procedures. This will include identifying new safeguarding concerns about individual children as they see them in person following partial school closures. We will also continue to support pupils who are not attending or expected to attend and consider the vulnerability of these children and families.

It is important that all staff who interact with students/pupils/children, including online, continue to look out for signs a child may be at risk including at risk from peer on peer abuse and exploitation. Any such concerns should be dealt with as per the safeguarding policy and where appropriate referrals should still be made to children's social care and as required the police.

When in school staff are able to fill out safeguarding paperwork and hand a record of their concern to the DSL on duty and discuss this with them. For concerns identified remotely all staff have been informed to contact a DSL to discuss the concern. This can then be actioned and recorded appropriately. All staff have the contact e-mail addresses and telephone numbers of all the DSL's

Staff are also reminded of the need to adhere to our staff code of conduct and safer working practices guidance. Staff should continue to report any concerns they have about adults who are working with children in line with section 12 of the safeguarding policy.

## 5.7 Staff training and induction

All existing staff and volunteers have received a safeguarding induction and training. They have read part 1 of [‘Keeping Children Safe in Education’](#) DfE (2021) and are expected to continue to follow this guidance. The DSL will ensure that all existing staff receive this addendum to the safeguarding policy and will communicate any new local arrangements, so they know what to do if they are worried about a student/pupil/child.

Where new staff are recruited, or new volunteers join our federation, they will continue to be provided with a safeguarding induction as outlined in section 4 of the main policy.

If staff are deployed from another education or children’s workforce setting to work in our federation, we will verify that they have received safeguarding training and they will be given a copy of our safeguarding policy and information about our procedures including information about our DSL arrangements.

## 5.8 Safer recruitment of staff & volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children’s workforce or gain access to children. When recruiting new staff, we will continue to follow our safer recruitment and selection policy, the procedures outlined in section 10 of the safeguarding policy and Part 3 of [‘Keeping Children Safe in Education’](#) DfE (2021).

In those circumstances where we continue to use volunteers in our federation, we will continue to follow the checking and risk assessment processes as set out in paragraphs 287 to 294 of KCSIE and our own safer recruitment and selection policy. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

If staff are deployed from another education or children’s workforce setting to work in our federation, we will risk assess the movement of staff and seek written assurances from the current employer that the individual has undergone all the safer recruitment required checks as set out in Part 3 of KCSIE and there are no concerns about their suitability to work with children.

At Aylsham Learning Federation we will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult in accordance with ‘Keeping Children Safe in Education’ (2019). We will also continue to make referrals to the Teaching Regulation Agency (TRA) in line with statutory guidance and understand that during the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

Whilst acknowledging the challenge of the current environment, at Aylsham Learning Federation we understand that it is essential from a safeguarding perspective that, on any given day, we are aware of which staff/volunteers will be in the schools, and that appropriate checks have been carried out. We will continue to keep the single central record (SCR) up to date and use this as a means to log everyone that will be working or volunteering in our schools on any given day, including any staff who may be on loan from other institutions. The SCR will also be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

## 5.9 Children moving schools and colleges

In some circumstances our students/pupils/children may need to attend another setting. In order to support children attending another setting during this time, the DSL will endeavour to contact the DSL at the receiving school to provide any relevant welfare and child protection information including any arrangements in place to support them. We will continue to pay regard to data protection and GDPR but these do not prevent the sharing of information for the purposes of keeping children safe.

As a minimum, we will ensure that the receiving setting has access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker is (and, for looked-after children, who the responsible VSH is). This will ideally happen before a student/pupil/child arrives and, where that is not possible as soon as reasonably practicable. Where it is not possible for this exchange of information to occur between DSLs the identified senior leaders will take responsibility for this.

## 5.10 Online safety

At Aylsham Learning Federation we recognise that it is more important than ever that we provide a safe environment for students/pupils/children including online. We will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online via our IT systems and/or recommended resources.

The safety of students/pupils/children when they are asked to work online is of paramount importance. The same principles as set out our staff code of conduct must be applied to all online teaching. All staff should ensure that they have read the staff code of conduct and associated [safer working practice guidance](#) and are clear about the acceptable use of technologies, staff student/pupil/child relationships and communication including the use of social media.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

We will ensure that students/pupils/children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes to key school staff, we will also signpost children to age appropriate practical support from external organisations such as:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

We will also communicate with parents/carers to reinforce the importance of children being safe online. We will ensure that parents and carers are aware of what their children are being asked to do online, including the sites they will be asked to access as well as who from the Federation their child is going to be interacting with online.

Where parents and carers choose to supplement the Federation's online offer with support from online companies and in some cases individual tutors, we will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children.

We will signpost parents and carers to advice what will help them keep their children safe online including:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online.
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations.
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support.
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world.
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online.
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games.
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation.
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services.

## 5.11 Mental Health

At Aylsham Learning Federation we recognise that negative experiences and distressing life events, such as the current circumstances, can affect the mental health of children and their parents/carers. As more children return to school, we will ensure appropriate support is in place for them.

We will ensure that staff understand that mental health issues can bring about changes in a child's behaviour or emotional state which can be displayed in a range of different ways, all of which could be an indication of an underlying problem. DSLs will make reference to the DfE guidance [Mental health and behaviour in schools](#) to help identify children who might need additional support, and to put this support in place.