



## **Prudentia Education Safeguarding and Child Protection Policy**

### ***Working Together to Safeguard Learners***

#### **Rationale:**

Prudentia Education fully recognises its statutory responsibilities for safeguarding and believes that the welfare of the child is paramount.

‘Safeguarding’ is a term which is broader than ‘Safeguarding’ and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone’s responsibility.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

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

‘Safeguarding’ is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

The key principles of Safeguarding are:

- The voice of the child is heard
- Information is shared
- Procedures are followed
- Follow-up ensures that actions take place
- Challenge, supervision and scrutiny are valued
- Up to date, accurate records are maintained
- There is learning from Serious Case Reviews

This policy has been developed in accordance with the principles established by the Liverpool Safeguarding Partnership and incorporates all statutory requirements to protect learners and adults. It has been revised to reflect the most recent updates to DFE Briefing Note – Keeping Children Safe in Education, Statutory Guidance for settings and colleges’ as well as ‘What to



do if you're worried a child is being abused - Advice for practitioners'; 'Information Sharing'; and 'Working Together to Safeguard Children'.

Our policy applies to all staff, agency staff, management committee members, visitors, and volunteers in the setting. It is available via our website and both feeds into and is informed by our Staff Code of Conduct, with which all staff are familiar.

We recognise that because of the day-to-day contact with learners, setting staff are well placed to identify children at risk of harm or in need of help or further assessment. The setting therefore:

- Establishes and maintains an environment where learners feel secure, valued, are encouraged to talk, and are listened to.
- Ensures learners know that there are adults in the setting whom they can approach if they are worried.
- Includes opportunities in the setting curriculum and in PSHE lessons and activities for learners to develop the skills they need to recognise and stay safe from abuse.
- Strives to maintain an environment where learners are safe from bullying of any form and any incidents are investigated, acted upon and recorded appropriately. (See also Anti-Bullying Policy)
- Seeks to ensure that learners receive the right support at the right time, whether that be early help to prevent escalation or further referral as appropriate

### **Safeguarding Designated Staff – Roles and Responsibilities**

The Management Committee recognise that changes in personnel are not changes in policy and expect this document to be routinely updated to reflect changes in any responsibility holder as part of day to day setting business.

### **Safeguarding Team**

Members of the Leadership Safeguarding Team are as follows:

- Mr C Adeniran - Designated Safeguarding Lead (DSL)
- Mr P. Clarke – Deputy Safeguarding Lead

The DSL has overall responsibility for all Safeguarding issues, including early help, Children in Need, children with special educational needs and young carers. The DSL also has the responsibility to make referrals to the Local Authority Designated Officer (LADO) Mr Ray Said:

#### **Ray Said**

Local Authority Designated Officer  
(LADO) Tel: 0151 225 8101/ 225 8103



Email: [ray.said@liverpool.gov.uk](mailto:ray.said@liverpool.gov.uk)

Support is also available from:

**Liverpool Safeguarding Children Partnership (LSCP)**

Tel: 0151 233 0493/0510

and the Disclosure and Barring Service (DBS).

The Safeguarding Designated Staff (Safeguarding Team) must undertake approved Safeguarding training at least every two years and the DSL will attend yearly briefings. In addition to this, the Safeguarding Team:

- provides regular training updates to all staff in Safeguarding procedures and appropriate related working practices
- provides induction training that encompasses the setting behaviour policy, procedures for managing children who are missing in education, the staff code of conduct and the Safeguarding Policy
- acts on any reports of possible abuse, working with parents/carers and appropriate agencies and keep accurate, confidential records in a secure location.
- notifies Children's Services if there is an unexplained absence of more than two days of a pupil who is on the Safeguarding register.
- discusses at weekly Safeguarding Meetings all concerns of which they have been notified
- notifies Children's Services of any reported case of abuse. In the case of disagreement over whether a case meets the threshold for referral to Children's Services, a referral will be made.
- attends Child Protection case conferences, strategy group and core group meetings. Where members of the Safeguarding Team are unable to attend, appropriately trained representatives will attend in their place.

### **Staff training**

The Safeguarding team receives:

- Designated Safeguarding Lead training, provided by the Local Authority. Each member of the team receives the training annually.

The Safeguarding Team provides:

- regular updates to all staff, governors and volunteers so that they understand their responsibilities in being alert to identifying children at risk of harm and their responsibility for referring any concerns to the designated teachers responsible for Safeguarding. This pays particular attention to current concerns around Missing Children, Child Sexual Exploitation and Female Genital Mutilation. All staff receive updates and annual Safeguarding Refresher training. Safeguarding training is also given to new staff. At induction and at annual refresher training, all staff read at least part 1 of Keeping Children Safe in Education (2021) and endorse this with their signature,

### **The Principal and Management Committee**

- It is to be expected that in the case of allegations against the staff, the Principal is the lead professional and liaise with the LADO.
- Where the allegation is against the Principal, the Chair of Management Committee is the Case Manager, with support from the Local Authority.
- We have a nominated Management Committee member responsible for Safeguarding. The designated link governor is Mr F. Madariaga
- The link Safeguarding Mgt Committee member meets termly with the DSL

- The Safeguarding Team provide termly reports to the Management Committee.

**The Management Committee should ensure that:**

- The setting meets the statutory responsibilities set out in Keeping Children Safe in Education (DFE September 2021) and Working Together to Safeguard Children (DFE 2018).
- The setting has a strategy for providing early help together with other agencies and supporting children and families by carrying out early help assessments, drawing upon the LSCP's 'Responding to Levels of Need Framework.'
- The child protection policy is reviewed at least annually and available to parents, normally via the setting's website.
- All adults working within the setting are aware of the setting's code of conduct and this guidance is in keeping with the Guidance for Safer Working Practices for Adults Working with Children (Safer Recruitment Consortium, 2015)
- The setting's practice is reviewed in line with Local Authority guidance, Local Safeguarding Children Partnership (LSCP) priorities and procedures and any actions identified in the Local Authority 175 Audit are completed.
- There is a named Designated Safeguarding Lead who is a member of the setting leadership team. There are colleagues trained to provide cover for the role.
- The setting has procedures in keeping with the LSCP for dealing with any allegations made against any adult working within the setting.
- There is a nominated Management Committee member, usually the chair, who is the case manager for managing any allegations against the Principal.
- There is a nominated safeguarding Management Committee member to liaise with the Designated Safeguarding Lead and champion child protection/safeguarding.
- The setting follows safer recruitment procedures, including the statutory pre-employment checks on all staff working with young people. The Chair of the Management Committee and safeguarding member together with the Principal review the setting's single central record.
- The setting itself is a safe environment where the views of children and families are listened to and where children are taught about safeguarding and how to keep themselves safe, including on the internet or when using new technology. Any complaints about services lead to improvements in practice.
  - The setting will ensure there are appropriate filters and monitoring systems in place in respect of internet use and encourage safe and responsible use of new technologies.
  - It scrutinises the impact of the setting's training strategy so that all staff, including temporary staff and volunteers, are aware of the setting's child protection procedures. All staff must have child protection training which is regularly updated. The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads undertake training in keeping with statutory training.
  - The Management Committee are given guidance to support them to ensure the setting meets its statutory safeguarding requirements.
  - There is effective analysis of safeguarding data including bullying, attendance, exclusions, behaviour logs, pupils taken off roll, the views and progress and participation of vulnerable students.
  - All safeguarding practices are quality assured by the leadership team, including the auditing of safeguarding records and the supervision of the Designated Safeguarding Lead and other members of the safeguarding team.
  - The Principal is the designated person to promote the educational achievement of children who are looked after.

## **Notifying Safeguarding Concerns**

Everyone who works with children, whether in a paid or voluntary capacity, has a responsibility for keeping them safe. As such, all staff in setting have a legal duty to share with the relevant individuals or bodies any information relating to the safety or well-being of a child, as is stated in the relevant Statutory Guidance. They are therefore encouraged to share any concerns they may have; however minor they may seem. Once a Safeguarding concern has been raised then the member of staff responsible for managing and monitoring the concern – usually the Principal – promptly records in writing all verbal conversations pertaining to the concern.

The points below outline the normal process by which notification of Safeguarding concerns are made. It should be noted however that ANY member of staff can make a referral directly to Children's Services if they feel that this is necessary.

- In the case of urgent concerns where a learner is in imminent danger, the concern should be reported immediately
- Closed and archived safeguarding files are kept in a locked filing cabinet to which only the Principal and Designated Safeguarding Officers have access
- If a learner transfers to another setting, all Safeguarding records will be transferred immediately and separately from the learner's setting file. A copy is made and kept in setting. The original Safeguarding file is either delivered by hand and a signed receipt procured; sent by a signed-for secure delivery service and the receipt kept. Proof of transfer is filed in the pupil's Safeguarding file in setting.
- If a learner leaves setting at age 16 and their destination is not known, the Local Authority will be informed that a Safeguarding file exists for that young person and a request made that setting be notified if that young person should return to education at a later date. At that point, the young person's Safeguarding file would be transferred as described above.
- Safeguarding records (and copies of all Safeguarding records transferred to another institution), are kept securely by the setting until the person on whom the file is held reaches their 26<sup>th</sup> birthday (in line with changes relating to the General Data Protection Regulation)
- Members of the Safeguarding team refer to Setting Improvement Liverpool model escalation policy in circumstances where a child's situation is not improving or where they feel there needs to be a re-consideration of a decision by Children's Services not to accept a referral.

### **Responsibilities of learners:**

- The primary responsibility of learners with regard to safeguarding themselves and others lies in adhering to the setting's expectations regarding behaviour, attendance and punctuality.
- Learners are aware of who are the designated safeguarding staff but also that they are able to notify concerns to any member of staff

### **Monitoring and supporting learners about whom Safeguarding concerns exist**

- All concerns brought to one of the Safeguarding Leads are raised at the weekly team briefings and discussed also at monthly staff meetings.
- Academic progress of learners about whom Safeguarding concerns exist is reviewed by staff on a half termly basis and concerns communicated to the Safeguarding Team.
- The attendance of these learners is monitored closely by the Principal, as appropriate.
- Risk assessments are undertaken as needed and in collaboration with other agencies of

learners with significant mental health issues. If there is a danger of suicide, a referral to Children's Services is made.

- Prior to any Child Protection Conference / Child in Need meeting / LAC Review, a review is undertaken of the learner's attendance, punctuality, behaviour in setting and progress in lessons. Any concerns are highlighted to the meeting and copies of all attendance, punctuality and behaviour records provided.

### **Confidentiality**

- For reasons of confidentiality, only those people who need to know about Safeguarding matters are told and conversations about Safeguarding matters will always be held in private.
- The setting follows Liverpool Safeguarding Children Partnership Guidelines and shares appropriate information with other agencies when failure to share information might jeopardise a child's safety.

### **Parents/Carers**

- We ensure that parents and carers have an understanding of the responsibility placed on the setting and staff for Safeguarding by setting out its obligations on the setting website.

### **Staff and Volunteer Recruitment and Conduct**

- We ensure safe recruitment practices are always followed. All interview panels for staff and volunteers have at least one member trained in Safer Recruitment practice.
- All staff are advised to follow the staff Code of Conduct.
- We ensure all appropriate DBS checks are made prior to staff or volunteers working alone with our learners. These are recorded in the Single Central Record and renewed at the required intervals to comply with the LA Safeguarding rules. It is recorded on the SCR that teachers are not subject to a Prohibition or Interim Prohibition Order
- The setting may not request an enhanced DBS check with barred list check for anyone working in the setting not in regulated activity – but may request an enhanced DBS check.
- Risk assessments are carried out on volunteers and visitors to determine whether an enhanced DBS check is required
- Visitors and volunteers due to work alone with learners are required to provide their DBS details and photographic proof of identity by way of passport or driving licence. For volunteers or visitors in regulated activity a Barred List Check must also be undertaken. This does not apply to staff and volunteers who represent organisations recognised as being part of the Liverpool Safeguarding Board such as NHS staff, AWO, Ofsted Inspectors and permanent staff from other settings.
- All visitors are asked to read the setting Safeguarding guidelines.
- For trainee teachers, it is the responsibility of the initial teacher training provider to undertake checks on teachers unless they are salaried by the setting
- ***The setting will refer to the DBS anyone who has harmed or poses a risk of harm to a child, or if there is reason to believe that the member of staff has committed one of a number of listed offences.***
- Suspension is only considered in cases where there is cause to suspect a child/children in the setting to be at risk of harm or if the case is so serious that it might be grounds for dismissal. All options are considered to avoid suspension.
- Overseas checks are required on staff who have lived or worked outside of the UK for a period of more than twelve months within the last ten years while aged 18 or over. These are conducted in accordance with Department for Education 'Guidance on the application process for criminal records checks overseas', available online via the gov.uk website.

## **Visitors**

- We ensure robust gate-keeping procedures for all visitors to setting. Visitors are required to read the setting Safeguarding guidelines.
- Contractors are not allowed on site when learners are present.

## **Work Experience Placements**

- The setting may not request an enhanced DBS check with barred list information for staff supervising children aged 16 on work experience.
- All learners receive a health and safety training talk in setting and have clear guidance as to what to do if safeguarding issues arise while on work experience.
- The Health & Safety Lead ensures relevant safeguarding checks have been made for each placement.
- Setting staff endeavour to visit all learners at their placements but in cases where this is not possible staff will endeavour to contact learners by phone.

## **Practical Advice and Emerging Issues**

All staff receive regular updates and advice with regard to emerging issues. The following information is for summary purposes only and outlines policies for preventing and reacting to potential harm to a child.

### **Abuse:**

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

The four main types of abuse and their possible signs and symptoms are:

- Physical abuse – defined as deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

Bumps and bruises don't necessarily mean a child is being physically abused – all children have accidents, trips and falls.

There's isn't one sign or symptom to look out for that will say a child is definitely being physically abused - but if a child often has injuries, there seems to be a pattern, or the explanation doesn't match the injury then this should be investigated.

- Neglect – defined as the ongoing failure to meet a child's basic needs.

Neglect can be difficult to identify, making it hard for professionals to take early action to protect a child. Children who are neglected may have poor appearance or hygiene; health and development problems; housing and family issues.

Having one of these signs or symptoms doesn't necessarily mean that a child is being neglected - but if you notice multiple, or persistent, signs then it could indicate there's a serious problem.

- Sexual abuse – defined as forcing or persuaded someone to take part in sexual activities. This doesn't have to be physical contact, and it can happen online

Children who are sexually abused may:

### **Stay away from certain people**

- they might avoid being alone with people, such as family members or friends
- they could seem frightened of a person or reluctant to socialise with them.

### **Show sexual behaviour that is inappropriate for their age**

- a child might become sexually active at a young age
- they might be promiscuous
- they could use sexual language or know information that you wouldn't expect them to.

### **Have physical symptoms**

- anal or vaginal soreness
- an unusual discharge
- sexually transmitted infection (STI)
- pregnancy.

Emotional abuse – defined as the persistent emotional maltreatment or emotional neglect of a child.

Children who are being emotionally abused may:

- use language, act in a way or know about things that you wouldn't expect them to know for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends.

## **Female Genital Mutilation**

It is a mandatory duty for disclosures that FGM has taken place on a female under the age of 18 to be reported to police and children's services.

## **Action**

- Contact Careline and Police immediately
- Seek advice and support from recognised agencies
- Do not contact the family or ask any member of the community to mediate.

It is a requirement that the person who receives the disclosure is themselves the one who report this to the authorities – or is present with a member of the Safeguarding Team when they report this.

The mandatory duty to report to police only applies to instances where the disclosure states that FGM has taken place. It does not apply to instances where there is reason to believe that FGM may take place at some point in the future. In those instances, concerns should be passed to the Safeguarding Team for their consideration.

### **So- called ‘Honour Based ‘ Violence**

So-called 'honour-based' violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they should speak to the Designated Safeguarding Lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on **teachers/trainers** that requires a different approach

### **Forced Marriage (FM)**

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly as an organisation or through a third party.

### **Preventing Radicalisation**

The action or process of causing someone to adopt radical positions on political or social issues: The Prevent Duty Guidance (under the Counter-Terrorism and Security Act 2015) places a duty on settings, and child care providers, to “have due regard to the need to prevent people from being drawn into terrorism”. This legal duty came into force on 1st July 2015.

Children are vulnerable to extremist ideology and radicalisation. Protecting children from this risk should be a part of a settings safeguard approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation refers to the process by

which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media) and settings (such as the internet).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a referral to the Channel programme.

### **The Prevent Duty**

All settings and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The Prevent duty should be seen as part of settings' and colleges' wider safeguarding obligations. Designated safeguarding leads and other senior leaders should familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76 which are specifically concerned with settings (and also covers childcare). The guidance is set out in terms of four general themes: Risk assessment, working in partnership, staff training, and IT policies.

The DfE has published advice for settings on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support. Please see:

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

### **Radicalisation**

Forces that may contribute to vulnerability:

- Rejected by peer, faith or social group/family.
- Pressure from persons linked to extremism.
- Victim or witness to race or religious hate crime.
- Conflict with family over religious beliefs/lifestyle/politics.
- Identify confusion.
- Recent religious conversion.
- Change in behaviour or appearance due to new influences.
- Under-achievement.
- May possess literature related to extreme views.
- Experience of poverty, disadvantage or social exclusion.
- Extremist influences.
- A series of traumatic events - global, national or personal.

### **Spiritual/Faith Abuse**

Within certain faith communities harm can be caused by the inappropriate use of religious belief or certain practices. This can include the misuse of the authority of leadership, penitential discipline, oppressive

### **Sexting**

In the latest advice for settings and colleges (UKCCIS, 2016), sexting is defined as **the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18**. It includes

nude or nearly nude images and/or sexual acts. It is also referred to as ‘youth produced sexual imagery’. ‘Sexting’ does not include the sharing of sexual photos and videos of under-18 year olds with or by adults. This is a form of child sexual abuse and must be referred to the police.

### **What to do if an incident involving ‘sexting’ comes to your attention**

#### **Report it to your Designated Safeguarding Lead (DSL) immediately.**

- **Never** view, download or share the imagery yourself, or ask a child to share or download – **this is illegal.**
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL.
- **Do not** delete the imagery or ask the young person to delete it.
- **Do not** ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL.
- **Do not** share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- **Do not** say or do anything to blame or shame any young people involved.
- **Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL.

### **Upskirting**

Is the practice of making unauthorized photographs under a woman's skirt or man's kilt, capturing an image of the crotch area, underwear, and sometimes genitalia. An upskirt is a photograph, video, or illustration which incorporates an image made by upskirting. Upskirting is now a criminal offence punishable by up to two years in prison.

#### **If an incident involving Upskirting comes to your attention, report it to your Designated Safeguarding Lead (DSL) immediately.**

### **Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

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

Where concerns are raised regarding possible CSE, these are relayed to Social Services by the DSLs via the completion of a MARF Form and/or MACSE referral and all actions are recorded in the child’s safeguarding file.

## **Child Criminal Exploitation: County Lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”. They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. County lines activity and the associated violence, drug dealing and exploitation has a devastating impact on young people and local communities. Key to identifying potential involvement in county lines are missing episodes, when a victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation.

## **Private Fostering**

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity). The setting has a mandatory duty to inform the Local Authority of children in such arrangements.

## **Fabricated or Induced Illness**

What is fabricated or induced illness?

Fabricated or induced illness (FII) is a rare form of child abuse. It occurs when a parent or carer, usually the child's biological mother, exaggerated or deliberately causes symptoms of illness in the child. In fabricated or induced illness, the parent may present the child as ill when they are healthy, deliberately induce symptoms of illness, manipulate test results, or exaggerate or lie about symptoms.

Why does fabricated or induced illness occur?

The carer may benefit from the attention in some way. There may be somatoform disorders in the carer, where they have multiple, ongoing medically unexplained symptoms. Personality disorders can have an impact, and, the opportunity for financial gain. Often, many of these issues occur together.

Fabricated or induced illness is often unreported, undetected, and is emotionally harmful. It is very complex issue.

Fabricated or induced illness is really an interaction between three key variables: the child's

health, the parent's view, and the medical view. Fabricated or induced illness covers a wide range of behaviours in carers, from anxiety to deliberately causing symptoms. Some psychiatric illnesses and conditions may also affect the carer's perception.

Indicators of fabricated or induced illness

Some of the indicators of fabricated or induced illness, include:

- the medical history doesn't make sense
- treatment is ineffective
- the symptoms disappear when the carer isn't around, and
- they can be seen repeatedly by different professionals looking for different things.

In all cases, the child's normal life is restricted. Cases of fabricated or induced illness are very complex. Where fabricated and induced illness is suspected, referrals should be made without alerting the child's carer.

**If you believe a child may be subject to fabricated or induced illness, report it to your Designated Safeguarding Lead (DSL) immediately.**

### **Key Areas of Risk**

Staff working in settings may naturally find themselves in certain situations that call for particular care to be taken to avoid harm to a child or to put themselves in a position where their behaviour could be misconstrued.

This includes situations where there is a need for **physical intervention, personal care or intimate care** – procedures for which are outlined in our Welfare of Learners policy, available via the setting website and with which all staff are expected to be familiar.

Similarly, policies and **procedures for overnight stays and host families** are set out in our Educational Visits policy, available via the setting website and with which all staff are expected to be familiar

Guidance on **one-to-one working** is covered in our Lone Working policy, which makes clear that when staff are working one-to-one with a learner they must inform a departmental colleague and ensure that their door is left open. All staff relocate to the staffroom if working in setting after 5pm.

When learners are changing for PE lessons, there is a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations.

This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

### **This means that adults should:**

- Avoid any physical contact when children are in a state of undress
- Avoid any visually intrusive behaviour (e.g. standing in a location from which they can look into the changing room whilst learners are in a state of undress)

- Announce their intention of entering changing rooms

**This means that adults should not:**

- Change in the same place as children
- Shower or bathe with children

**Procedures for dealing with safeguarding concerns against another pupil/Peer-on-peer abuse**

All children have a right to attend setting and learn in a safe environment. Children should be free from harm by adults in the setting and other learners.

We recognise that some learners will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the setting's Behaviour Policy.

Occasionally, allegations may be made against learners by others in the setting, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the setting
- indicates that other pupils may have been affected by this learner
- indicates that young people outside the setting may be affected by this learner

Examples of safeguarding issues against a learner could include:

- physical abuse
- bullying
- initiation ceremonies
- sexting
- upskirting
- violence, particularly pre-planned
- forcing others to use drugs or alcohol
- emotional abuse
- blackmail or extortion
- threats and intimidation
- sexual abuse
- indecent exposure, indecent touching or serious sexual assaults
- forcing others to watch pornography or take part in sexting
- sexual exploitation
- encouraging other children to attend inappropriate parties
- photographing or videoing other children performing indecent acts

In areas where gangs are prevalent, older learners may attempt to recruit younger pupils using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

## **Minimising the risk of safeguarding concerns towards pupils from other learners**

On occasion, some learners will present a safeguarding risk to other learners. The setting should be informed that the young person raises safeguarding concerns, for example, they are coming back into setting following a period in custody or they have experienced serious abuse themselves.

These learners will be subject to an individual risk management plan to ensure that other pupils are kept safe and they themselves are not laid open to malicious allegations. There is a need to balance the tension between privacy and safeguarding.

### **What to do**

When an allegation is made by a pupil against another learner, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed.

A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances

The DSL should contact social services to discuss the case. It is possible that social services are already aware of safeguarding concerns around this young person. The DSL will follow through the outcomes of the discussion and make a social services referral where appropriate.

The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.

If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and parents informed (of both the learner being complained about and the alleged victim). It may be appropriate to exclude the pupil being complained about for a period of time according to the setting's behaviour policy and procedures.

Where neither social services nor the police accept the complaint, a thorough setting investigation should take place into the matter using the setting's usual disciplinary procedures. In situations where the setting considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan.

The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.

### **Children requiring mental health support**

Schools and colleges have an important role to play in supporting the mental health and wellbeing of their pupils.

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Governing bodies and proprietors should ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.

The Mental Health and Behaviour in Schools guidance sets out how schools and colleges can help prevent mental health problems by promoting resilience as part of an integrated, whole school/college approach to social and emotional wellbeing, which is tailored to the needs of their pupils.

Phil Clarke is the designated Mental Health lead, supported by the Principal. All mental health concerns should be reported to him as soon as is practicable.

## **Sexual Violence and Sexual Harassment**

Child on child sexual violence and sexual harassment

Sexual violence and sexual harassment can occur between two children of any age and sex, from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. All staff working with children are advised to maintain an attitude of ‘it could happen here’.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent in the future.

Children who are victims of sexual violence and sexual harassment wherever it happens, will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. As set out in Part one of this guidance, schools and colleges should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college, including intimate personal relationships

Whilst any report of sexual violence or sexual harassment should be taken seriously, staff should be aware it is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys.

But it is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

It should be explicit that there is a zero tolerance approach to sexual violence and sexual harassment and it is never acceptable and will not be tolerated.

Staff should report any concerns relating to sexual violence and sexual harassment immediately to the Designated Safeguarding Lead.

## **Domestic Abuse**

Domestic abuse The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic

abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse.

The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour.

Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be “personally connected” (as defined in section 2 of the 2021 Act). Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place inside or outside of the home.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as ‘teenage relationship abuse’. Depending on the age of the young people, this may not be recognised in law under the statutory definition of ‘domestic abuse’ (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

### **Operation Encompass**

Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child’s circumstances and can enable immediate support to be put in place, according to the child’s needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children’s social care if they are concerned about a child’s welfare. More information about the scheme and how schools can become involved is available on the Operation Encompass website.

### **National Domestic Abuse Helpline**

Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects  
<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse/signs-symptoms->

[effects/](#)

- Refuge what is domestic violence/effects of domestic violence on children

<http://www.refuge.org.uk/get-help-now/what-is-domestic-violence/effects-of-domestic-violence-on-children/>

- Safelives: young people and domestic abuse.

<http://www.safelives.org.uk/knowledge-hub/spotlights/spotlight-3-young-people-and-domestic-abuse>

- Domestic abuse: specialist sources of support - GOV.UK (www.gov.uk) (includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse)

<https://www.gov.uk/government/publications/domestic-abuse-get-help-for-specific-needs-or-situations/domestic-abuse-specialist-sources-of-support>

- Home : Operation Encompass (includes information for schools on the impact of domestic abuse on children) <https://www.operationencompass.org/>

## Young Carers

At Prudentia Education we are aware that pupils in our setting may have caring roles at home. We believe that all children and young people should have equal access to education, regardless of what is happening at home. When a young person does look after someone in their family who has a serious illness, disability or substance misuse problem, they may need extra support to help them get the most out of setting.

We aim to understand the issues faced by young carers and to support young carers through a whole-setting approach and through working with other agencies and professionals, with the understanding that support for the whole family is in the best interests of the young carer. The whole setting is committed to meeting the needs of young carers so that they are enabled and encouraged to attend and enjoy setting and have access to education equal to that of their peers. St. Julie's holds young carers in the same regard as all other pupils and as such understands that they have the additional burden of caring responsibilities and may require additional support and reasonable adjustments in order to ensure their opportunities are equal.

The setting will therefore:

- Have a named lead with special responsibility for young carers and their families and make pupils and families aware of the identity of the setting's lead. The setting lead is Mr Christian Adeniran.
- Keep up to date with national and local developments and with legislation and guidance affecting young carers and their families. Training on young carers' issues will be embedded in ongoing professional development for all staff.
- Use the curriculum to promote a full understanding, acceptance of, and respect for, issues such as caring, disability and impairment.
- Recognise young carers as a vulnerable group to be monitored closely and use and evaluate data effectively to identify and monitor the progress made by young carers.
- Attempt to identify those pupils whose parent(s) or family members have disabilities or other long-term physical or mental health problems and if this has an impact on their education.
- Aim to mitigate the impact of young carers' family situations on their education, for instance by considering providing educational resources for the pupil to use at home, allowing the pupil

to call home from setting at break and lunchtimes in order to check on a family member, and considering alternatives to after-setting rehearsals, revision sessions and sanctions.

- Remain vigilant to the possibility of a young person's caring role being a possible cause for bullying, and monitor this through anti-bullying procedures.
- Offer support to improve attendance and well-being of pupils identified as young carers.
- Identify those young carers at risk of falling into the Not in Education, Employment or Training (NEET) category and take appropriate actions to address this.
- Be accessible to parents with disabilities and/or illness, offering additional support where possible to enable them to attend parents' evenings or other setting events. Home visits will be considered where appropriate.

- Identify siblings of Prudentia Education learners who are young carers, and maintain communication with siblings' settings if they are in education.
- Work in partnership where appropriate with general practitioners, young carers' services including Barnardo's Young Carers' service, behaviour and education support teams.
- Consider the use of the Local Authority's Early Help Assessment Tool (EHAT) to assess the need for support services from other agencies and to implement and monitor this support.
- Respect the right to pupils' and families' privacy and only share information with professionals and agencies on a "need to know" basis in order to support pupils and families.

This policy has been written using the guidelines provided by The Princess Royal Trust for Carers in the document 'Young Carers: Guidance for Settings and Local Authorities', and with reference to 'Supporting Young Carers' - Ofsted, June 2009.

### **Resources:**

Responding to need guidance and levels of need framework. Liverpool Safeguarding Children's Partnership (July 2020)

Information Sharing. HM Government.gov.uk (March 2015).

FGM Mandatory reporting.

<https://www.gov.uk/government/publications/fgm-mandatory-reporting-in-healthcare> (October 2015)

[Sexting in Settings and Colleges: Responding to Incidents and Safeguarding Young People](#) (UKCCIS, 2016)

NSPCC. [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)

Supporting Families & Communities in becoming resilient in Liverpool. Liverpool City Council Preventative & Early Help Services for Children & Families.

Early Help – Children & Families. Liverpool City Council, Information for Children and Young People.

Working Together. Liverpool Safeguarding Children's Partnership.

### **Related policies and documents**

Staff Code of Conduct

Behaviour policy

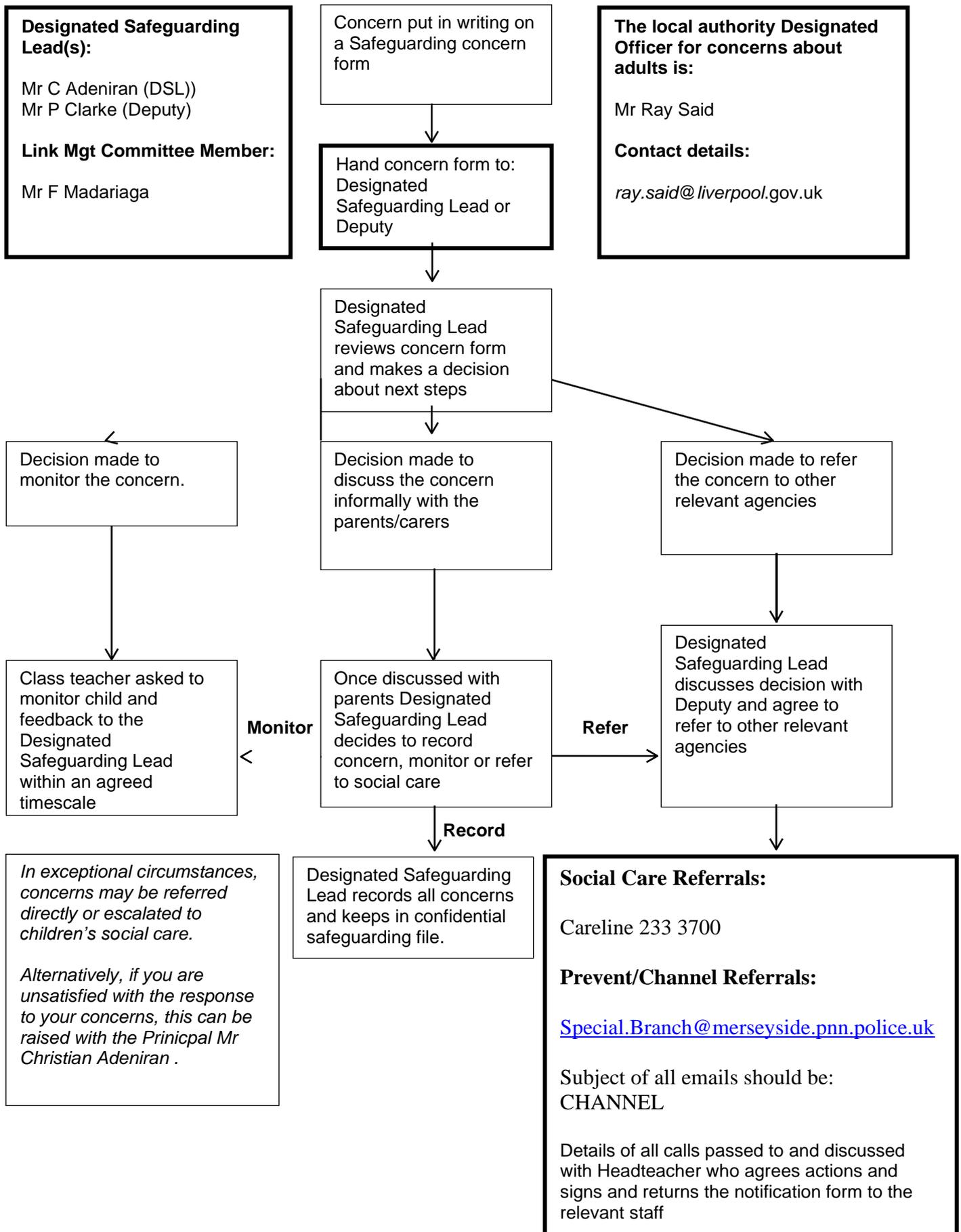
Curriculum policy

Attendance policy

Anti Bullying policy

APPENDIX 1

**FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD**



## APPENDIX 2

### Body Map Guidance for Settings

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual teacher/member of staff or setting take photographic evidence of any injuries or marks to a child's person, the body map below should be used. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. Social Care direct or child's social worker if already an open case to social care.**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

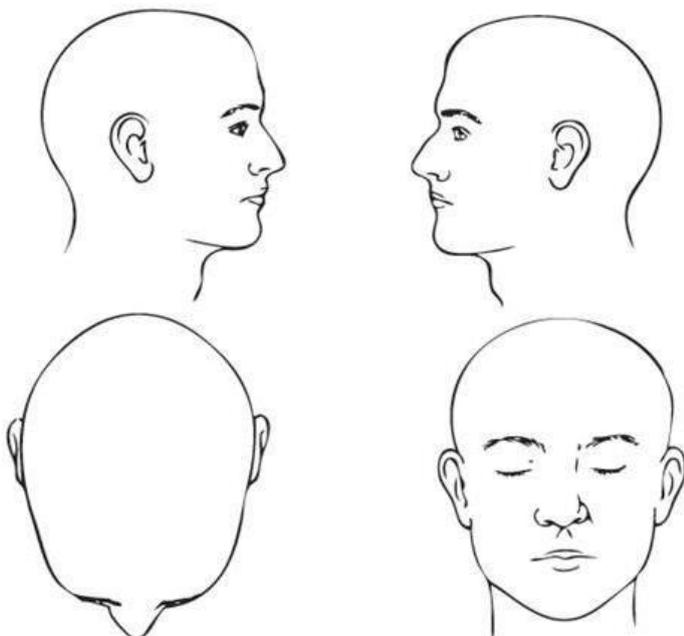
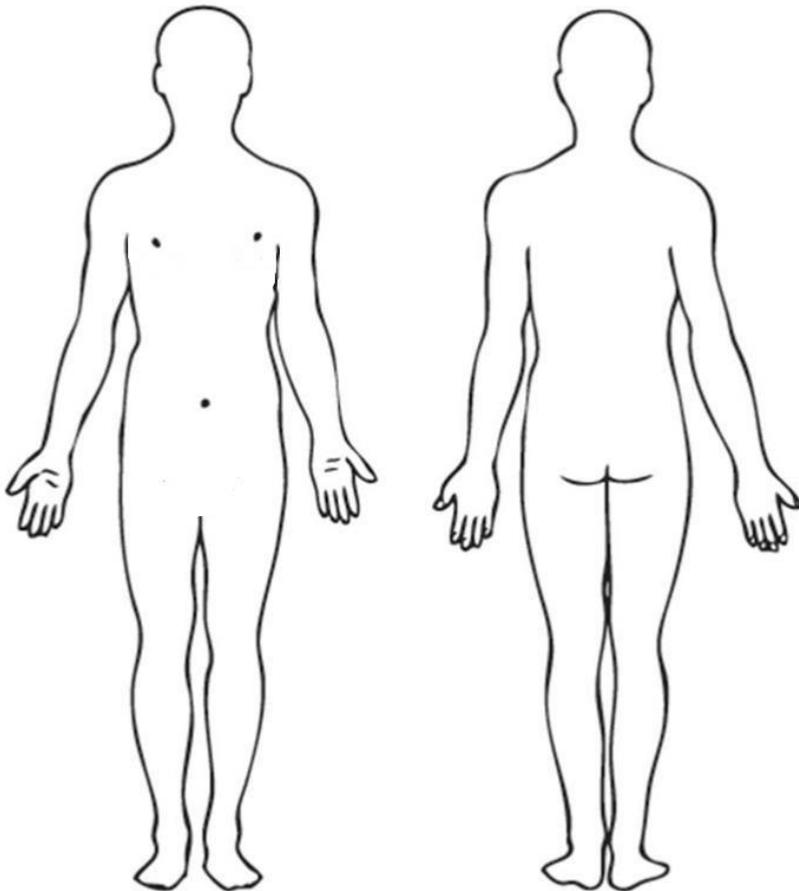
- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

### **Ensure First Aid is provided where required and record**

A copy of the body map should be kept on the child's concern/confidential file.

### Safeguarding Body Map



<b>Child's Name:</b>
<b>Date of Birth:</b>
<b>Staff Name:</b> who witnessed the injuries
<b>Date &amp; time injuries seen:</b>
<b>Date &amp; time info recorded:</b>
<b>Details of injuries/location on body:</b>
<b>Signed/Name of SLT / Date:</b>
<b>Actions by SLT:</b>



APPENDIX 3

PRUDENTIA EDUCATION CHILD PROTECTION INCIDENT RECORDING SHEET

Name of member of Staff Recording Incident .....

Date ..... Time.....

Name of pupil .....DOB .....

Who was present .....

Date and time reported to DSL .....

Names of any other staff informed .....

Names of any other pupils involved .....

Are parents aware? Give details .....

Time and place of incident.....

Nature of concerns

--

Account of incident (use back of sheet if needed)

--

Action taken .....

Name of duty worker/soc worker if reported .....

Name of any other agencies involved .....

Further action .....

Signed ..... Date .....

APPENDIX 4 1: GLOSSARY OF TERMS, ROLES AND RESPONSIBILITIES

<b>Local Authority Designated Officer (LADO)</b>	Located within the Safeguarding Unit at The Ray Hurst Centre, Pendine Close, Liverpool, L6 3BH, Ray Said is Liverpool's LADO and he is responsible for the management and oversight of all allegation cases across the city, providing advice and guidance to employers and voluntary organisations, liaison with Police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process. <a href="mailto:ray.said@liverpool.gov.uk">ray.said@liverpool.gov.uk</a>
<b>Prevent Team (Liverpool)</b>	Channel referrals can be made to the Prevent Team based in Liverpool. They can be contacted if you have a concern, want to make a Channel referral or want to discuss an open case regarding Prevent and Channel. <b>Channel</b> The Channel Police Practitioner: 0151 777 8328 Email: <a href="mailto:MSOC.SQecial.Branch@Mersetside.Qnn.Qolice.uk">MSOC.SQecial.Branch@Mersetside.Qnn.Qolice.uk</a>
	<b>Prevent</b> The Prevent Team: 0151 777 8311 Email: <a href="mailto:Sue.Harris@liverQool.go.uk">Sue.Harris@liverQool.go.uk</a>
<b>Independent Reviewing Officer (IRO)</b>	While they are employed by the Children's Services, the IRO team is not attached to another CS team or service. IROs chair strategy meetings and child protection conferences.
<b>Setting's Safeguarding Service/ Safeguarding Unit</b>	Setting's Safeguarding Co-ordinator and Setting's safeguarding Officer act as points of contact and a source of advice for any setting or setting where a safeguarding or allegations issue arises.
<b>Children's Services (CS)</b>	Children's Services includes, among various other services, Children's Social Care (CSC - formerly Social Services) and the Safeguarding Unit. The Safeguarding Unit is one of a number of non-locality based/ centrally managed services and this is where LADO, Senior IRO and Setting's Safeguarding team are located.
<b>Public Protection Unit (PPU)</b>	Specialist Police teams which consist of detectives trained specifically to deal with child protection cases. PPU officers deal with suspected intra-familial abuse cases and allegations against adults working with children and young people, although they also contain domestic violence and offender-specific officers too.
<b>Liverpool Safeguarding Children Partnership (LSCP)</b>	The LSCP has responsibility for ensuring there are effective inter-agency procedures in place for dealing with allegation against people who work with children and for monitoring and evaluating these.

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