



Safeguarding and Child Protection Policy

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Responsible:	Principal
Responsible Committee:	Teaching and Learning
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**Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Academy Council meeting.*

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1. The Global Academy Commitment

The Global Academy, is committed to providing a safe and secure environment for students, staff, visitors and volunteers and promote a climate where students and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others. Global Academy fully recognises that the national lockdowns since March 2019 may still be having a lasting impact on students and families; our safeguarding policy and procedures will continue to reflect the additional needs this may present.

This policy and the statutory guidance behind is applicable to all staff, volunteers and students, including those students who are 18 years and over. The application of this policy and all related procedures will keep the welfare of the students at the heart of all decisions.

1.1. We define Safeguarding as:

- 1.1.1. Protecting students from maltreatment.
- 1.1.2. Preventing impairment of students' mental and physical health or
- 1.1.3. development.
- 1.1.4. Ensuring that students are growing up in circumstances consistent with the provision of safe and effective care.
- 1.1.5. Taking action to enable all students to have the best life chances.

1.2. We believe:

- 1.2.1. All students have the right to be protected from harm regardless of their race, religion, ethnicity, gender or sexuality.
- 1.2.2. Students need to be safe and to feel safe in the Academy.
- 1.2.3. The Academy can contribute to the prevention of abuse.
- 1.2.4. Students need support that matches their individual needs, including those who may have experienced abuse.

1.3. Our objective is to help keep young people safe by:

- 1.3.1. Providing a safe environment for young people to learn and be successful
- 1.3.2. Identifying young people who are suffering or likely to suffer significant harm.
- 1.3.3. Taking a student-centred approach when making any decisions about what action will be taken in response to any suspicions or allegations of abuse outside and/or within the Academy.

1.3.4. Ensuring that, in line with KCSIE (2022), *“the child’s wishes and feelings are taken into account when determining what action to take and what services to provide.”* (Paragraph 84)

1.3.5. Ensuring that there is a strong safeguarding culture within the Academy that underpins and permeates through all aspects of school life.

1.4. The Global Academy will fulfil local and national responsibilities as laid out and updated in the following documents:

1.4.1. [Keeping Children Safe in Education 2022](#)

1.4.2. [The Human Rights Act 1998](#)

1.4.3. [Equality Act 2010](#)

1.4.4. [Public Sector Equality Duty \(PSED\)](#)

1.4.5. [Hillingdon Safeguarding Children Partnership Arrangements](#)

1.4.6. [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#)

1.4.7. [Overarching factsheet \(accessible version\) - GOV.UK \(www.gov.uk\)](#) – Counter Terrorism & Security Act.

2. Overall Aims

2.1. This policy will contribute to the prevention of abuse by:

Contributing to the establishment of a safe, resilient and robust ethos in the school, built on mutual respect and shared values

2.1.1. Adopting a whole school approach to safeguarding.

2.1.2. Clarifying standards of behaviour for staff and students.

2.1.3. Introducing appropriate work within the curriculum.

2.1.4. Developing staff awareness of the definitions/indicators of abuse (Appendix 1).

2.1.5. Developing staff awareness of the causes of abuse.

2.1.6. Encouraging students and parental participation in practice.

2.1.7. Addressing concerns at the earliest possible stage.

2.2. This policy will contribute to the protection of Global Academy students by:

2.2.1 Contributing to the establishment of a safe, resilient and robust ethos in the school, built on mutual respect and shared values.

2.2.2 Including appropriate content within the curriculum.

2.2.1. Implementing child protection policies and procedures.

2.2.2. Working in partnership with young people, parents and other agencies.

2.3. This policy will contribute to supporting the Global Academy students by:

- 2.3.1. Identifying individual needs.
- 2.3.2. Designing plans to meet needs.
- 2.3.3. Implementing direct support within the Academy where appropriate and possible.
- 2.3.4. Reducing the potential risks students face of being exposed to multiple harms including violence, extremism, exploitation, discrimination or victimization.
- 2.3.5. Recognising risk and supporting online safety for pupils, including in the home.

3. Key Principles

3.1. Hillingdon Local Authority follow a Stronger Families model that operates within the Hillingdon Safeguarding Children partnership. Stronger Families is about empowering families to be and feel strong, safe and healthy through the provision of early and targeted support to reach their full potential. This includes responding to the needs of the families as early as they are identified by working together to ensure the right person for the child and family is providing the right support. The key principles of this model are for young people to:

- 3.1.1. Be the best versions of themselves.
- 3.1.2. Enjoy good physical, mental and emotional health.
- 3.1.3. Have pride and understanding of their unique identities.
- 3.1.4. Have a stable home where they feel they belong.
- 3.1.5. Be and feel safe, loved and empowered.

4. Definitions

Child protection refers to activities undertaken to prevent children suffering, or being likely to suffer significant harm. Child protection also refers to the actions undertaken when abuse is suspected and/or identified.

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

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Appendix 1 defines neglect in more detail.

Sexting (also known as youth produced sexual imagery) is the sharing of sexual imagery (photos or videos) by children.

Children includes everyone under the age of 18.

5. Expectations

All staff have a duty of care towards young people. They should take every precaution to protect them from harm. All staff will be enabled to listen and understand the lived experience of children and young people by facilitating solution focused conversations appropriate to the child/young person`s preferred communication style.

Expectations include, but are not limited to:

5.1. All staff must be aware of the guidance issued by Hillingdon Safeguarding Children Board.

5.2. All staff must read and be familiar with the updated Keeping Children Safe in Education 2022, document and in doing so be able to find information on the following:

- Children missing from Education
- Children and the court system
- Child sexual exploitation
- Children with family members in prison
- Child criminal exploitation: county lines
- Domestic abuse
- Homelessness
- Child-on-child abuse
- Sexual violence and sexual harassment between children in schools and colleges
- 'Honour-based' abuse
- Preventing radicalisation
- Female Genital Mutilation
- Radicalisation

5.3 Be familiar with this, and related policies, and know where to find them.

5.3. All staff will receive annual Level 1 Safeguarding and Prevent training as well as updated briefings as appropriate.

5.4. All staff will sign to confirm that they have read and understood part 1 of the KCSIE (2022) guidance **and read the new part 5, received Level 1 Safeguarding and Prevent training.**

5.5. Making a referral following a disclosure directly to the Designated Safeguarding Leader (Appendix 2 and Appendix 3)

- 5.6. Being judicious about what is said, their contact with young people (both physically and through the use of social media) and their actions.
- 5.7. Considering their own and young people's vulnerability if holding meetings with individual students in office spaces and classrooms, particularly after hours.
(Staff should always let someone know that they are holding the meeting)
- 5.8. Reporting anything that makes them uncomfortable.
- 5.9. Visibly wearing their ID badge at all times and challenging anyone without identification.
- 5.10. Being discreet but never promise confidentiality, respecting a young person's privacy.
- 5.11. Being subject to Safer Recruitment processes and checks whether they are new staff, supply staff, contractors, volunteers etc.
- 5.12. Key staff will undertake more specialist child protection training as identified through the Appraisal process, regular line management meetings and as agreed by the Governing Body.
- 5.13. Ensure that temporary staff, volunteers and visitors to the Academy are made aware of the Academy's arrangements for safeguarding and their responsibilities.
- 5.14. All students joining the Academy's Year 14 (post-18) course will be subject to enhanced DBS checks and will undertake mandatory Level 1 safeguarding.

All staff need to be alert to the signs of abuse (physical, sexual, emotional, neglect, domestic), drugs, self-harm, pregnancy, concerns about possible 'forced' marriages, female genital mutilation, child-on-child sexual abuse (sometimes known as "teenage relationship abuse."), violence/harassment, students at risk of being influenced by extremism/ radicalisation, modern slavery, trafficking or exploitation and young carers at risk of socio – economic factors which may affect their development.

- 5.15. In line with KCSIE (2022) there is a *"commitment from governing bodies, proprietors, and all staff to ensure the safety and welfare of children is embedded in all of the organisation's processes and procedures, and consequentially enshrined in its ethos."* (para 324)

6. The Designated Safeguarding Leader/Single Point of Contact (SPOC)

- 6.1. The Vice Principal for Behaviour and Safety will act as the Designated Safeguarding Leader in the Senior Leadership Team. The Vice Principal will line manage the Head of Safeguarding, PSHE and Wellbeing who is Designated Lead on Safeguarding. Along with the Principal, they are collectively responsible for coordinating all safeguarding and child protection activities.
- 6.2. There should be a trained Safeguarding Lead on site at all times.
- 6.3. The Designated Safeguarding Leader for child protection will lead regular case monitoring reviews of vulnerable students. These reviews must be evidenced by minutes, case studies and recorded in case files.
- 6.4. Where the Academy has concerns about a student, the Designated Safeguarding Lead will decide what steps should be taken and should advise the Vice Principal and Principal.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children (KCSIE 2022)

In accordance with KCSIE (2022) Global Academy will send safeguarding files for all students who have left the Academy within the first five days of the school (for Year 11 students not returning to Sixth Form) and within the five days of any in-year transfer.

In support of a seamless transition and support plan, where cases are complex, the DSL will make direct contact with the receiving school to offer a handover meeting.

Further details regarding [appropriate information sharing](#) can be found here (Page 163 – 164)

Global Academy will ensure that information sharing is appropriate and managed in a way that does not compromise the safety or data of student or staff. The following processes will be followed:

- 6.5. Child Protection information will be dealt with in a confidential manner in line with Data Protection and GDPR legislation. A written record will be made of what information has been shared with whom, and where this information is shared electronically, it will be further protected by encryption and a password where appropriate.
- 6.6. Child Protection records will be stored securely in a central place separate from academic records through CPOMS with restricted levels for staff.
- 6.7. Any individual paper files received from other establishments including (but not restricted to) previous schools, Children's Services and CAMHS, will be kept and stored in line with current Data Protection and GDPR legislation.
- 6.8. All paper files will have a chronology sheet (SEE APPENDIX 8)

- 6.9. Access to these records by staff other than by the Designated Safeguarding Leader will be restricted, and a written record or digital log (CPOMS) will be kept of who has had access to them and when.
- 6.10. Parents will be aware of information held on their son/daughter and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents will be in line with any home-Academy policies and give due regard to which adults have parental responsibility.
- 6.11. **No disclosure must be made to a parent if this would put the student at risk of significant harm.**
- 6.12. If a student moves from the Global Academy, child protection records will be forwarded on to the Designated Safeguarding Leader at the new school/academy, with due regard to their confidential nature. Transferring schools/academy will forward child protection records to their new destination in their entirety and will not photocopy any documentation contained in the file. Schools are permitted to keep a copy of the chronology sheet for their own records, the Academy will maintain this record within the secure DSL files. Contact between the two schools may be necessary, especially on transfer from previous secondary schools to the Academy and/or from the Academy to another educational establishment. A record will be made of where, to whom and the date that records have been passed on. This will be recorded on the chronology sheet. The transfer of child protection files rules applies to mid-year transfers as well.
- 6.13. If sending by post student records will be sent by “special/recorded delivery”. For audit purposes a note of all student records transferred or received should be kept in either paper or electronic format. This will include the student’s name, date of birth, where and to whom the records have been sent, the date sent and/or received.
- 6.14. If a student is permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded on to the relevant organisation.
- 6.15. Where a vulnerable young person is moving to a further education establishment, consideration should be given to the student’s wishes and feelings about their child protection information being passed on in order that the FE establishment can provide appropriate support.
- 6.16. When a Designated Safeguarding Leader resigns their post or no longer has child protection responsibility, there should be a full face-to-face handover/exchange of information with the new post holder.
- 6.17. In exceptional circumstances when a face-to-face handover is not feasible, the Principal and Vice Principal will ensure that the new post holder is fully conversant with all procedures and case files.

7. The Role of the DSL

The role of the Head of Safeguarding is ultimately to help promote educational outcomes of the Academy's vulnerable students. This will be done by:

- 7.1. Sharing relevant information about the welfare, safeguarding and child protection issues that students are experiencing, or have experienced with relevant members of staff.
- 7.2. Ensuring that relevant members of staff know who these students are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort.
- 7.3. Supporting teaching staff to identify the challenges that students in this group might face and the additional support/adjustments that they could make to best support these students.
- 7.4. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.
- 7.5. The DSL is fully aware of the role an "Appropriate Adult" as detailed in section 16 of this policy.

8. The Global Academy Governing Body

- 8.1. The nominated Global Academy Governor with responsibility for Safeguarding is nominated annually. The nominated Academy Governor is responsible for liaising with the Principal and Designated Safeguarding Leader over all matters regarding child protection issues. The role is strategic rather than operational and will not be involved in concerns about individual students.
- 8.2. The nominated Global Academy Governor will liaise with the Principal and the Designated Safeguarding Leader to produce an annual report for the Global Academy Full Governing Body.
- 8.3. All Global Academy governors will receive annual safeguarding training delivered by Hillingdon Borough that is differentiated for the role of the governing body.
- 8.4. Governors will also be required to complete Level 1 safeguarding training online at the beginning of the school year. This is unless their full-time role requires this of them by default (e.g. The governor already works in education). In such cases, they will provide proof that this training has been completed.

8.5. The Global Academy Governors will ensure that the Academy:

- 8.3.1 Has a child protection policy in accordance with the procedures of Hillingdon Safeguarding Children's Board.

- 8.3.2 Operates, “safer recruitment” procedures and ensures appropriate checks are carried out on all new staff and relevant volunteers.
- 8.3.3 Has at least one senior member of the Academy’s leadership team acting as a Designated Safeguarding Leader with responsibility for Child Protection;
- 8.3.4 Ensures that the Designated Safeguarding Leader attends appropriate refresher training every two years.
- 8.3.5 **Ensures that the Principal and all other staff who work with students undertake that all staff will receive safeguarding level one training every year. Key staff will undertake more specialist child protection training as agreed by the Governing Body.**
- 8.3.6 Ensures that temporary staff, volunteers and visitors to the Academy are made aware of the Academy’s arrangements for safeguarding and their responsibilities.
- 8.3.7 Remedies any deficiencies or weaknesses brought to its attention without delay.
- 8.3.8 Have procedures for dealing with allegations of abuse against staff, temporary staff, volunteers, visitors and contractors.
- 8.3.9 If the Governing Body provides extended Academy facilities, such as before and after Academy activities directly under the supervision or management of academy staff, the Academy’s arrangements for child protection as written in this policy shall apply.
- 8.3.10 Where services or activities are provided separately by another body, the Governing Body will seek assurances that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the Academy on these matters where appropriate.
- 8.3.11 The Governing Body reviews its policies/procedures annually.
- 8.3.12 A member of the Governing Body (usually the Chair) is nominated to be responsible for liaising with the local authority and other partner agencies in the event of allegations of abuse being made against the Principal.
- 8.3.13 At least one member of the Governing Body (usually the Chair) will have completed Safer Recruitment course in order to be involved in recruitment of Senior Leaders.

9. Involving Parents/Guardians

- 9.1. In general, the Academy will discuss concerns with parents/guardians before approaching other agencies, and will seek their consent to making a referral to another agency or arranging in-house support. Appropriate staff will approach parents/guardians after consultation with the Designated Safeguarding Leader. However, there may be occasions when the Academy will contact another agency before informing parents/guardians because it considers that contacting them may increase the risk of significant harm to the student. This includes instances related to providing contraception and where a child is pregnant but **only** if they are considered Gillick competent and/or have no additional need that will impact their ability to make informed choices.

- 9.2. Parents/guardians will be informed about the Academy's child protection policy through letter, website, one-to-one meetings etc.
- 9.3. Students over the age of 18 hold rights to confidentiality as adult learners, however, this will not impact or reduce Global Academy's duty of care towards their safeguarding.

10. Safeguarding Partnership Agreement

The Safeguarding Partners will be a team of key professionals from three sectors: the local authority; the clinical commissioning group for any area that falls under the local authority; and the chief officer of police for any area that falls under the local authority.

- 10.1. The Academy works in partnership with other agencies in the best interests of the students. Therefore, the Academy will, where necessary, liaise with the Academy nurse and doctor, and make referrals to Children's Social Care. Referrals should be made by the Designated Safeguarding Leader to **Hillingdon Advice Support Service (01895 556 633)** and the home borough of the student as appropriate.
- 10.2. Where the student already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their practice supervisor or team manager.
- 10.3. The Academy will co-operate with any child protection enquiries conducted by Children's Social Care. Furthermore, the Academy will ensure representation at appropriate inter-agency meetings such as initial and review child protection conferences, core group meetings, attendance panel meetings and Team Around the Family (TAF) meetings.
- 10.4. The Academy will provide reports as required for these meetings. If the Academy is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents/guardians at least 24 hours prior to the meeting.
- 10.5. Where a student in the Academy is subject to an inter-agency child protection plan or a Multi-Agency Risk Assessment conference (MARAC) meeting, the Academy will contribute to the preparation, implementation and review of the plan as appropriate.
- 10.6. All members of the Pastoral Team are fully trained in completing Early Help Assessment and coordinating support.
- 10.7. Where a referral does not meet the threshold for Children's Services involvement, support will be managed internally via school's Pastoral Team.
- 10.8. This support may involve the use of an Early Help Assessment completed by the appropriate member of the Pastoral Team, within school.
- 10.9. Where there are safeguarding concerns present or it is considered that there is a higher level of risk for the student, the Early Help Assessment will be completed by the Designated Safeguarding Lead.

11. The Global Academy's Role in the Prevention of Abuse

11.1. The Global Academy will identify and provide opportunities for students to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

11.2. **Global Cultural Learning- The Curriculum**

Relevant issues will be addressed through the Global Cultural Learning (SMSC/PSHE) curriculum, for example: self-esteem; emotional literacy; assertiveness; abuse of power; relationship and sex education; British values; e-safety and bullying; Prevent; child-on-child abuse; and exploitation into criminal activity.

Key members of the pastoral team have completed training on delivering RSE topics within school. They will be on hand to ensure students have designated members of staff who can support them with such issues in school if necessary.

A separate RSE policy and topics will be delivered via a robust Global Cultural Learning and Wellbeing program. The DSL oversees the whole-school provision for both as part of the preventative education agenda detailed in the KCSIE 2022 (paragraph 130).

Relevant issues will be addressed through other areas of the curriculum, for example, Media, Enterprise, English, Science, Wellbeing, Drama, Art, Computer Science, Careers and Music Technology.

11.3 E-Safety, especially, will be covered as an integral part of the Media curriculum.

11.4 In addition to curriculum-based extra-curricular activities, other activities will focus on encouraging good physical health, mental health, team building and general student-focused, holistic wellbeing.

11.5 Other areas of work: All Academy policies which address issues of power and potential harm, for example: Professional Behaviour, Anti-Bullying, Equality, Diversity and Inclusion at Work and Whistleblowing, will be linked to ensure a whole Academy approach.

The Global Academy's child protection policy cannot be separated from the general ethos of the Academy, which should ensure that students are treated with respect and dignity, feel safe, and are listened to.

12. The Global Academy's Role in dealing with Child-on-Child Abuse

Global Academy recognises that children are capable of abusing their peers and that this abuse can include bullying, physical abuse, sharing indecent images, initiation/hazing, upskirting, sexual violence and harassment.

The Academy's values, ethos and behaviour policies provide the platform for staff and students to clearly recognise that abuse is abuse and it should never be tolerated or diminished in significance. The Academy recognises that there is a gendered nature to child-on-child abuse i.e. that it is more likely that girls will be victims and boys' perpetrators.

When referring to sexual violence this policy is referring to sexual offences under the Sexual Offences Act 2003 as described below:

Rape: A person (A) commits an offence of rape if: there is intentional penetration of the vagina, anus or mouth of another person (B) with his penis, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents.

Assault by penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina, anus or mouth of another person (B) with a part of her/his body or anything else, the penetration is sexual, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents.

Sexual assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, (B) does not consent to the touching and (A) does not reasonably believe that (B) consents.

The Academy takes a zero-tolerance approach to child-on-child abuse. Any student reporting sexual harassment, violence or abuse will not be made to feel like they are creating a problem by coming forward. They will be believed and supported through the process of reporting, documenting and taking relevant action. Global Academy will not allow sexually violent behaviour to go unchallenged regardless of whether physical contact has been made (e.g. use of sexually explicit/violent language, references to online content etc.). In challenging such behaviour using the behavior policy and educating students, Global Academy will not allow an enabling culture to manifest within the Academy.

12.1 Global Academy will offer appropriate support to individual children who have experienced abuse or who have abused others in line with the guidelines set out in the KCSIE 2022 document.

12.2 Students and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the Academy community through relevant risk assessments. Depending on the level of need and risk factors involved, these will be carried out in-house or through a multi-agency approach.

12.3 The Academy will ensure that the needs of students and young people who abuse others will be considered separately from the needs of their victims and make decisions on whether to:

- 12.3.1 Manage the case internally.
- 12.3.2 Seek early help with a multi-agency approach.
- 12.3.3 Refer to children's social care.
- 12.3.4 Report the case to the police.

In all cases of reported, alleged abuse, the DSL will consult the LADO and ensure all relevant referrals are made. It will be made clear to those reporting that anonymity cannot be guaranteed if cases are investigated by the police.

In line with updated guidance in KCSIE (2022, paragraph 544-546) in relation to discipline and the alleged perpetrator, the DSL will take the lead role. Global Academy, in line with current legislation, reserves the right to implement the behaviour policy despite any other investigations going on. For example, Global Academy made decide that a student should face a fixed term suspension for their conduct – This may be imposed during the course of police investigations. Global Academy will ensure that any disciplinary action taken will not affect/prejudice investigations being carried out by other agencies (e.g. Police, Children's Service etc.).

Global Academy should, and will, continue to provide relevant support to any alleged perpetrator irrespective of any disciplinary action taken.

Global Academy will ensure full, appropriate, communication with parents/guardians of both the (alleged) perpetrator and the victim. The DSL will attend all meetings and/or ensure the appropriate member of staff has communicated with parents/guardians. This is likely to be a member of the Senior Leadership Team.

All actions will be reviewed regularly and appropriate adjustments to support systems will be made. This may include identifying patterns of risky behaviours and addressing accordingly.

Global Academy fully understands that even if there are no reports of child-on-child abuse in school, it may still be happening. As such, all staff, students and post-18 students will be supported to:

- 12.4 Be alert to child-on-child abuse (including sexual harassment).
- 12.5 Understand how the school views and responds to child-on-child abuse.
- 12.6 Stay safe and be confident that reports of such abuse will be taken seriously.

As such, the Academy will not tolerate instances of child-on-child abuse and will not pass it off as "banter" or "part of growing up." The Academy recognises that child-on-child abuse can occur between and across different age ranges.

The Academy will follow both national and local guidance and policies to support any students subject to child-on-child abuse.

The Academy will follow the guidance on managing reports of child-on-child sexual violence and sexual harassment in schools and in doing so, recognises the importance of the age group of its cohort; especially where the alleged perpetrator is aged 18 years or above and the victim is younger than 18 years old.

13 A Safer Academy Culture - Safer Recruitment and Selection

13.1 The Global Academy pays full regard to ‘Keeping Children Safe in Education: Information for all Schools and College Staff (DFE 2022) ‘with regard to safe recruitment practice. This includes scrutinising applicants; verifying identity and academic or vocational qualifications; obtaining professional and character references; checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and undertaking appropriate checks through the Disclosure and Barring Service (DBS).

13.2 In line with recommendations made within KCSIE (2022) Global Academy will also employ a digital screening process which will include an online search of all shortlisted applicants. The parameters of what is searched for will be clearly defined on application forms and this will remain consistent for all shortlisted applicants.

13.3 All recruitment materials will include reference to the Academy’s commitment to safeguarding and promoting the wellbeing of students.

13.4 The Designated Safeguarding Lead, Principal and other senior leaders responsible for recruitment have undertaken CWDC/NCSL/local Provider Safer Recruitment training. (At least one of the above will be involved in all staff / volunteer recruitment processes and sit on the recruitment panel).

13.5 Key staff, Governor and contractors’ information is checked and recorded in the Single Central Register (SCR) including proof of identity, right to work, DBS, qualification and training details. Hard copies are kept in secure HR files.

14 Staff support

The Academy recognises the stressful and traumatic nature of child protection work and supports staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate. The Head of Safeguarding is also the Strategic Mental Health Lead for the school and will build staff support into the strategic plan.

15. Responding to an Allegation Against a Member of Staff

This procedure should be used in any case in which it is alleged that a member of staff, Governor, visiting professional or volunteer has:

- 15.1 Behaved in a way that has harmed a student or may have harmed a student.
- 15.2 Possibly committed a criminal offence against or related to a student.
- 15.3 Behaved in a way that indicates s/he is unsuitable to work with student.
- 15.4 Behaved in a way that crosses any personal/professional boundary that subsequently results in the potential or actual harm of a student

Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in the Academy to abuse students.

All staff working within the Global Academy must report any potential safeguarding concerns about an individual's behaviour towards students and young people immediately. Allegations or concerns about colleagues and visitors must be reported direct to the Principal unless concern relates to the Principal. If the concern relates to the Principal, it must be reported immediately to Chair of Governors who will liaise with the Hillingdon Local Authority Designated Officer (LADO) Local Authority Designated officer for Hillingdon

Hillingdon LADO - Nicole Diamond can be contacted on

- Tel: 01895 277 463
- Email: ndiamond@hillingsdon.gov.uk

The Academy will consult the LADO in all cases where an allegation has been made, including in cases where the nature of the allegation does not meet "significant harm" thresholds. This guidance has been detailed in the KCSIE 2022 paper (Part 4). This may be referred to as a "low-level concern." In which case, the role of the DSL, Principal and HR Manager will be defined on a case-by-case basis; such decisions will be made in consultation with the LADO.

- a. Global Academy will follow the procedures set out in the ated KCSIE (2022), in relation to supply teachers which states:

“Whilst schools and colleges are not the employer of supply teachers, they should ensure allegations are dealt with properly. In no circumstances should a school or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome”

In relation to the investigation process and in line with guidance set out in the KCSIE 2022, Global Academy will take the lead on any investigations where an allegation is made towards a supply teacher. This is because the agency will not have knowledge or access to the students, therefore, not considered best placed to conduct such investigations. In addition, the agency will not have the all of the relevant information required by the LADO

16. Appropriate Adult

Any outside agency staff who wish to meet with a student alone, will need to have an appropriate reason for doing so. This can include, but is not restricted to:

- Counselling/therapy appointment
- Social Care assessments

In all cases, any professional wanting to meet with a student will need to provide the Academy with an original DBS certificate and work ID. If a professional is working for Hillingdon council, they will only be required to produce their work ID.

There are times when it is mandatory for students to meet with outside professionals alone. In these cases, Global Academy will respect and support this course of action as long as it has been agreed by the parent/carer/guardian.

Otherwise, all students will be given the option of having an appropriate adult with them. This may or may not be a member of Global Academy staff.

Where police officers wish to meet with a student, the parent/carer/guardian will be given the opportunity to be present even if this means postponing such meetings to accommodate. Where permission is granted by the parent/carer/guardian and agreed with the student, the DSL (or other appropriate member of staff) will be present for any meeting that takes place in school with police.

Global Academy understands that, the role of the appropriate adult is to ensure the welfare and safety of the student and will act accordingly.

All Global Academy staff have, and will continue to receive training, updates and reminders about the role of an appropriate adult.

Where acting as an appropriate adult, Global Academy staff will not defer to the authority of any professional in the room if this does not support the welfare of the student.

Global Academy staff have, and will execute, the right to end any meeting which risks causing, or actually causes, any distress or harm to the student.

Global Academy staff will challenge any treatment of the student that is considered disproportionate or otherwise inappropriate and will ensure any complaints are made via the agency's complaints procedure where considered necessary. This will be agreed with the Principal first.

Global Academy staff (usually the DSL) will ensure parents/carers/guardians are kept fully informed of all action taken and will log accordingly.

17. Students at Risk of Committing or Being Vulnerable to Serious Violence

Global Academy recognises the increasing vulnerability of young people being involved in serious violence including knife crime. In accordance with the KCSIE, 2022 guidance:

“All staff should be aware of the indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include increased absence from school or college, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.” (KCSIE, 2022 Paragraph 48)

18. Child Criminal Exploitation (CCE)

County Lines 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. 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;
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

In the updated KCSIE (2022) it states:

“It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.”

If any form of CCE is suspected staff will immediately refer to the DSL who will ensure that appropriate action is taken and relevant agencies are informed including a possible referral to the National Referral Mechanism.

19. Children with Additional Needs

19.1 The Global Academy recognises that while all students have a right to be safe, some students with additional needs are 3 times more vulnerable to abuse than their peers.

19.2 The Global Academy recognises that students with additional needs (cognitive or physical) may not have age-appropriate understanding of an abusive situation and therefore, any action (consequences for behaviour, referrals, parental contact etc.) must consider these factors based on the student’s individual needs.

19.3 When considering excluding, either fixed term or permanently, a vulnerable student and/or a student who is the subject of a child protection plan or where there is an existing child protection file, the Academy will call a multi-agency risk-assessment meeting prior to making the decision to exclude where relevant or ensure that all extenuating circumstances/special considerations are made. These considerations will be communicated fully to the parent/carer and relevant agencies and the consequence of fixed term exclusion will be coupled with a support plan that will be decided in the reintegration meeting.

19.4 In the event of a one-off serious incident resulting in an immediate decision to permanently exclude, the risk assessment must be completed prior to convening a meeting of the Governing Body.

20 Safeguarding Students who are Vulnerable to Extremism

20.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard students, young people and families from extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable students and young people to hold extreme views includes views justifying political, religious, sexist or racist violence, or to steer them into rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

20.2 The Global Academy values freedom of speech and the expression of beliefs/ideology as fundamental rights underpinning our society's values. Both students and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

20.3 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make students and young people vulnerable to future manipulation and exploitation. The Global Academy is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

20.4 Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 5.

20.5 The Global Academy seeks to protect young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, extremist Environmental, Incel ideology and Animal Rights movements.

21 Risk reduction

21.1 Governors, the Principal and the Designated Safeguarding Leads will assess the level of risk within the Global Academy and put actions in place to reduce that risk. Risk assessment may include consideration of the Academy's PSHE curriculums; SEND policy; assemblies; the use of academy premises by external agencies; integration of students by gender and SEND; Anti-Bullying policy and other issues specific to the Academy's profile, community and philosophy.

21.2 This risk assessment will be reviewed as part of the annual s175 return that is monitored by the local authority and the Local Safeguarding Children Board.

21.3 Prevent training will be delivered to all staff annually by the local authority. For new staff joining the Academy, this will be covered as part of the mandatory Level 1 training delivered by the Lead DSL. Level 1 training will also be completed online.

22 Response

22.1 All schools and academies are subject to a duty to have “due regard to the need to prevent people being drawn into terrorism” (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty.

22.2 There is no single way to identify an individual who is likely to be susceptible to an extremist ideology. Specific background factors may contribute to vulnerability and these are often combined with specific needs for which an extremist group may appear to provide answers, and specific influences such as family, friends and online contacts. The use of social media has become a significant feature in the radicalisation of young people. More information on these factors is in Appendix 5.

22.3 The Academy is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the Designated Safeguarding Lead. The responsibilities of the SPOC are described in Appendix Five.

22.4 Staff will be alert to changes in a student’s behaviour or attitude which could indicate that they need help or protection.

22.5 When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC and to the Designated Safeguarding Lead if this is not the same person.

22.6 Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason, the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationship or drug/alcohol issues.

23. Channel

Channel is part of the Prevent agenda and takes a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the Metropolitan Police Counter-Terrorism Command, and it aims to:

23.1 Establish an effective multi-agency referral and intervention process to identify vulnerable individuals.

23.2 Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity.

23.3 Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

23.4 The Channel programme focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools and academies to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's participation in the programme is entirely voluntary at all stages.

23.5 Schools and academies have a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

The key contact for Channel referrals is LBH Prevent Lead Hillingdon

Fiona Gibbs

Email: FGibbs@Hillingdon.Gov.Uk

Tel: 01895 277035 or 07946714637

Or you can report concerns through your local policing teams, Safer Schools Officer:

PC Rowena John - Rowena.R.John@met.police.uk

Home Office website: www.homeoffice.gov.uk/counter-terrorism

Metropolitan Police Service website: www.met.police.uk , phone 101 or 999 in emergency

24 Safeguarding Students who are Vulnerable to Exploitation, Forced Marriage, Female Genital Mutilation, Trafficking, or Children Who Go Missing From Education – Appendix 6 & Appendix 7)

The Global Academy's safeguarding policy above, through the Academy's values, ethos and professional behaviour policies provides the basic platform to ensure young people are given the support to respect themselves and others, stand up for themselves and protect each other.

24.1 The Academy will keep up-to-date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation. The Academy staff are supported to recognise warning signs and symptoms in relation to specific issues, include such issues in an age appropriate way in their curriculum.

24.2 The Academy works with and engages our families and communities to talk about such issues. Global Academy staff are supported to talk to families about sensitive concerns in relation to their children and to find ways to address them together wherever possible.

24.3 Designated Safeguarding Leads knows where to seek and get advice as necessary. The Global Academy brings in experts and uses specialist material to support the work we do.

25. Reporting of Female Genital Mutilation

All school are subject to a mandatory reporting requirement in respect of female genital mutilation. When a teacher discovers that an act of FGM appears to have been carried out on a girl aged under 18, that **member of staff has a legal duty to report it to the Police**. Failure to report such cases will result in disciplinary sanctions. When a member of staff has reasons to suspect that an act of FGM has been carried out on a student, s/he will discuss the situation with the Designated Safeguarding Lead, who may consult Children's Social care before a decision is made as to whether the mandatory reporting duty applies.

26. Children Who Go Missing From Education

A student going missing from education is a potential indicator of abuse or neglect, including sexual exploitation, FGM, forced marriage or travelling to conflict zones. Academy staff will be alert to these safeguarding concerns when a student goes missing for an extended period, or on repeat occasions. Detailed procedures and guidance can be found in Global Academy's Attendance Policy

The DSL and DDSL is responsible for ensuring the Academy immediately notifies the local authority of any student who fails to attend the Academy regularly, or has been **absent without the Academy's permission for a continuous period of 10 days or more**. The Academy **must** also notify the local authority of any student who is to be deleted from the admission register because s/he:

- Has been taken out of the Academy by their parents and is being educated outside the school system (e.g. home education).
- Has ceased to attend the Academy and no longer lives within a reasonable distance of the Academy at which s/he is registered.
- Has been certified by the Academy medical officer as unlikely to be in a fit state of health to attend the Academy before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the Academy after ceasing to be of compulsory school age.
- Is in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe that s/he will return to the Academy at the end of that period.
- Has been permanently excluded.

27. What We Do When We Are Concerned

- a. Where risk factors are present but there is no evidence of a particular risk then the DSL/SPOC advises us on preventative work that can be done within academy to engage the student into mainstream activities and social groups. An appropriate member of the pastoral team will talk with the student and family, sharing the Academy's concern about the young person's vulnerability and how the family and academy can work together to reduce the risk. This may, or may not be the DSL.
- b. The DSL/SPOC will also offer and seek advice about undertaking an Early Help Assessment via, for example, the Hillingdon Stronger Families hub, and/or making a referral to children's social care. The local family support and safeguarding hub can assist us.
- c. If the concerns about the student are significant and meet the additional needs/complex need criteria, they will be referred to the MASH. This includes concerns about a student/young person who is affected by the behaviour of a parent or other adult in their household,
- d. The Academy will review the situation after taking appropriate action to address the concerns.

28. Children in Specific Circumstances

Private Fostering

Many people find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more it is private fostering.

The Children Act 1989 defines a relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step parent.

People become involved in private fostering for all kinds of reasons. Examples of private fostering include, but not restricted to:

- a. Children who need alternative care because of parental illness.
- b. Children whose parents cannot care for them because their work or study involves long or antisocial hours.
- c. Children sent from abroad to stay with another family, usually to improve their educational opportunities.
- d. Unaccompanied asylum seeking and refugee children.

- e. Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents.
- f. Children staying with families while attending a school away from their home area.
- g. There is a mandatory duty on the carer, the parents, and anyone else involved in making the arrangement, to inform the local authority of a private fostering. The local authority has a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.
- h. If Global Academy staff are made aware of private fostering arrangements, they must inform the local authority.

29. Additional Guidance to Support Children in Specific Circumstances

The following links provide additional guidance relating to specific circumstances.

- a. [Hate](#)
- b. [Mental health](#)
- c. [Missing children and adults strategy](#)
- d. [Private fostering](#)
- e. [Preventing radicalisation – and Annex A](#)
- f. [Relationship abuse](#)
- g. [Sexting](#)
- h. [Trafficking](#)
- i. [Bullying including cyberbullying](#)
- j. [Children missing education – and Annex A](#)
- k. [Child missing from home or care](#)
- l. [Child sexual exploitation \(CSE\) – and Annex A](#)
- m. [Domestic violence and abuse](#)
- n. [Drugs](#)
- o. [Fabricated or induced illness](#)
- p. [Faith abuse](#)
- q. [Female genital mutilation \(FGM\) – and Annex A](#)
- r. [Forced marriage - and Annex A](#)
- s. [Gangs and youth violence](#)
- t. [Gender-based violence/violence against women and girls \(VAWG\)](#)
- u. [Criminal Exploitation of Children and Vulnerable Adults](#)

30. Training

The Human Resources Manager keeps a register of up to date Safeguarding training and copies of relevant certificates on the Single Central Record.

31. Safeguarding and Mental Health

In line with KCSIE (2022) Global Academy recognises the strong link between mental health and safeguarding. All staff at the Academy are aware that mental health problems can, in some cases, be an indicator that a student has suffered – or is at risk -of suffering – abuse, neglect or exploitation. This is especially in light of previous national COVID -19 lockdowns where mental health difficulties among young people have significantly increased.

To this end, the Academy has appointed a Strategic Mental Health Lead (who is also the DSL). There will be a strategic mental health action plan, that is reviewed annually in order to ensure the Academy takes a proactive and creative approach to promoting positive mental health of our students and staff.

Academy staff will receive training in how to spot signs of mental and emotional distress as well as recognising where mental health difficulties may result in students becoming/placing themselves at risk. This includes (but not restricted to) spotting signs of self-harm, potential substance abuse and other such risky behaviours.

All staff will take immediate action and speak to a DSL if they have a mental health concern about a child that is also a safeguarding concern.

As an Academy we take our organisational and professional role in supporting and promoting mental health and wellbeing of children/young people through:

- a. **Prevention:** Creating a safe and calm environment where mental health problems are less likely, improving the mental health and wellbeing of the whole school population, and equipping pupils to be resilient so that they can manage the normal stress of life effectively. This will include teaching pupils about mental wellbeing through the curriculum and reinforcing this teaching through school activities and ethos;
- b. **Identification:** Recognising emerging issues as early and accurately as possible;
- c. **Early support:** Helping pupils to access evidence based early support and interventions;
- d. **Access to specialist support:** Working effectively with external agencies to provide swift access or referrals to specialist support.

In support of the students' mental health, Global Academy has access to a wellbeing service for students who may require emotional support. At present this service is only available to

Hillingdon residents. Where a non-Hillingdon Borough student requires support, the DSL will assist them in accessing support in their home Borough.

The local service provider details below:

Nav Plus, 18e Fairfield Road, Yiewsley, West Drayton, Middlesex, UB7 8EX,

Phone: 01895 436114

Email: Navplus@p3charity.org

It is possible for students to self-refer

This support is designed to help with students with the following emotional difficulties:

- Symptoms of anxiety
- Low Mood
- Specific Phobias
- Excessive Worrying
- Reluctance to take part/nervousness

The list above is not exclusive or exhaustive.

The P3 service, unlike many others, will **not** exclude students who require support if they are already under the Child Adolescent Mental Health Service (CAMHS) or receive any other form of mental health support outside of school.

Due to reasons of confidentiality in the service, the choice to inform parents/carers of this intervention will remain at the discretion of the student. This will remain the case unless the student is not considered to be Gillick competent.

Any parent or carer who feels strongly that their child should not be allowed to access wellbeing service should they choose to will need to inform the Head of Safeguarding, PSHE and Wellbeing, Preya Dhanecha, in writing so that the student is not offered this form of intervention.

Any information shared between the student and the Wellbeing Practitioner remains strictly private and confidential. Nothing discussed during these sessions is divulged to Global Academy staff unless the information shared is in support of the safeguarding of the student.

Any enquires regarding the wellbeing service should be directed to the Head of Safeguarding, PSHE and Wellbeing via email in the first instance: preya.dhanecha@globalacademy.com

In addition to this service, all students are informed of other services that they can access independently. These include, but are not restricted to the following:

[KOOH](#)

[Student Minds](#)

[Shout Text Service](#)

[Mind for Students](#)

[Beat Eating Disorders](#)

[Supporting Mental Health - Gov Publication](#)

[Mental Health and Behaviour in Schools - Government Publication](#)

32. Safeguarding and Online Safety

Global Academy is committed to ensuring our students stay safe online. To this end the Academy monitors internet usage of students using the Impero system. Full details can be found in the

[E-Safety Policy.](#)

With special consideration given to the fact that the use of online platforms for various reasons (learning, social contact etc.) has considerably increased since national lockdown, Global Academy is committed to promoting online safety among students.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk ([KCSIE Annex c, Page 102](#)):

- 1) **Content:** Being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- 2) **Contact:** Being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults.
- 3) **Conduct:** Personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

Students are educated on online safety in line with [DfE Guidelines on Teaching Online Safety](#) via the Global Cultural Learning (PSHE) program and within the wider curriculum.

[Support for Parents & Carers - Online Safety](#)

[Report Online Abuse - CEOP](#)

[Think You Know](#)

[Fearless Part of Crimestoppers](#)

33. Safeguarding and Covid-19

At the time of writing this policy, all national restrictions have been lifted in relation to Covid-19. That said, the Academy will continue in its duty of care towards students, staff and families who continue to be affected by coronavirus. The Academy will ensure robust implementation of any measures recommended by the government should they arise and all processes will be discussed, agreed and reviewed via the Safer Learning Environment committee.

Appendix 1: Definitions and Indicators of Abuse

1. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate care-givers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger.
- Stealing, scavenging and/or hoarding food.
- Frequent tiredness or listlessness.
- Frequently dirty or unkempt.
- Often poorly or inappropriately clad for the weather.
- Poor academy attendance or often late for the day.
- Poor concentration.
- Affection or attention seeking behavior.
- Illnesses or injuries that are left untreated.
- Failure to achieve developmental milestones, for example growth, weight.
- Failure to develop intellectually or socially.
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings.
- The child is regularly not collected or received from the Academy.
- The child is left at home alone or with inappropriate guardians.

2. Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape.
- Bruises that carry an imprint, for example of a hand, a cord or an implement.
- Bite marks.
- Round burn marks.
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks.
- An injury that is not consistent with the account given.
- Changing or different accounts of how an injury occurred.
- Bald patches.
- Symptoms of drug or alcohol intoxication or poisoning.
- Unaccountable covering of limbs, even in hot weather.
- Fear of going home or parents being contacted.
- Fear of medical help.
- Fear of changing for PE.
- Inexplicable fear of adults or over-compliance.
- Violence or aggression towards others including bullying.
- Isolation from peers.

3. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge.
- Anal or vaginal discharge, soreness or scratching.
- Reluctance to go home.
- Inability to concentrate, tiredness.
- Refusal to communicate.
- Thrush, persistent complaints of stomach disorders or pains.
- Eating disorders, for example anorexia nervosa and bulimia.
- Attention seeking behaviour, self-mutilation, substance abuse.
- Aggressive behaviour including sexual harassment or molestation.
- Unusually compliant.
- Regressive behaviour, enuresis, soiling.
- Frequent or open masturbation, touching others inappropriately.
- Depression, withdrawal, isolation from peer group.
- Reluctance to undress for PE or swimming.
- Bruises, scratches in genital area.

In addition to the above, **'upskirting' is a criminal offence in the UK as a form of sexual abuse and harassment.** 'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence. (KCSIE, 2019). The Academy recognises 'upskirting' as such and will act to ensure any incidents (within or outside of school) are dealt with appropriately in line with the Voyeurism (Offences) Act that came into effect in April 2019. Upskirting by students towards other students will be dealt with as a case of child-on-child sexual abuse.

4 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child in participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another. It may involve serious bullying, prejudiced-based bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly.
- Over-reaction to mistakes.
- Delayed physical, mental, emotional development.
- Sudden speech or sensory disorders.
- Inappropriate emotional responses, fantasies.
- Neurotic behaviour: rocking, banging head, regression, tics and twitches.
- Self-harming, drug or solvent abuse.
- Fear of parents being contacted.
- Running away.
- Compulsive stealing.
- Appetite disorders - anorexia nervosa, bulimia.
- Soiling, smearing faeces, enuresis.

N.B.: Some situations where children stop communication suddenly (known as “traumatic mutism”) can indicate maltreatment.

5. Domestic Abuse

“Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships; teenage relationship abuse.” (KCSIE, 2022)

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Coercive Control/Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.

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. 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.

Global Academy recognises that the rates of domestic abuse have risen significantly during the Covid-19 lockdown period and to this end have included Domestic Abuse within the Global Cultural Learning curriculum as well as ensuring staff receive training around the issue via Hillingdon Borough's lead on Domestic Abuse. The Head of Safeguarding and Vice Principal have also trained and registered with Operation Encompass in order to stay informed of any incidents of domestic abuse our students may have experienced.

Operation Encompass

Operation Encompass 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 is done via The Box software that the Head of Safeguarding and Vice Principal log onto everyday. This ensures that the school has up to date relevant information about the child's circumstances and can enable support to be given to the child according to their needs.

National Domestic Abuse Helpline: 0808 2000 247

[NSPCC Domestic Abuse](#)

[Refuge: Effects of DV on Children](#)

[Save Lives: Young People & DV](#)

7. Honour Based Abuse

'Honour Based Abuse' (HBA) 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 HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Staff will follow the Academy's safeguarding processes for any incident of HBA. The exception being, FGM which is detailed in the next section.

8. Female Genital Mutilation (FGM)

The act of Female Genital Mutilation (FGM) is one that involves partial or total removal of the external female genitalia or other injury to the female genital organs which causes permanent damage. Where a member of staff "discovers an act of FGM" (meaning, if it is directly reported to them as having happened), they are legally required to report the

incident to the police. This can be supported by the Head of Safeguarding or Vice Principal for Behaviour and Safety. The topic of FGM will also be covered within the Global Cultural Learning curriculum.

[FGM Mandatory Reporting](#) [FGM Fact Sheet](#)

9. Responses from Parents

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories:

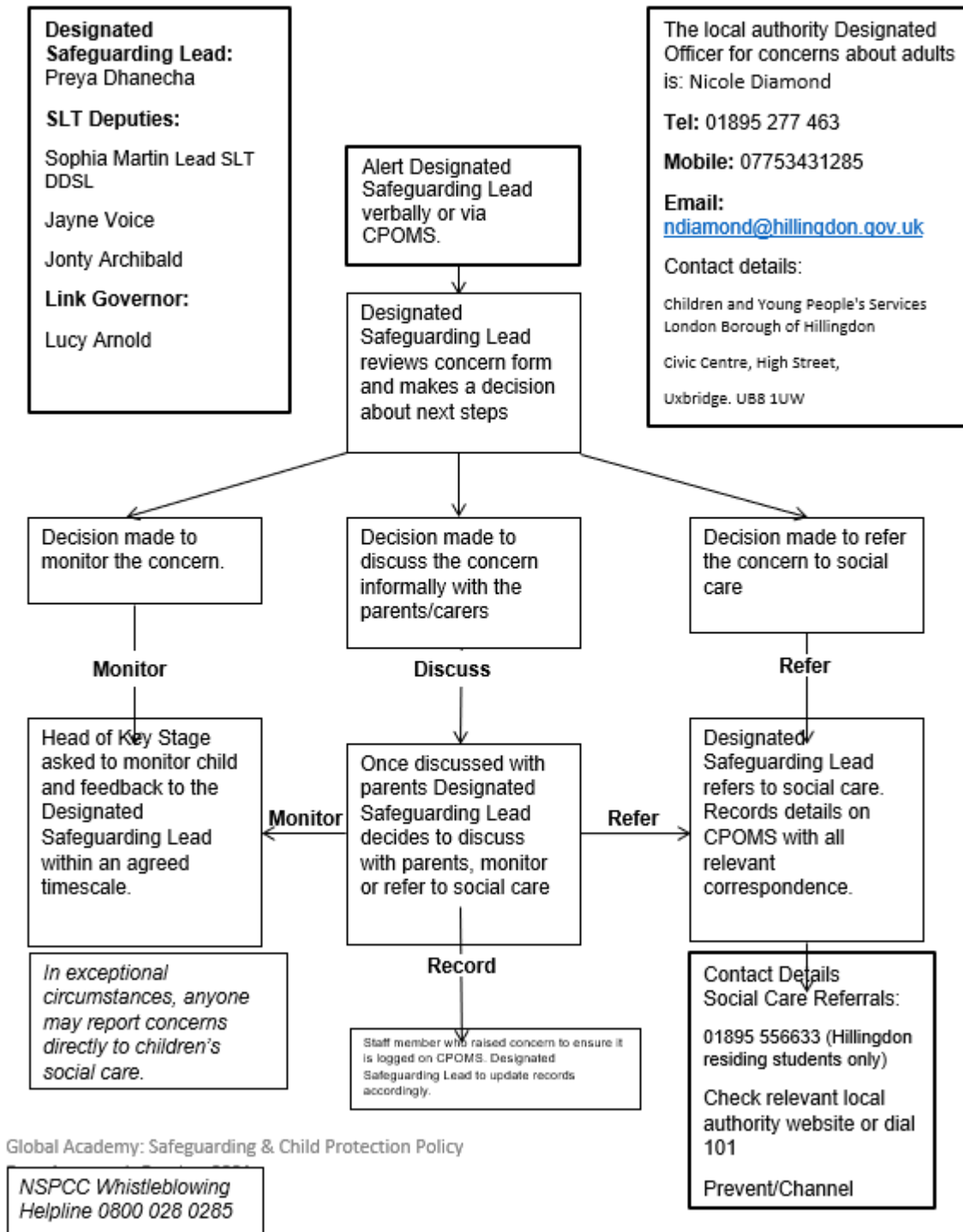
- Delay in seeking treatment that is obviously needed.
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb).
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development.
- Reluctance to give information or failure to mention other known relevant injuries.
- Frequent presentation of minor injuries.
- A persistently negative attitude towards the child.
- Unrealistic expectations or constant complaints about the child.
- Alcohol misuse or other drug/substance misuse.
- Parents request removal of the child from home.
- Violence between adults in the household.

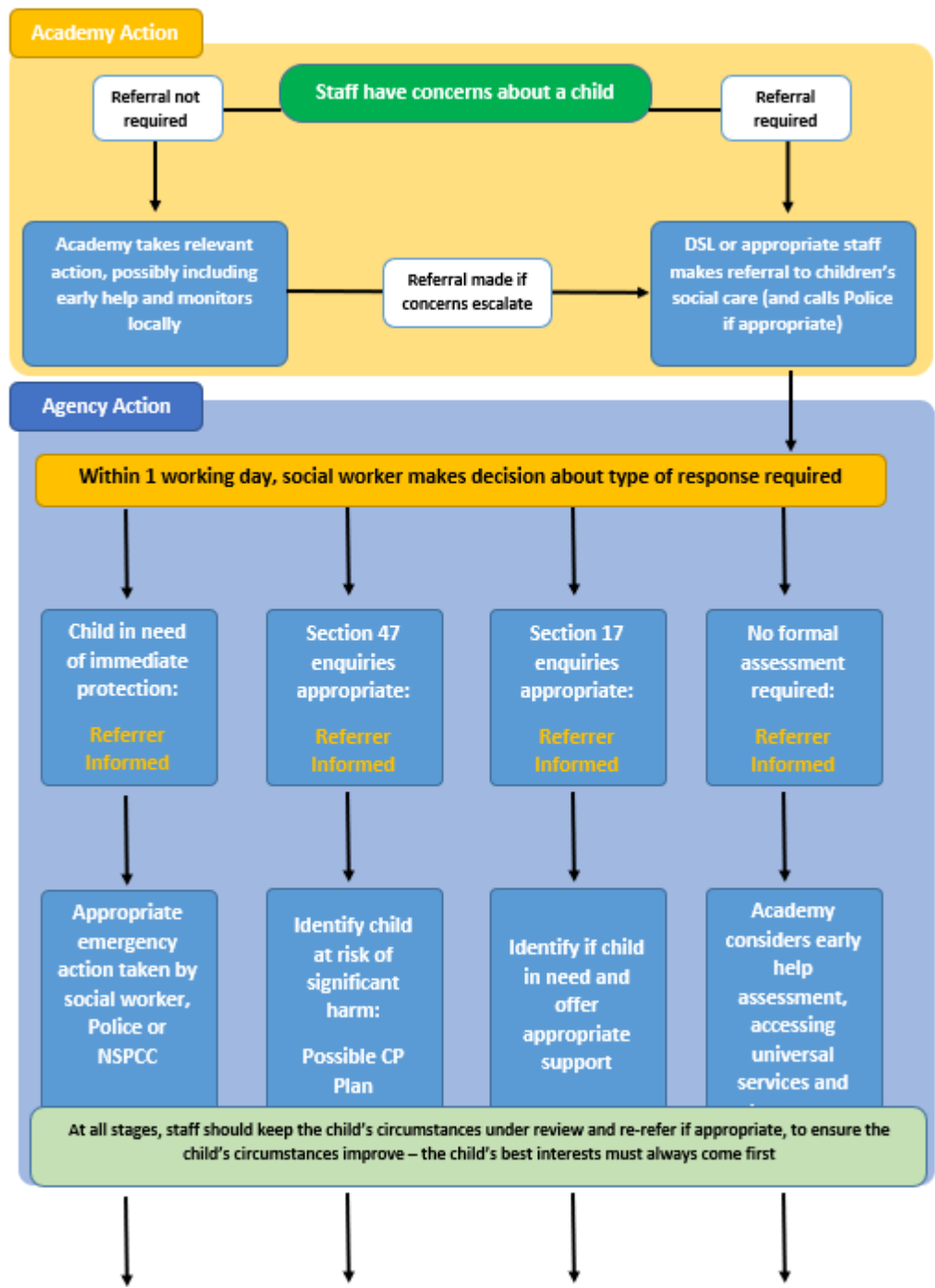
10. Disabled Children

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non-mobile child.
- Not getting enough help with feeding leading to malnourishment.
- Poor toileting arrangements.
- Lack of stimulation.
- Unjustified and/or excessive use of restraint.
- Rough handling, extreme behaviour modification e.g. deprivation of medication, food or clothing, disabling wheelchair batteries.
- Unwillingness to try to learn a child's means of communication.
- Ill-fitting equipment e.g. callipers, sleep boards, inappropriate splinting.
- Misappropriation of a child's finances.
- Inappropriate invasive procedures.

Appendix 2 - Safeguarding Procedures: How To Raise a Concern





Appendix 3: Dealing with a Disclosure of Abuse

Advice to Staff

When a child tells me about abuse s/he has suffered, what must I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the student. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the student. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Be sure that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.
- The terms "victim" and "(alleged) perpetrator" are widely used and understood. Careful consideration should be given when using these terms (e.g. A victim of abuse may have a strong aversion to being referred to as a "victim." Staff need to be mindful of such nuances.

NB It is not our role to seek disclosures. Our role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately afterwards

You must not deal with this yourself. Clear indications or disclosure of abuse must be reported to Children's Social Care without delay, by the Designated Safeguarding Lead.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child/young person who has been abused can be traumatic for the adults involved. Support for you will be available from your Designated Safeguarding Leads or Principal.

Appendix 4: Safeguarding Concerns/Allegations against a member of staff, academy governor or volunteer

1. Inappropriate behaviour by staff/volunteers could take the following forms:

Physical

This includes, for example, intentional use of force as a punishment; slapping, use of objects to hit with, throwing objects or rough physical handling.

Emotional

This includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.

Sexual

This includes, for example, sexualised behaviour towards students, sexual harassment, sexual assault and rape.

Neglect

This includes, for example, failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment etc.

2. If a child makes an allegation against a member of staff, governor, visitor or volunteer the **Principal should be informed immediately**. The Principal should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Principal should not carry out the investigation him/herself or interview students.
3. The Principal must exercise, and be accountable for, professional judgement on the action to be taken, as follows:
 - If the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns the Principal will notify the Chair of Governors and the Designated Officer in the Local Authority (Tel: 01895 277 463). The Designated Officer will advise about action to be taken and may initiate internal referrals within Children's Social Care to address the needs of children likely to have been affected.

- If it is not clear whether the actions of the member of staff raise child protection concerns, the Principal must immediately seek advice from the Child Protection Manager for Schools and Education Services.
 - If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the student(s), these should be addressed through the Academy's own internal procedures.
 - If the Principal decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child protection file.
4. Where an allegation has been made against the Principal, then the Chair of Governors takes on the role of liaising with the Designated Officer in determining the appropriate way forward.

For details of these specific procedures see the procedures of Hillingdon Safeguarding Children Board.

Appendix 5: Child-on-Child Abuse

1. Inappropriate behaviour by a student towards another student/s could take the following forms:

Physical

This includes, for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling. This also includes initiation/hazing type of violence.

Emotional

This includes, for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, disability or sexuality.

Sexual

This includes, for example, sexualised behaviour towards another child, sexual harassment, sexting, upskirting, use of social media, sexual assault and rape.

2. Allegations made by children against other learners will usually be covered under the schools Behaviour policy. However, if a child makes an allegation against another learner, and the consequences of the actions, raise credible child protection concern the DSL should be notified and will record the incident and seek advice from the Child Protection Manager for Schools and Education Services.
3. The DSL must exercise, and be accountable for, professional judgement on the action to be taken as follows:
 - If the actions of the child, and the consequences of the actions, raise credible child protection concerns the DSL will record the incident and seek advice from the Child Protection Manager for Schools and Education Services.
 - If the actions of the child, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the child these should be addressed through the Academy's own internal procedures.
 - If the DSL decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child protection file.

Appendix 6: Indicators of Vulnerability to Radicalisation

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism, calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

 - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs.
 - Seek to provoke others to terrorist acts.
 - Encourage other serious criminal activity or seek to provoke others to serious criminal acts.
 - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Students may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that academy staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
 - Identity Crisis – the student is distanced from their cultural / religious heritage and experiences discomfort about their place in society.
 - Personal Crisis – the student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging.

- Personal Circumstances – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet Aspirations – the students may have perceptions of injustice; a feeling of failure; rejection of civic life.
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration.
- Special Educational Need – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

8. More critical risk factors could include:

- Being in contact with extremist recruiters.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing or accessing violent extremist literature.
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining or seeking to join extremist organisations.
- Significant changes to appearance and / or behaviour.

Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Appendix 7: Preventing Violent Extremism: Roles and Responsibilities of the Single Point Of Contact (SPOC)

The SPOC is responsible for:

1. Ensuring that staff of the Academy are aware that you are the SPOC in relation to protecting students from radicalisation and involvement in terrorism.
2. Maintaining and applying a good understanding of the relevant guidance in relation to prevent students from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism.
3. Raising awareness about the role and responsibilities of the Global Academy in relation to protecting students from radicalisation and involvement in terrorism.
4. Ensuring that our curriculum and assemblies are used to promote community cohesion and tolerance of different faiths and beliefs.
5. Raising awareness within the Global Academy about the safeguarding processes relating to protecting students from radicalisation and involvement in terrorism.
6. Acting as the first point of contact within the Academy for case discussions relating to students who may be at risk of radicalisation or involved in terrorism.
7. Collating relevant information in relation to referrals of vulnerable students into the Channel* process or attending Channel* meetings as necessary and carrying out any actions as agreed;
8. Reporting progress on actions to the Channel* Co-ordinator.
9. Sharing any relevant additional information in a timely manner.

* Channel is part of the Prevent strategy. The process is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity.

1. Establish an effective multi-agency referral and intervention process to identify vulnerable individuals.
2. Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity.

3. Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

Appendix 8 - Chronology Sheet

Student Name/Year Group

Date	Document	Filed By	Other Stored Places	Signed

Appendix 9: Staff Responsible

Head of Safeguarding and Lead DSL:

Preya Dhanecha preya.dhanecha@globalacademy.com

07887 557952 or 0203 019 9028

Deputy Designated Safeguarding Lead and Senior Leadership Lead:

Sophia Martin sophia.martin@globalacademy.com

07741 637738 or 0203 019 9023

Governors Lead for Safeguarding:

Lucy Arnold Lucy.Arnold-Courtney@roehampton.ac.uk

07478 745 117