



International School of Creative Arts

Child Protection Policy

Control Page

Document Title	Child Protection Policy	
Document Reference	ISCA 08	
Version	5.1	12/07/2023
Author	Executive Director	
Location	J:\9. POLICIES AND PROCEDURES\Approved	
Controller	Head of School	
Approved	Senior Management Team	
Date of Adoption	September 2023	
Date of Next Review	September 2024	

CONTENTS

1.	Contacts	1
2.	Introduction	3
3.	Responsibilities	5
4.	Procedures.....	9
5.	Record Keeping and retention of records.....	12
6.	Alternative Provision	13
7.	Confidentiality	13
8.	Recognising abuse.....	14
9.	Multi-agency working	15
10.	Supporting staff	15
11.	Safer recruitment.....	15
12.	Allegations against staff, supply staff, volunteers and contractors	16
13.	Whistleblowing	17
14.	Physical Intervention/Positive Handling	18
15.	Anti-bullying	18
16.	Discriminatory Incidents	18
17.	Health and Safety.....	18
18.	Prevent Duty	19
19.	Online safety	19
20.	Sending nude or semi-nude images.....	20
21.	Child on Child Abuse, incl. sexual violence and sexual harassment....	21
22.	Cultural Issues	22
23.	So-called 'Honour' based Abuse	22
24.	Contextual Safeguarding and extra familial harm	23
25.	Serious Violence	23
26.	Domestic Abuse	24
27.	Children in need of a social worker	24
28.	Mental Health.....	24
29.	Looked After Children	24
30.	Children with family members in prison.....	25
31.	Homelessness	25
32.	Modern day slavery and the National Referral mechanism.....	25
33.	Allegations against pupils.....	25

Appendix 1: Signs and Indicators of Abuse

Appendix 2: Procedure for Reporting a Cause for Concern

Appendix 3: Distinguish fact from opinion when writing reports

Appendix 4: ISCA's Safeguarding Statement

Appendix 5: ISCA Safeguarding Code of Conduct

Appendix 6: Low-level Safeguarding Concerns Policy

1. Contacts

School contacts

Head of School	Robert Hunter – 07857 149 490 r.hunter@isca.uk.com
Designated Safeguarding Lead (DSL)	Robert Hunter – 07857 149 490 r.hunter@isca.uk.com
Deputy Designated Safeguarding Lead	Lisa Stewart – 01753 208 820 l.stewart@isca.uk.com
Nominated Safeguarding Governor	Christine Knau
Chair of School Board	Colin Kerrigan - contactgovernance@isca.uk.com

Contacts in County

Education Safeguarding Advisory Service ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.	01296 387981 Secure-esasduty@buckinghamshire.gov.uk
First Response Team (including Early Help, Channel) The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.	01296 383962 Out of hours 0800 999 7677 Secure-cyp.firstresponse@buckinghamshire.gov.uk
Local Authority Designated Officer (LADO) The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis	01296 382070 Secure-lado@buckinghamshire.gov.uk
Bucks Family Information Service Information for families on a range of issues including childcare, finances, parenting and education	01296 383065
Buckinghamshire Safeguarding Children Partnership (BSCP) Procedures, policies and practice guidelines	

Schools Web School bulletin, Safeguarding links, A-Z guide to information and services	
Buckinghamshire Council School Improvement and Traded Delivery Manager	01296 382461 Yvette.thomas@buckinghamshire.gov.uk
Buckinghamshire Council Prevent Co-ordinator	01296 674784 Alisonwatts1@buckinghamshire.gov.uk
Thames Valley Police	101 (999 in case of emergency)

Other contacts

NSPCC NSPCC	0800 800 5000
Childline Childline	0800 11 11
Kidscape – Parent Advice Line (bullying) (Mon-Weds from 9:30am to 2:30pm) Kidscape	020 7823 5430
Female Genital Mutilation Helpline (NSPCC) NSPCC FGM Helpline	0800 028 3550 fgmhelp@nspcc.org.uk
Samaritans - Helpline Samaritans	116 123
Forced Marriages Unit - Foreign and Commonwealth Office Forced marriage - GOV.UK	020 7008 0151 fm@fco.gov.uk
Crimestoppers Crimestoppers	0800 555 111
R-U Safe? Barnardos - Children/Young People Sexual Exploitation Service Barnardos RUSafe Bucks	01494 785 552
CEOP (Child Exploitation and Online Protection)	

This policy should be read in conjunction with the following policies and other policies you feel it would be useful to refer to:

- Anti-bullying
- Attendance
- Student Behaviour
- Children Looked After (in CP policy)
- Equal Opportunities
- SEND
- Health & Safety
- Photography
- E-Safety
- Staff Code of Conduct
- Whistleblowing

- Recruitment & Retention
- Mobile Phone
- PHSE

Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical 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.

Child protection is part of the safeguarding process and it refers to the procedures undertaken to protect individual children who have been identified as suffering or likely to suffer significant harm.

Abuse is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Further information regarding the categories of abuse can be found in the appendix to this document.

Children includes everyone under the age of 18

2. Introduction

At ISCA we believe that a policy on child protection is founded on the right of all children to be safe. We expect all members of the school community including staff, governors, supply staff and volunteers to share this commitment. Every member of the school community is responsible for contributing to a positive culture of safeguarding.

This aim of this policy is to provide staff, governors and volunteers with the framework they need to keep children in ISCA safe and secure and to provide parents and carers with the information about how we will safeguard their children whilst in our care.

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

- Children Act 1989 (amended 2004)
- "Working Together to Safeguard Children 2018" - July 2018 [Working Together To Safeguard Children July 2018](#)
- "Keeping Children Safe in Education"- statutory guidance for schools and further education colleges - [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#)
- Information Sharing Guidance for Safeguarding Practitioners [Information Sharing Guidance](#) – DfE July 2018

- Children Missing Education; Statutory Guidance for Local Authorities - Sept 2016 [Children missing education - GOV.UK](#)
- Statutory Guidance issued under section 29 of the Counter-Terrorism and Security Act - 2015 [Prevent Duty Guidance](#)
- The Equality Act - 2010 [Equality Act 2010: guidance - GOV.UK](#)
- What to do if you're worried a child is being abused - March 2015 [What to do if you are worried a child is being abused](#)
- Statutory guidance on FGM [Multi-agency Statutory Guidance on Female Genital Mutilation](#)

We believe clear governance and leadership is central to embedding a safeguarding culture. The Governing Body takes its responsibility seriously under **sections 157 and 175 of the Education Act 2002** to safeguard and promote the welfare of children; working together with other agencies to ensure adequate arrangements are in place within our school to identify, assess, and support those children who are suffering harm or whose welfare may be in question. Governors will ensure all staff at the school have read and understood their responsibilities pertaining to **Part 1, Part 5 and Annexe B of Keeping Children Safe in Education**.

All staff are required to read and adhere to the **Staff Code of Conduct**.

Every member of the school community is responsible for contributing to a positive culture of safeguarding

The school recognises that as well as risks to the welfare of children from within their families, children may be vulnerable to abuse or exploitation outside their homes and from other children. Staff must remain vigilant and alert to these potential risks.

The aims of this policy are:

To provide an environment in which children feel safe, secure, valued and respected.

To ensure all teaching staff, non-teaching staff, supply staff, governors and volunteers:

- are aware of the need to safeguard and promote the wellbeing of children
- identify the need for early support
- promptly report concerns, in line with guidance from the Buckinghamshire Continuum of Need
- Are trained to recognise signs and indicators of abuse

To provide a systematic means of monitoring children known to be or thought to be at risk of harm and ensure contribution to assessments of need and support plans for those children.

To ensure ISCA has a clear system for communicating concerns both internally and with external agencies in line with the Working Together guidance.

To ensure the school has robust systems in place to accurately record safeguarding and child protection concerns.

To develop effective working relationships with all other agencies involved in safeguarding, supporting the needs of children at our school.

To ensure that all staff appointed have been through the safer recruitment process and understand the principles of safer working practices as set out in our **Staff Code of Conduct**.

To ensure that any community users of our facilities have due regard to expectations of how they should maintain a safe environment, which supports children's wellbeing.

This policy is published on [our website](#), and hard copies are available from the school office.

3. Responsibilities

All staff, supply staff, visitors and volunteers understand safeguarding children is **everyone's responsibility**. Any person who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred will report it immediately to Robert Hunter (Designated Safeguarding Lead; DSL) or, in their absence, to Lisa Stewart (Deputy DSL). In the absence of either of the above, concerns will be brought to the attention of the most senior member of staff on site. Staff understand that if there is an immediate risk of harm then the police or First Response will be called directly and the DSL will be updated at the earliest opportunity.

ISCA will apply its safeguarding responsibilities to all children that are on site. This will include, but is not limited to, children visiting from other schools to participate in inter-school activities, children of ISCA, Teikyo staff, and the students at Teikyo School.

ISCA and staff will work with other educational establishments to ensure all children on site are offered the same safeguarding protection as ISCA students and that information is shared on safeguarding concerns. ISCA will maintain accurate records of reportable concerns.

Staff must maintain a good working knowledge of the Buckinghamshire Continuum of Need [The Continuum of Need - Buckinghamshire Safeguarding Children Partnership \(buckssafeguarding.org.uk\)](#) and any updates and how it should be used to inform decision making regarding a referral to First Response.

Staff must have the skills, knowledge and understanding to keep both looked after children and previously looked after children safe.

Staff must understand vulnerability and that barriers exist when recognising abuse and neglect for children. Consider the following groups who may have increased vulnerability:

- Young carers

- Children with SEND
- Children living with domestic abuse
- Children whose parents suffer with poor mental health, including substance misuse
- Criminal exploitation, including sexual exploitation, radicalisation and gang involvement
- Look after children and previously look after children
- Children who have a social worker
- Privately fostered children
- Asylum seekers
- So-called Honour Based Violence, including FGM and forced marriage
- Children who frequently go missing or whose attendance is a concern
- Children who are part of the LGBTQ+ group or who are exploring gender identification
- Children who are at risk of discrimination due to faith and belief, race or ethnicity.

The Governing Body understands and fulfils its safeguarding responsibilities. It must:

- Ensure that the Head of School and (when not the Head of School) the DSL create and maintain a strong, positive culture of safeguarding within the school.
- Ensure that this policy reflects the unique features of the community we serve and the needs of the students attending our provision. This will be reviewed at least annually and whenever new guidance is issued.
- Regularly monitor and evaluate the effectiveness of this Child Protection Policy.
- Appoint a Designated Safeguarding Lead (DSL), who is a member of the Senior Leadership Team (SLT) and has the required level of authority, and also appoint at least one Deputy DSL. The Head of School has overall responsibility for safeguarding within the school; they can be the DSL or can delegate that work to a member of the SLT. The SLT must report to the Head of School on a regular basis. The roles and responsibilities of the DSL and Deputy DSL are made explicit in those post-holders' job descriptions.
- Recognise the importance of the role of the DSL, ensuring they have sufficient time, training, skills and resources to be effective. Refresher training must be attended every 2 years, in addition knowledge and skills must be refreshed at regular intervals, at least annually.

- Ensure that all staff complete safeguarding training to include their roles and responsibilities with regards to the school IT system's online filtering and monitoring.
- Ensure measures are in place for the governing body to have oversight of how the school's delivery against its safeguarding responsibilities are exercised and evidenced, to include reviewing online filtering and monitoring on a regular basis and at least annually. Ensure robust structures are in place to challenge the Head of School where there are any identified gaps in practice or procedures are not followed.
- Recognise the vital contribution that the school can make in helping children to keep safe, through incorporation of safeguarding within the curriculum. This will also be taught through the PSHE curriculum and relevant issues through the Relationship Education (primary schools) or Relationship Sex Education (secondary schools, mandatory from Sept. 2020). Ensure that through curriculum content and delivery children in the school understand, to keep themselves safe.
- Ensure that school is following the statutory RSE guidance – [Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/relationships-and-sex-education-rse-and-health-education)
- Ensure safe and effective recruitment policies and disciplinary procedures are in place.
- Ensure resources are allocated, as a priority, to meet the needs of students requiring child protection or early intervention. The DSL will share information about the welfare, safeguarding and child protection issues with teachers and other staff so the additional academic support and adjustments can be made.
- Ensure the DSL completes an Annual Safeguarding Report for Governors, and a copy of this report is shared with the Education Safeguarding Advisory Service at Buckinghamshire Council.

It is the duty of the Chair of School governing body (Colin Kerrigan - contactgovernance@isca.uk.com) to liaise with relevant agencies if any allegations are made against the Head of School. If there are concerns that issues are not being progressed in an expedient manner, staff/students/parents/carers should escalate concerns to the Local Authority Designated Officer (LADO) via First Response.

The Governing body must ensure that procedures are in place to manage safeguarding concerns of allegations against staff, supply staff, governors, volunteers, visitors or contractors where they could pose a risk of harm to children. The guidance in Part four of - [Keeping children safe in education 2023 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/78122/keeping-children-safe-in-education-2023.pdf) must be followed if there were any such concerns.

The Governing Body must ensure that a named teacher is designated for Children Looked After and that an up to date list of children who are subject to a Care Order or are accommodated by the County Council is regularly reviewed and updated. The school must work with the Virtual Schools Team to support the educational attainment for those children who are Looked After.

The governing body has a statutory duty to appoint a Nominated Governor for Child Protection. The Nominated Governor must be familiar with [Buckinghamshire Safeguarding Children Partnership](#) procedures, Local Authority procedures and guidance issued by the Department for Education. The Nominated Governor must:

- Work with the DSL to produce the Child Protection Policy annually.
- Undertake appropriate safeguarding training, to include Prevent Training.
- Ensure child protection is, as a minimum, an annual agenda item for the Governing Body.
- Meet at least termly with the DSL to review and monitor the school's delivery on its safeguarding responsibilities and to review the Single Central Record.
- Take responsibility to ensure that the school is meeting the OFSTED requirements as set out in the inspection guidance:

[Inspecting safeguarding in early years, education and skills settings](#)

[Education inspection framework \(EIF\) - GOV.UK \(www.gov.uk\)](#)

All governors must complete safeguarding training on appointment, to also include Prevent training. This training must be regularly updated in line with national or local guidance.

The governing body must ensure that relevant staff have due regard to the relevant data protection principles set out in the Data Protection Act 2018 and the GDPR, which allow them to share or withhold personal information when it is necessary to safeguard any child.

We have a Designated Safeguarding Lead (DSL) who is responsible for:

- Creating a culture of safeguarding within the school, where children are protected from harm. Ensuring all staff receive an appropriate level of induction and ongoing training to support them to recognise and report any concerns.
- Ensuring children receive the right help at the right time using the Buckinghamshire Continuum of Need document.
- Ensuring referrals to partner agencies are followed up in writing including referrals to First Response.
- Establishing a safe and secure system for recording and recording safeguarding and child protection records. These records must be audited regularly to ensure all actions are completed.
- Ensuring all child protection files are held separately from pupils' educational records.
- Maintaining the record for staff safeguarding training. Ensuring that the safeguarding team contact details and photos are displayed in prominent areas around the school and also on the website.

- Being the designated point of contact for staff to be able to discuss and share their concerns.
- Ensuring the online filtering and monitoring system is reviewed regularly, at least annually.
- Being available to staff and outside agencies during school hours and term time for consultation on safeguarding concerns raised. Having responsibility to ensure that cover is arranged outside of term-time during working hours.
- During residential and extended school hours, ensuring arrangements are in place for staff to have a point of contact.
- Contributing effectively to multiagency working, for the safeguarding and promotion of the welfare of children, as set out in Working Together
- Providing the Head of School (if the Head of School is not the DSL), with an annual report for the Governing Body, detailing how school delivers on its safeguarding responsibilities and any child protection issues within the school. The Governing Body will use this report to fulfil its responsibility to provide the Local Authority with information about their safeguarding policies and procedures.
- Meeting once a term with the Nominated Governor to share oversight of the safeguarding provision within the setting, monitor performance and develop plans to rectify any gaps in policy or procedure.
- Meeting the statutory requirement to keep up to date with knowledge, enabling them to fulfil their role, including attending mandatory and any other additional relevant training.
- Referring immediately to the Police, using the guidance, When to call the police, [2491596 C&YP schools guides.indd \(npcc.police.uk\)](https://www.npcc.police.uk), any cases where a criminal offence may have been committed or risk of harm is imminent.

4. Procedures

Our school procedures for all staff, supply staff, governors, volunteers, visitors and contractors in safeguarding and protecting children from harm are in line with Buckinghamshire Council and [Buckinghamshire Safeguarding Children Partnership](#) safeguarding procedures, “**Working Together to Safeguard Children 2018**” [Working Together to Safeguard Children 2018](#), “**Keeping Children Safe in Education 2022**” [Keeping children safe in education 2022](#) (publishing.service.gov.uk) and statutory guidance issued under section 29 of the **Counter-Terrorism and Security Act 2015** [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](#).

ISCA is a fully independent, private school for pre-university study in art and design. We have a student population of 80-85 who come from the following countries:

Australia – Belarus – China – Hong Kong - India - Japan – Mexico – Nigeria – Romania – Russia – Seychelles – Spain – Taiwan – Thailand – Turkey – Ukraine – Vietnam

All our students come from outside the UK and a significant number come from Asian countries. All students are boarders and come from relatively affluent socio/economic backgrounds.

From a safeguarding perspective, ISCA pays particular attention to ensure students can communicate effectively in English. Students must achieve a CEFR level B1 in order to be admitted and specialist EFL classes are offered to ensure they reach a suitable level for university entrance before they leave.

We also work to ensure our students are familiar with British customs and values (see our British values statements).

As a boarding school attendance is more easily monitored and less of an issue than at a day school. However, as children living away from home, our students need to be very closely monitored to ensure that are safe when they go off campus at the weekends and in the evenings. Students must state where they are going and what time they plan to be back at school; they may only go out if the school grants them permission. Requests to stay out overnight at the weekend must also be authorised by the students' UK guardians.

All students are required to have a UK guardian to help deal with emergencies and to facilitate communication with parents who are often live overseas and may not speak good English.

In all cases safeguarding takes precedence when there are any child protection concerns.

Visitors must be:

- Clearly identified with visitor/contractor passes.
- Met and directed by school staff/representatives.
- Signed in and out of the premises by school staff.
- Directed to a poster informing them of how to report a concern.
- Given restricted access to only specific areas of the school, as appropriate.
- Escorted by a member of staff/representative as required.
- Given access to students restricted to the purpose of their visit.

All members of staff must complete regular safeguarding training, attend regular refresher training and partake in any training opportunities arranged or delivered by the DSL. Updates must be cascaded to all staff throughout the year, at a minimum of once a year. All new staff will receive safeguarding and child protection training on induction including online safety.

All parents/carers must be made aware of the school's responsibilities in regard to child protection procedures through this policy.

All staff must follow the reporting procedures as follows when reporting any child protection concerns:

- Staff must ensure the child is in a safe place and in receipt of support;
- Staff must initially make a verbal report to the DSL to alert them to the safeguarding/child protection concern;
- Staff must make a written report using the school record keeping process;
- All concern forms are located on the staff shared drive at:
J:\13. WELFARE & DISCIPLINE\Cause for Concern\Templates
- Staff must ensure the time and date of the incident is recorded;
- A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place and any actual words or phrases used by the child;
- Use a body map to record any injuries seen or reported by the child;
- Staff must sign and date the report giving details of their role within school;
- The DSL must record when the report was passed to them and what action was taken alongside any outcomes achieved
- The DSL must ensure the child's wishes and feelings are taken into consideration when deciding on next steps.

Through our **Attendance Policy**, we have a robust system for monitoring attendance and will act to address absenteeism with parents/carers and students promptly and identify any safeguarding issues arising. There is a system in place to check class attendance three times a day (morning, afternoon and evening). Students who go off site must state where they are going, their departure time and return time. They may only go out if their request is authorised by the school and, in the case of overnight absence, by their UK guardian also. All unauthorised absences from lessons or from the school campus are followed up immediately in order to account for a student's absence, identify their location and ensure they are safe.

All children attending our school are required to have a minimum of two identified emergency contacts. Any pupil whose absence is causing concern and where it has not been possible to make contact with a parent/carer/UK guardian, will be reported as a Child Missing in Education (CME) using the **Buckinghamshire CME Protocol**. Any absence of a student currently subject to a child protection or child in need plan is immediately referred to their social worker.

ISCA has a mandatory duty to inform the local authority, via the First Response Team, if they become aware that a child under the age of 16 years old is living with someone other than their parent, step-parent, aunt, uncle or grandparent for a period of more than 28 days. This is defined as being a private fostering arrangement.

All staff, parents/carers and children are made aware of the school's escalation process, via staff meetings and updates from the Head of School, which can be activated in the event of concerns not being resolved after the first point of contact. We acknowledge an individual's safeguarding responsibility does not end once they have informed the DSL of any concerns, although specific details of further actions may be appropriately withheld by the DSL as information will only be shared on a need to know basis.

We do not have a lettings policy because our lease agreement prohibits us from hiring out the site to third parties for use outside of normal school hours.

The school operates **Safer Recruitment** practices. Governors ensure that staff who are involved in the recruitment process have received safer recruitment training. Robust procedures are in place in order to prevent and deter people who are unsuitable to work with children, from applying or being employed by the school

Allegations against members of staff, supply staff, governors, including volunteers and contractors, are referred to the Local Authority Designated Officer (LADO).

Our procedures are reviewed and updated annually as a minimum, or as there are changes to legislation.

Children are encouraged to share any concerns or worries with staff and are regularly reminded about this as part of the PHSE curriculum, during Community Briefings and welfare tutorial. The information is also shared on the school noticeboards and on Google Classroom.

5. Record-keeping and Retention of Records

When a disclosure of abuse or an allegation against a member of staff or volunteer has been made, our school must have a record of this. These records are maintained in a way that is confidential and secure, in accordance with our **Record Keeping Policy** and **Data Protection Legislation**.

Records should include:

- a clear and comprehensive summary of the concern;
- a clear, detailed and robust chronology must be maintained;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome

There is a statutory requirement for our school to pass any child protection records to the pupil's next school. This must take place within 5 days of the 1st day of term or within 5 days of an in-year transfer. There must be an auditable system in place to evidence this has taken place. Safeguarding records will be sent separately from the general files using a secure method. No records should be maintained within the school once the files have been transferred.

The last statutory school maintains child protection files until a student reaches the age of 25 years, therefore if the transfer school is unknown, or a student is going to be electively home-educated, any child protection files will remain at our school in a

secure location. Child protection files will only be destroyed when the student reaches their 25th birthday.

We have a robust system for reviewing our archived information held. Our files are stored and disposed of in line with GDPR protocols, local and national retention policies.

6. Alternative Provision

When a child is accessing an alternative provision, the school will ensure that the provision has secure and robust safeguarding arrangements in place. A member of staff, from school, will regularly visit the provision and meet with the child to hear their voice.

7. Confidentiality

We recognise that all matters relating to child protection are confidential.

The Head of School or Designated Safeguarding Lead must only disclose personal information about a student to other members of staff on a need to know basis.

Staff must not keep duplicate or personal records of child protection concerns. All information must be reported to the Designated Safeguarding Lead and securely stored in the designated location within the school, separate from the student records.

All staff are aware they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another as they have a duty to share. Staff must, however, reassure the child that information will only be shared with those people who will be able to help them and therefore need to know.

We will always undertake to share our intention to refer a child to Social Care (First Response) with their parent/carer's consent, unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with First Response on this point. We recognise that GDPR must not be a barrier for sharing information regarding safeguarding concerns, in line with '**Working Together**'.

Gov guidance link:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

If staff are in any doubt about sharing information, they will speak to the Designated Safeguarding Lead (or deputy) for guidance.

8. Recognising abuse

In the event of a child disclosing abuse staff must:

- Refer to the following guidance: “**What to do if You’re Worried a Child is being Abused**” [Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)
- Listen to the child, allowing the child to tell what has happen in their own way, and at their own pace. Staff must not interrupt a child who is freely recalling significant events.
- Not ask leading questions. Staff are reminded to ask questions only when seeking clarification about something the child may have said or to gain sufficient information to know that this is a safeguarding concern. Staff are trained to use TED; Tell, Explain, Describe.
- Make an accurate record of what they have seen/heard using the school’s record keeping processes, recording; times, dates or locations mentioned, using as many words and expressions used by the child, as possible. Staff must not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone.
- Explain to the child what will happen next and the need for the information to be shared with the DSL.

In the unlikely event the DSL and deputy DSL not being available, staff are aware they must share concerns with the most senior member of staff.

If there is immediate risk of harm to a child, staff will NOT DELAY and will ring 999.

The child will be monitored/accompanied at all times following a disclosure, until a plan is agreed as to how best they can be safeguarded.

When there is a concern that an overseas student is at risk of harm when they return home to their country, their embassy in the UK will be informed.

Following a report of concerns the DSL must:

- Decide whether there are sufficient grounds for suspecting significant harm, in which case a referral must be made to First Response and the police if it is appropriate, referring to the guidance, When to call the police, [2491596 C&YP schools guides.indd \(npcc.police.uk\)](https://www.npcc.police.uk). The rationale for this decision should be recorded by the DSL.
- The school should try to discuss any concerns about a child’s welfare with parents/carers and, where possible, obtain consent before making a referral to First Response. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. Where there are doubts or reservations about involving the child’s family, the DSL should clarify with First Response or the police whether the parents/carers should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child’s views should also be taken into account.

- If there are grounds to suspect a child is suffering or is likely to suffer significant harm, the DSL (or Deputy) must contact First Response by telephone immediately and then complete the Multi Agency Referral Form (MARF).
- If the child is in immediate danger and urgent protective action is required, the police and/or ambulance must be called, via 999. The DSL must notify First Response of the occurrence, what action has been taken and to take advice about informing parents/carers.

9. Multi-agency working

ISCA knows what the role of schools is, as a relevant agency, within the three safeguarding partner arrangements and as required, will contribute to multi-agency working, in line with the statutory guidance 'Working Together to Safeguard Children'.

When named as a relevant agency and involved in safeguarding arrangements, ISCA will co-operate alongside other agencies with the published arrangements.

ISCA will contribute to inter-agency plans to offer children support of early help and those children supported through child protection plans.

ISCA will allow access for and work with children's social care to conduct or consider whether to conduct as section 17 or section 47 assessment.

If, following a referral, the situation is not improving for the child, the DSL will follow the escalation process.

10. Supporting Staff

We recognise that staff becoming involved with a child who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support if necessary. This could be provided by the Head of School or another trusted colleague, Occupational Health, and/or a representative of a professional body, Employee Assistance Programme (PAM) or trade union, as appropriate.

11. Safer Recruitment

ISCA follows the guidance as set out in the KCSIE together with the information provided by the Bucks Safeguarding Children Partnership to ensure that all the appropriate checks have been carried out on new staff and volunteers.

[Safer Employment & the LADO \(Allegations\) - Buckinghamshire Safeguarding Children Partnership \(buckssafeguarding.org.uk\)](http://buckssafeguarding.org.uk)

12. Allegations against staff, supply staff , volunteers and contractors (including Governors)

At ISCA we have our own procedures for managing concerns and/or allegations against those working in school to include staff, supply teacher, volunteers and contractors.

KCSIE - Part four contains comprehensive guidance covering the two levels of allegations/concern:

- allegations that may meet the harms threshold
- allegations/concerns that do not meet the harms threshold- referred to for the purpose of this guidance as 'low level concerns'.

All school staff, supply staff and volunteers must take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents/carers to be conducted in view of other adults.

We understand that a student may make an allegation against a member of staff, supply staff or volunteer. If such an allegation is made, the member of staff notified of the allegation will immediately inform the Head of School or the most senior teacher if the Head of School is not present. If the allegation is made against the Head of School, the Chair of Governors must be informed.

ISCA recognises that an allegation may be made if a member of staff, a member of supply staff, a volunteer or a contractor has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children. This includes behaviours both inside and outside of school.

The Head of School/Senior Teacher on all such occasions must immediately discuss the content of the allegation with the Local Authority Designated Officer (LADO).

The Head of School/Senior Teacher must:

- Follow all advice given by the LADO throughout the investigation process, including how to manage the staff member or volunteer against whom the allegation is made, as well as supporting other staff and volunteers within the workplace.
- Follow all advice given by the LADO relating to supporting the child making the allegation, as well as other children connected to the organisation.
- Ensure feedback is provided to the LADO about the outcome of any internal investigations.

The school will follow the local safeguarding procedures for managing allegations against staff, supply staff, volunteers and contractors, which can be found in the BSCP [Flowchart for Managing Allegations](#).

If the allegation is made against a member of staff supplied by an external agency, the agency will be fully kept fully informed and involved in any enquiries from the LADO.

Suspension of the member of staff against whom an allegation has been made needs careful consideration and, if necessary, we will consult with the LADO in making this decision. Guidance will also be sought from HR.

Our lettings agreement for other users requires that the organiser will follow the Buckinghamshire County Council procedures for managing allegations against staff and where necessary, the suspension of adults from school premises.

Should an individual staff member, supply staff member, governor, volunteer or contractor be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse or neglect, they must immediately inform the Head Teacher. In these circumstances, the school will need to assess whether there is any potential for risk of transfer to the workplace and the individual's own work with children.

Should there be a safeguarding concern and/ or allegation made against the Head of School, this should be reported to the Proprietor of ISCA.

Allegations made against staff, supply staff, volunteers and contractors (including Governors) of the school with which ISCA shares its site (Teikyo School) will be reported first to ISCA's Head of School who, in turn, will report the matter to Teikyo School's Head of School and the LADO. ISCA will not rely on Teikyo School to report the case to the LADO.

Should a member of staff be dismissed for improper conduct, the Disclosure and Barring Service will be informed and a referral will be made to the Teaching Regulation Agency.

13. Whistleblowing

We have a **Whistleblowing Policy** which can be found on the staff shared drive (J:\9. POLICIES AND PROCEDURES\Approved School Policies). Staff are required to familiarise themselves with this document during their induction period. All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Head of School or Chair of Governors.

Low-level concerns

At ISCA all staff know they have a responsibility to share any concerns, no matter how small, about any adults working in school to the Head of School. Staff are made aware of what a low-level concern might look like using the examples from the KCSIE page 10. All reports will be dealt with effectively and recorded, enabling the school to identify any concerning behaviour and support any adults becoming the subject of false low-level concerns.

14. Physical intervention/Positive handling

Our policy on physical intervention/positive handling by staff is set out separately, as part of our Staff Code of Conduct, and follows the government guidance. [Use of reasonable force and restrictive practices in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/use-of-reasonable-force-and-restrictive-practices-in-schools).

15. Anti-Bullying

Anti-Bullying is referenced within the **Anti-Bullying Policy** and measures are in place to prevent and respond to all forms of bullying, which acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

16. Discriminatory Incidents

In line with the **Equalities Act 2010**, our **Equal Opportunities Policy** addresses all forms of discriminatory incidents. It takes into account the guidance offered by the Buckinghamshire guidance document 'Equally Safe – Dealing with Prejudice Related Incidents Guidance for Schools'.

17. Health and Safety

We recognise the importance of safeguarding students throughout the school day. Our **Health and Safety policy** reflects the consideration we give to the protection of our children, both physically and emotionally, within the school environment.

Part of the safeguarding measures we have in place include the safe arrival and departure of students at the start and end of term. All parents/carers must inform the school via an email to exeat@isca.uk.com the date and time that they authorise their child to leave at the end of term or arrive at the start of term.

Students may only start to arrive at the start of term once boarding staff are back on duty. Similarly, all students must leave before boarding staff go off duty at the end of term.

If students are travelling abroad, their parents/carers must give information about flight or other travel details. Parents/carers are expected to inform us via an email to exeat@isca.uk.com if there is to be a change in the arrangements for their child.

The school uses a single taxi company whose drivers are all DBS checked when arranging taxis to take students to and from the school.

Students who leave the site during the school day do so only with the written permission of their tutor and the Head of School (or in his absence the Head of Art and Design), by completing an 'Academic Permission Slip'. They must also apply for the usual permission to go off site, stating where they will be going, when they will be leaving and when they will be back. They may only leave once they have received both academic and normal authorisation. All students must report back to the office upon their return.

In the event of a student going missing during the course of the school day we will carry out immediate checks to ensure the student is not on site, we will then make contact with the student's parents/carers and inform the police.

When the school is hired out to a 3rd party provider, we ensure that they have appropriate arrangements in place to keep children safe through the sight of their child protection and safer recruitment procedures.

At name of school we ensure that we are aware of the content of materials used by any visiting speakers prior to their visit.

18. Prevent Duty

We are aware of the Prevent Duty under **Section 26 of the Counter Terrorism and Security Act 2015** to protect young people from being drawn into terrorism.

All school staff and governors have completed Prevent training.

We have in place and monitor appropriate web filtering systems so that students cannot view potentially extreme material.

The DSLs and senior leaders are familiar with their duties under The Prevent Duty Guidance: [Revised Prevent duty guidance: for England and Wales - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/revised-prevent-duty-guidance-for-england-and-wales).

19. Online Safety

All staff are aware of the school policy on **E-Safety** which sets out our expectations relating to:

- Creating a safer online learning environment,
- Giving everyone the skills, knowledge and understanding to help children stay safe on-line, question the information they are accessing and support the development of critical thinking,
- Inspiring safe and responsible use of mobile technologies, to combat behaviours on-line which may make students vulnerable, including sexting (youth-produced sexual imagery),
- Use of mobile technology both within school and on school trips/ outings
- Use of camera equipment, including smart phones,
- What steps to take if there are concerns and where to go for help,
- Staff use of social media as set out in the **Staff Code of Conduct**.

Cyber-bullying by children, via texts, social media and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. This includes sending nude or semi-nude images under threat or through coercion.

ISCA is aware of the risks posed by children in the online world; in particular non-age appropriate content linked to self-harm, suicide, grooming and radicalisation.

Students, staff and parents/carers are supported to understand the risks posed by:

- the CONTENT accessed by students
- their CONDUCT on-line
- and who they have CONTACT with in the digital world
- COMMERCE - risks such as online gambling, inappropriate advertising, phishing and or financial scams

ISCA have online filtering and monitoring systems in place to ensure children are safeguarded from potentially harmful online material. **These systems are regularly monitored, at least annually, by the DSL, IT provider and nominated governor. A record will be kept of the reviews.**

ISCA will follow the advice as given by the government, to advise and support children with any online learning taking place at home to ensure this is done so safely.

ISCA have a separate **Mobile Phone Policy** which sets out the acceptable use of mobile technologies by students whilst onsite. This includes sanctions which will be applied when these boundaries are not adhered to.

Staff use of mobile technology whilst on site is set out in the **Staff Code of Conduct**.

All staff receive awareness training in order to understand the risks children are exposed to, on induction and at least once per academic year.

All staff have an understanding of expectations roles and responsibilities with regards to the online filtering and monitoring processes.

20. Sending nude or semi-nude images

Sending nude images or semi-nude images is one of a number of 'risk-taking' behaviours associated with the use of digital technologies, social media or the internet. It is accepted that children experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated.

Further advice and guidance can be found using the link below:

[Sharing nudes and semi-nudes](#)

Staff, students and parents/carers are supported, via training, to understand the creation and sharing of sexual imagery, such as photos or videos, of under 18s is illegal. This includes images of students themselves if they are under the age of 18.

Any disclosures/incidents will follow the normal safeguarding practices and protocols for our school. We will also use the guidelines for responding to incidents, as set out in: [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](#) produced by the UK Council for Internet Safety. The DSL will inform parents in a timely manner.

21. Child on Child Abuse, including sexual violence and sexual harassment

ISCA believes that all children have a right to attend school and learn in a safe environment free from harm by both adults and other students. We recognise that some safeguarding concerns can occur via peer on peer abuse

All staff operate a zero-tolerance policy to peer on peer abuse and will not pass off incidents as 'banter' or 'just growing up'.

All staff recognise that peer on peer issues may include, but may not be limited to:

- Bullying (including cyber bullying)
- Racial abuse
- Physical abuse, such as hitting, hair-pulling, shaking, biting or other forms of physical harm
- Sexual violence and sexual harassment
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Abuse related to sexual orientation or identity
- Sending nude or semi-nude images (consensual & non-consensual)
- Upskirting and initiation/hazing type violence and rituals
- Emotional abuse
- Abuse within intimate partner relationships

All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. Incidents of child on child abuse must be reported to the DSL, who will refer to the appropriate agencies as required.

The following will be considered when dealing with incidents:

- Whether there is a large difference in power between the victim and perpetrator i.e. size, age, ability, perceived social status or vulnerabilities, including SEND, CP/CIN or LAC
- Whether the perpetrator has previously tried to harm or intimidate students
- Any concerns about the intentions of the alleged perpetrator
- How to best support and protect the victim and alleged perpetrator as well as any other children who may have been involved or impacted.
- Risk assessments and safety planning will be created in conjunction with external professionals.

In order to minimise the risk of peer on peer abuse taking place, school must:

- Deliver PSHE to include teaching students about how to keep safe and understanding what acceptable behaviour looks like
- Ensure that students know that all members of staff will listen to them if they have concerns and will act upon them
- Have systems in place for any student to be able to voice concerns
- Develop robust risk assessments if appropriate
- Refer to any other relevant policies when dealing with incidents, such as the **Behaviour Policy** and/or the **Anti-Bullying Policy**

We recognise that 'Upskirting' involves taking a photograph under an individual's clothing without their knowledge. We understand that it causes the victim distress and humiliation and that any gender can be a victim. Staff recognise that 'Upskirting' is a criminal offence and must promptly report any such incidents to the Head of School, DSL or most senior member of staff.

Reference will be made to the following government guidance and part 5 of the **Keeping Children Safe in Education**, to ensure that all staff have an understanding of the serious nature of sexual violence and sexual harassment between children in schools. The school ensures that they keep up with current legislation and practice referring to trusted advisors such as BSCP, NSPCC and Ofsted guidance

Sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. This can occur online, face to face (both physically and verbally) and can take place inside or outside of school. As set out in Part five of the KCSIE, all staff maintain an attitude of 'it could happen here' and it is never acceptable.

All staff have a responsibility to address inappropriate behaviour in a timely manner, however seemingly insignificant it may appear.

All victims will be reassured that they are being taken seriously and that they will be supported and kept safe. No child will ever be made to feel ashamed for making a report or that they are creating a problem for our school.

Support will be given to both victims and perpetrators as required.

22. Cultural Issues

As a school we are aware of the cultural diversity of the community around us and work sensitively to address the unique culture of our students and their families as they relate to safeguarding and child protection. This includes children at risk of harm from abuse arising from culture, faith and belief on the part of their parent, carer or wider community.

Staff must report concerns about abuse linked to culture, faith and beliefs in the same way as other child protection concerns.

23. So-called 'Honour' Based Abuse

Staff at our school understand there is a legal duty to report known cases of Female Genital Mutilation (FGM) and So Called 'Honour' Based Abuse to the police and they will do this with the support of the DSL. [Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)

Our school is aware of the need to respond to concerns relating to forced marriage and understand that it is illegal, a form of children abuse and a breach of children's rights. We recognise some students, due to capacity or additional learning needs, may not be able to give an informed consent and this will be dealt with under our

child protection processes. ISCA staff can contact the Forced Marriage Unit if they need advice or information. Contact 020 7008 0151 fm@fco.gov.uk

We are aware of the signs of FGM [Female genital mutilation \(FGM\) | NSPCC](#)

We recognise both male and female students may be subject to honour based abuse.

We promote awareness through training and access to resources, ensuring that the signs and indicators are known and recognised by staff.

Any suspicions or concerns for forced marriage are reported to the DSL who will refer to First Response or the police if emergency action is required.

24. Contextual Safeguarding and extra-familial harms

Contextual Safeguarding is an approach to understanding and responding to children's experiences of significant harm beyond their families. Extra-familial harm is linked to contextual safeguarding; these concepts refer to harms that occur outside of the family system often during the adolescent years.

At ISCA, all staff recognise that pupils may encounter safeguarding incidents that happen outside of school and can occur between children outside of this environment. We will respond to such concerns, reporting to the appropriate agencies in order to support and protect the pupil.

All staff and especially the DSLs, will consider the context of incidents that occur outside of school to establish if situations outside of their families may be putting the pupil's welfare and safety at risk of abuse or exploitation, including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence

Children who may be alleged perpetrators will also be supported to understand the impact of contextual issues on their safety and welfare.

In such cases the individual needs and vulnerabilities of each child will be considered.

Further guidance can be found at: <https://contextualsafeguarding.org.uk/>

25. Serious Violence

All staff are aware of signs and indicators which may signal that children are at risk from, or are involved with, serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or significant change in well-being or signs of assault or unexplained injuries. Staff are aware that 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.

At ISCA we are aware of the range risk factors which increase the likelihood of involvement in serious violence such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and

having been involved in offending such as theft or robbery. School will take appropriate measures to manage any situations arising. [Preventing youth violence and gang involvement - Practical advice for schools and colleges \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/44222/preventing_youth_violence_and_gang_involvement_practical_advice_for_schools_and_colleges.pdf)

26. Domestic Abuse

All staff recognise that children can witness and be affected by domestic abuse that occurs within their home between family members. They may also experience abuse within their own intimate relationships, referred to as 'teenage relationship abuse' and can suffer long lasting emotional and psychological effects. Staff will report any concerns using the school's safeguarding procedures.

27. Children who need a social worker (Child Protection and Child in Need Plans)

Staff recognise that children may have a social worker due to safeguarding or welfare needs and this can cause them to have barriers with attendance, behaviour, learning and mental health.

ISCA will share information with a social worker for any child whom they are supporting to ensure decisions are made in the best interests of the child.

Informed decisions will be made by staff with regards to safeguarding for those children who are being supported by a social worker.

28. Mental Health

At ISCA, we are aware that mental health problems can be an indicator that a child has suffered or may be at risk of suffering abuse, neglect, or exploitation.

Staff recognise that traumatic adverse childhood experiences can have lasting impact throughout a child's life and this can impact on mental health, behaviour and education.

Staff will report any mental health concern that is linked to a safeguarding concern to the DSL.

Where there are concerns for a child's mental health ISCA will seek advice from a trained professional, who would be able to make a diagnosis of a mental health problem.

[Mental health and behaviour in schools \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/44222/preventing_youth_violence_and_gang_involvement_practical_advice_for_schools_and_colleges.pdf)

29. Looked After Children

ISCA has a named Designated Teacher (DT), who is responsible for promoting the education achievement and well-being for LAC and previously LAC children.

The DT works closely with the DSL to ensure that any safeguarding concerns are responded to quickly and effectively and are shared with the appropriate agencies.

The Virtual School, who is responsible for overseeing the progress of this group of children, work in partnership with the DT and other agencies, supporting them to promote better outcomes for these children.

30. Children with family members in prison

Children who have a parent in prison are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. School will access support for any affected children through The National Information Centre on Children of Offenders (NICCO) who can provide information designed to support professionals working with offenders and their children.

[NICCO](#)

31. Homelessness

ISCA recognises that being homeless or being at risk of becoming homeless presents a real risk to a child's welfare and that some 16 and 17 year olds could be living independently from their parents or guardians. If there are indicators that a family or individual are at risk, school will seek timely support from the local authority.

32. Modern Slavery and the National referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. If school are concerned that a child is being affected by modern slavery they will refer to the home office guidance for further information on the indicators that someone may be a victim, what support is available to victims and how to refer them to the NRM, whilst also seeking support from the local authority.

[Modern slavery: how to identify and support victims - GOV.UK \(www.gov.uk\)](#)

33. Allegations against pupils

If an allegation is made against a pupil, the school will follow the procedures in the Behaviour Policy with regards to sanctions that may need to be applied. Where there is a risk of significant harm, a child on child referral will be made to Children's Services for either victim, perpetrator or both. If it is necessary for a child to be interviewed by the police, or other authorities, school will ensure that parents/carers are informed as soon as possible, following advice from external agencies and that the child is supported by an appropriate adult during the interview. The safety and welfare of the child will always be carefully considered by school.

Appendix 1

Signs and Indicators of Abuse

Everyone who works with children has a duty to safeguard and promote their welfare. They should be aware of the signs and indicators of abuse and know what to do and to whom to speak if they become concerned about a child or if a child discloses to them.

The following is intended as a reference for school staff and parents/carers if they become concerned that a child is suffering or likely to suffer significant harm.

The Children Act 1989 defines abuse as when a child is suffering or is likely to suffer 'significant harm'. Harm means ill treatment or the impairment of health or development. Four categories of abuse are identified:

CATEGORIES OF ABUSE

Child abuse is a form of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse

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

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. 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 a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious 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 of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child 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. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The [Brook Sexual Behaviours Traffic Light Tool](#) can be used as guidance to support professionals in identifying and responding to sexual behaviour in children.

Neglect

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

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:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate caregivers)
- d) ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

EXPLOITATION

Exploitation is a form of child abuse and may take a number of forms:

Child Sexual Exploitation (CSE) and child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Taken from – “**Keeping Children Safe in Education**”.

[Home Office – Serious Violence Strategy, April 2018 \(publishing.service.gov.uk\)](#)

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Taken from “**Keeping Children Safe in Education**”

Extremism

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.

Harmful sexual behaviour (HSB)

Children’s sexual behaviour ranges, from normal and developmental expected to inappropriate, problematic, abusive and violent. The inappropriate, problematic, abusive and violent behaviour can cause developmental damage and is referred to as “Harmful Sexual Behaviour” (HSB).

Appendix 2

Procedure for Reporting a Cause for Concern

ALL members of staff, irrespective of their role, have a safeguarding duty towards students and must report anything they believe places their wellbeing or safety in jeopardy. Please refer to Appendix 1 of the Child Protection Policy for definitions of neglect and abuse.

In terms of the risk factor, there are three basic types of cause for concern.

- A. Urgent Cases, where immediate action is required to safeguard the student or those around him/her (e.g. a student is threatening to harm himself or others, a student has not returned from weekend leave at the stipulated time and cannot be contacted, you suspect a colleague of inappropriate behaviour towards a student etc.)
- B. Less Urgent Cases, where action may be required but there is no immediate threat to anyone's safety or wellbeing (e.g. you have noticed a student is not eating regularly, a student is falling behind in her studies, etc.) and you feel the problem can be dealt with using the School's internal resources or in partnership with a single external agency (professional counsellor, mental health services, health visitor etc.).
- C. Low-level Safeguarding Concerns, where there is a concern, no matter how small and even if no more than a 'nagging doubt', that an adult *may* have acted in a manner inconsistent with ISCA's Staff Code of Conduct or simply – even if not linked to a particular act or omission – a sense of unease as to the adult's behaviour, particularly towards or around children.

A. Urgent Cases

1. Ensure the child is in a safe place and in receipt of support;
2. Immediately make a verbal report to the DSL to alert them to the safeguarding/child protection concern*;
3. Make a written report using the school Cause for Concern Report form;
4. All concern forms are located on the staff shared drive at:
J:\13. SAFEGUARDING & WELFARE\Cause for Concern\1. Report templates
5. Ensure the time and date of the incident is recorded;
6. A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place and any actual words or phrases used by the child (see Appendix 3 for tips on how to distinguish facts from opinions when writing reports);
7. Use a body map to record any injuries seen or reported by the child;
8. Sign and date the report giving details of your role within school;
9. Pass the report to the DSL

The DSL will then exercise his/her professional judgement to decide if a case requires multi-agency referral, using the [Buckinghamshire Continuum of Need Document](#). In case of doubt, the DSL will consult with the Education Safeguarding Advisory Service (ESAS) or First Response to determine whether or not a case should be classified as level 3 or 4.

Where there are concerns about the behaviour of a member of staff the LADO will always be consulted.

Allegations made against staff, supply staff, volunteers and contractors (including Governors) of the school with which ISCA shares its site (Teikyo School) should be reported first to ISCA's Head of School who, in turn, will report the matter to Teikyo School's Head of School **and** the LADO.

* A member of staff may contact the Bucks First Response Team directly (Tel: 08454 600 001) if necessary e.g. the DSL cannot be contacted. However, they must also inform the DSL as soon as is reasonably possible and fill in a Cause for Concern Report

B. Less Urgent Cases

In this case, you are still required to report the incident, but you may do this in one of two ways:

1. Fill in a Cause for Concern Form and send it or give it to the DSL (the form can be found on the shared drive at J:\13. SAFEGUARDING & WELFARE\Cause for Concern\1. Report templates)
2. Fill in a Cause for Concern Form and present it at the weekly Cause for Concern staff meeting

Following these reports, if required, an action plan will be developed to address the issue by the Safeguarding & Welfare Team in consultation with members of staff, through the weekly Cause for Concern meetings.

The DSL will then exercise his/her professional judgement to decide if a case requires multi-agency referral, using the [Buckinghamshire Continuum of Need Document](#) as a guide.

Please do not think it is enough to simply report a concern verbally. In all cases, it must be backed up with a written report using the methods described above. Do not, for example, come to a Cause for Concern meeting and raise a concern without first completing the Cause for Concern Form. Don't assume someone else will do it for you.

See Appendix 3 for how to distinguish fact from opinion when writing reports.

For more information on how to report incidents to outside agencies, please refer to the guidelines [Professionals Report a Concern](#) published by Buckinghamshire Safeguarding Children Board.

C. Low-level Safeguarding Concerns

The same reporting procedure should be followed as with 'Urgent Cases' (see Section A, above).

Details on the difference between an 'allegation' and a 'low-level concern' and how they are treated can be found in Appendix 6 of the Child Protection Policy.

Appendix 3

Distinguish fact from opinion when writing reports

Consider each of the statements below. For each one decide whether it is a *fact* or an *opinion*.

1. Being unemployed is depressing Mrs. Bloggs.

This is an opinion. A possible rewrite could be:

Mrs. Bloggs appears depressed. She is....(list her symptoms e.g. tearful, tired, listless, relationship with the children). This change in Mrs Bloggs has been noticeable since she lost her job and I think unemployment may be the main reason that she feels the way she does.

2. Alan said his mother smacked him.

This, as written, is a factual statement. However, it is important to know **who** Alan said this to. If he reported to a member of staff that his mother smacked him, one would expect a more detailed explanation to follow this statement, including what Alan said in his own words and what action the staff member has taken since.

3. On the last contact visit the living room was not safe for the children.

This is an opinion. It could be rewritten in the following way:

When I visited the family to talk about the children's attendance I did not think that it was safe to leave them in the living room. There were dirty syringes and other sharp objects within their reach. I therefore phoned their social worker.

4. The clothing in which Mr. Smith had dressed the baby was not appropriate.

This is an opinion. It could be rewritten in the following way:

I did not think that the clothing Mr. Smith had dressed the baby in was appropriate because it was a cold November morning and the baby was dressed in only a tee – shirt and shorts to be taken out in her pram with only a thin blanket to cover her.

5. Foster Care is not appropriate for Ian.

Again, this is an opinion. A possible rewrite could be:

I do not think that foster care is appropriate for Ian. This is his sixth placement in five weeks and all his previous placements with foster carers have broken down. Ian has told me that he feels that he is being disloyal to his mother by living in a family and he would like to be placed in a residential home. Although I have talked at length with him about this he remains consistent in his view and his behaviour appears to be directed at ending the placement.

6. Jenny is a very contented child.

This statement is written as if it is a fact. However, it is clearly an opinion. What is meant by the phrase *very contented*? Would we all understand it in the same way and would we all agree on the difference between a contented and very contented child?

It would be more helpful to give description of Jenny's behaviour and appearance.

Safeguarding Statement

Child Protection at ISCA is the responsibility of everyone and can be broken down into 5, common-sense tenets:

1. Be observant and notice things
2. Treat students as individuals
3. Be approachable
4. Listen to them and take what they say seriously
5. Know when and where to get help if it is needed

Child Protection is underpinned by legislation and guidance including, but not limited to:

- Working Together to Safeguard Children 2018 - July 2018
- Information Sharing Guidance for Safeguarding Practitioners
- Children Missing Education; Statutory Guidance for Local Authority
- Statutory Guidance in section 29 of the Counter-Terrorism and Security Act - 2015
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges
- The Equality Act - 2010
- The United Nations Convention on the Rights of the Child (UNCRC)
- What to do if you're worried a child is being abused - March 2015

To ensure compliance with our Child Protection policy we:

- Require all staff to read and adhere to the Staff Code of Conduct, Behaviour Policy, Attendance Policy and Keeping Children Safe in Education (Part 1)
- Practise safe recruitment, following safer recruitment legislation and best practice; checking rigorously the suitability of staff and volunteers to work with students
- Raise awareness of child protection issues with staff and keep them updated with changes to policy, such as the Prevent Duty and the Duty to report FGM to the Police
- Ensure staff are aware and recognise signs of child sexual exploitation
- Equip students with the skills needed to keep themselves safe
- Ensure staff have access to this policy at all times
- Maintain procedures for identifying issues of concern and reporting cases or suspected cases of abuse, including child sexual exploitation and FGM
- Aim to create a safe environment in which students feel confident to talk about issues without being judged, but also ensure that they understand that confidentiality cannot be guaranteed
- Appoint a designated senior person for child protection who has received appropriate training and support for this role
- Appoint a nominated member of the education board for child protection
- Inform every member of staff (including temporary, supply staff and volunteers) and members of the governing body of the name of the DSL and their role
- Provide the necessary training so that all staff and volunteers understand their responsibility in safeguarding students
- Develop effective links with child protection agencies and co-operate as required with their enquiries and meetings regarding child protection matters
- Keep confidential written records of concerns about our students
- Ensure allegations against a member of staff are reported to designated staff and BSCB LADO procedures followed.

ISCA Safeguarding Code of Conduct *employees – volunteers - visitors*

Advice for employees, volunteers and visitors (including contracted staff)

ISCA is determined that everyone who visits, volunteers or works here is aware of their responsibility to make sure that all children are safe. Please remember: if you are worried about the safety of any children you must report this concern to your manager or person responsible for safeguarding.

Getting to know children in a school or children's setting

Depending on the role you are carrying out, you may get to know children whilst visiting or temporarily working with us. Children often perceive adults, and especially familiar ones, as being trustworthy. To protect yourself and children you should remember the following:

- You should never be alone in a room with a child, but if, unexpectedly, that does happen, make sure that the door is open.
- If you find that a child deliberately seeks to talk to you on a regular basis and appears to be trying to form an inappropriate relationship or relationship outside of your role, you should let your immediate supervisor know.
- Never touch a child – unless there is immediate danger.
- Never exchange phone numbers or agree to contact a child whom you have met through your work here.
- Keep a record of the times and dates of any unplanned contact with children and let the person responsible for Child Protection have a copy. Unplanned does not include seeing a child at a public place such as a shop / street, but would include social events such as parties.

Knowing if a child is being harmed

If you are visiting or working here for business reasons you are very unlikely to be engaged in any conversations with children. If however the purpose of your visit is to work with children you may find that conversations with them result in concerns about their safety.

Children will sometimes tell an adult if they are being harmed. They might tell you, for example, that their Mum had hit them, or that they are very frightened of their Granddad when he is drunk. They could tell you that they are being bullied, or even that an adult here is treating them badly. It is also possible that you might notice something that made you think a child might be being harmed here.

If you think that a child may be being harmed, you must not keep it a secret, even if the child asks you to do so. You have a duty to pass the information on to protect the child in the future. You will not get into trouble if you do pass the information on.

Action if you are worried a child is being harmed

If you are worried a child may be being harmed you must:

- Listen to the child. Allow them to tell you what has happen in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant

events.

- Remain calm. Be reassuring and supportive but try not to respond emotionally.
- Do not ask leading questions; only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.
- When you are able to, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure.

Designated Safeguarding Lead (DSL)	Robert Hunter – 07857 149 490 r.hunter@isca.uk.com
Deputy Designated Safeguarding Lead	Lisa Stewart – 01753 208 820 l.stewart@isca.uk.com

If the Safeguarding Lead and any deputy is not available, ring First Response for advice on **0845 4600 001**.

If there is immediate risk of harm to a child DO NOT DELAY. Ring 999

PLEASE KEEP A COPY OF THIS CODE WITH YOU AT ALL TIMES WHEN VISITING. PLEASE READ THE CODE BEFORE VISITING.

Low-level Safeguarding Concerns Policy

International School of Creative Arts (ISCA) are fully committed to the safeguarding and welfare of its pupils and expects all staff, contractors and volunteers to share this commitment.

Aims

The overarching aim of the low-level concern policy is to facilitate a culture in which the clear values and expected behaviours which are set out in our Staff Code of Conduct are lived, constantly monitored, and reinforced by all staff. This is consistent with 'Working Together to Safeguard Children' which states "Children are best protected when professionals are clear about what is required of them individually and how they need to work together".

In particular, the intention of this policy is to:

- maintain a culture of openness, trust and transparency in which staff are confident and clear about expected behaviours of themselves and their colleagues, the delineation of boundaries and reporting lines;
- ensure staff feel empowered to raise any low-level concern, whether about their own or a colleague's behaviour, where that behaviour might be construed as falling short of the standards set out in our Code of Conduct;
- provide for responsive, sensitive and proportionate handling of such concerns when they are raised – maintaining on the one hand confidence that concerns when raised will be handled promptly and effectively whilst on the other hand protecting staff from false allegations or misunderstandings.

What is a low-level concern?

A low-level concern for this purpose is any concern, no matter how small and even if no more than a 'nagging doubt', that an adult may have acted in a manner inconsistent with ISCA's Staff Code of Conduct or simply – even if not linked to a particular act or omission – a sense of unease as to the adult's behaviour, particularly towards or around children. From time to time an individual may find him/herself in a situation which might appear compromising to others or which could be misconstrued.

Equally, an individual may, for whatever reason, have behaved in a manner which on reflection he/she considers falls below the standard set out in the Staff Code of Conduct. Self-reporting in these circumstances is encouraged as it demonstrates both awareness of the expected behavioural standards and self-awareness as to the individual's own actions or how they could be perceived. As such, ISCA sees self-reporting of low-level concerns as an important means of maintaining a culture where everyone aspires to the highest standards of conduct and behaviour.

What should I do if I have a low-level concern?

Where a low-level concern exists, it should be reported to the Designated Safeguarding Lead (DSL) as soon as reasonably possible and in any event within 24 hours of becoming aware of it (where the concern relates to a particular incident).

How will my low-level concern be handled?

The Senior DSL will in the first instance satisfy him/herself that it is a low-level concern and should not be reclassified as an allegation and dealt with under the appropriate procedure below.

The circumstances in which a low-level concern might be reclassified are where:

- a. the threshold is met for an allegation
- b. there is a pattern of low-level concerns which collectively amount to an allegation or
- c. there is other information which, when taken into account, leads to an allegation.

Where the DSL is in any doubt whatsoever, advice will be sought from the LA Designated Officer, if necessary on a no-names basis.

Having established that the concern is low-level, the DSL as appropriate will discuss it with the individual who has raised it, and will take any other steps to investigate it as necessary. Most low-level concerns by their very nature are likely to be minor and will be dealt with by means of management guidance, training etc.

What records will be kept?

Where a low-level concern has been communicated, a confidential record will be kept in a central file which logs all low-level concerns. This is necessary to enable any patterns to be identified. However, no record will be made of the concern on the individual's personnel file (and no mention made in job references) unless either:

- a. the concern (or group of concerns) has been reclassified as an allegation as above;
or
- b. the concern (or group of concerns) is sufficiently serious to result in formal action under the club's grievance or disciplinary procedure.

Summary Table to help identify differences between low level concerns and Allegations.

(please note it is your responsibility to report, but the responsibility of the DSL to determine how to deal with the report)

Allegation

Behaviour which indicates that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

Low-Level Concern

Any concern (no matter how small, even if no more than a 'nagging doubt') that an adult may have acted in a manner which:

- is not consistent with an organisation's Code of Conduct, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children

Appropriate Conduct

Behaviour which is entirely consistent with the organisation's Code of Conduct, and the law.