

Journey Education Group

Safeguarding Policy

January 2024



Journey Education Group

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Journey Education Group

Safeguarding Policy

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1. Safeguarding Policy Principles

1.1. This policy has been authorised by the board of Journey Education Group and is available to parents on request. This policy can be made available in large print or other accessible format if required. This policy and its procedures apply wherever staff or volunteers are working with pupils even where this is away from Journey Learning centres, for example on an educational visit or in home tuition.

1.2. Every pupil should feel safe and protected from any form of abuse. Journey Education Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As is stated in Keeping Children Safe in Education (2023 updated guidance): "Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child".

1.3. Journey Education Group will take all reasonable measures to:

1.2.1. Adopt a child-centred approach, ensuring that there is a 'listening culture' to empower children and young people to speak out about any concerns that they might have and that their wishes and feelings are actively sought when addressing any concerns or liaising with other agencies;

1.2.2. Ensure that we practice safer recruitment in checking the suitability of staff, and volunteers (including the board, local committee members and staff employed by another organisation) to work with children and young people and maintain an up to date Single Central Record in line with Keeping Children Safe in Education (2023 updated guidance));

1.2.3. Ensure that where staff from another organisation are working with our pupils on another site, we require written confirmation that appropriate child protection checks and procedures have been completed on those staff;

1.2.4. Follow the local inter-agency procedures of the Doncaster Safeguarding Children Board;

1.2.5. Be alert to signs of abuse and neglect, both in Journey Education Group and from outside and to protect each pupil from any form of abuse, whether from an adult or another pupil;

1.2.6. Deal appropriately with every suspicion or complaint of abuse and to support children who have been abused or considered to be at risk, in accordance with any agreed child protection plan, child in need plan or Early Help/Team around the child (or equivalent plan);

1.2.7. Design and operate procedures which, so far as possible, ensure that teachers and others who have not done wrong are not prejudiced by false allegations;

1.2.8. Be alert to the medical needs of children with physical and mental health conditions;

- 1.2.9. Operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;
- 1.2.10.** In line with the Prevent Duty 2015 and section 26 of the Counter-terrorism and Security Act 2015, have 'due regard to the need to prevent people from being drawn into terrorism' which includes assessing the risk of children/young people being radicalised and building children/young people's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views;
- 1.2.11. Identify children who may be vulnerable to radicalisation, and know what to do when they are identified;
- 1.2.12. Identify children who may be vulnerable to exploitation (criminal and sexual), and know what to do when they are identified;
- 1.2.13. Teach pupils about safeguarding and online safety, for example through use of online resources, through the curriculum and PSHE, together with guidance on adjusting behaviour to reduce risks including the safe use of electronic devices and the internet, building resilience to protect themselves and their peers, and information about who they should turn to for help;
- 1.2.14. Take all practicable steps to ensure that Journey Education Group premises are as secure as circumstances permit;
- 1.2.15. Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children at Journey Education Group or in our local area.

2. Statutory and Regulatory Framework

2.1. This policy has regard to regulations and standards issued by the Secretary of State for Education (DfE) in accordance with:

Section 94 of the Education and Skills Act 2008

Sections 29 and 38 of the Counter-Terrorism and Security Act 2015

'Revised' Prevent Duty guidance for England and Wales July 2015

The Prevent Duty: Departmental advice for schools and childcare providers
June 2015

Keeping Children Safe in Education 2023 (updated guidance)

The Education (Independent School Standards) (England) Regulations 2014

Statutory Framework for the Early Years Foundation Stage 2017

The Children Act 1989

Section 175 of the Education Act 2002

Female Genital Mutilation Act 2003

The Children Act 2004

The Children and Families act 2014

The Designated teacher for Looked after and previously Looked after children

February 2018

Working Together to Safeguard Children 2023

Information Sharing: Advice for practitioners providing safeguarding
services to children, young people, parents and carers 2018

What to do if you are worried a child is being abused: advice for practitioners

2015 Child Sexual exploitation: Definition and guide for practitioners 2017

Children Missing Education 2016

Multi-Agency statutory guidance on female genital mutilation

2016 Disqualification under the Childcare Act (2006) July 2018

Sexual Violence and Sexual Harassment between children in schools May 2018

2.2. Keeping Children Safe in Education (2023 updated guidance) defines safeguarding and promoting the welfare of children as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

2.3. The Prevent Duty Guidance for England and Wales emphasises that the duty to have due regard to the need to prevent children from being drawn into terrorism is an aspect of safeguarding. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularize views which terrorists exploit. Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

3. Associated Policies

3.1 This Policy should be read alongside the Journey Education Group:

- Online Safety Policy
- Recruitment Policy
- Inclusion Policy
- Behaviour Policy
- Attendance Policy
- Whistleblowing
Policy
- Staff Code of Conduct/Behaviour Policy
- Health and Safety Policy
- Anti-Bullying Policy
- Confidentiality and Data
Protection Acceptable Use of IT
Policy
- Social Media Policy
- Equal Opportunities Policy

4. The Designated Safeguarding Lead

4.1 Journey Education Group has appointed a senior member of staff with the necessary status and authority (Designated Safeguarding Lead) to be responsible for matters relating to child protection and welfare.

4.2 The Designated Safeguarding Lead for the Journey Education Group is Samantha Hanlon - Designated Safeguarding and Behaviour Lead who may be contacted on 07877968223.

4.3 The main responsibilities of the Designated Safeguarding Lead are set out in Appendix 1, and are in line with guidance taken from Annex B, Keeping Children Safe in Education 2023 (updated guidance)

4.4 If the Designated Safeguarding Lead is unavailable the Deputy Designated Safeguarding Lead will carry out their duties. The Deputy Designated Safeguarding Lead is Sam Hanlon who may be contacted on 01302 492239

4.5 In this policy, reference to the Designated Safeguarding Lead includes the Deputy Designated Safeguarding Lead where the Designated Safeguarding Lead is unavailable. However, the ultimate responsibility for Safeguarding and Child protection remains with the Designated Safeguarding Lead and cannot be delegated.

4.6 Either the DSL or deputy must be available to staff and pupils during Journey Education Group Learning days, either directly or by telephone. If the DSL is 'off-site', this must be communicated to all staff. If both the DSL and Deputy DSL are not available, staff should share concerns with another member of the senior leadership team who should contact Journey Education Group Safeguarding Lead immediately should further advice/support be needed (see contact page for details).

4.7 The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead must have undertaken appropriate child protection training and training in inter-agency working, to provide them with the knowledge and skills required to carry out the role, and must attend full refresher training at two-yearly intervals (minimum), attend additional safeguarding training on key issues, and attend updates and briefings at least annually.

4.8 The Designated Safeguarding Lead (as a minimum) should also have undertaken Prevent training and Online Safety training, and be able to support Journey Education Group with regards to their requirement under the Prevent Duty.

5. Duty of employees and volunteers

5.1 Every employee, as well as every volunteer who assists Journey Education Group is under a general legal duty:

5.1.1 To protect children from abuse and neglect;

5.1.2 To be aware of Journey Education Group's child protection procedures and to follow them;

5.1.3 To know how to access and implement Journey Education Group's child protection procedures, independently if necessary;

5.1.4 To keep a sufficient record of any significant complaint, conversation or event in accordance with this policy; and

5.2 To report any matters of concern to the Designated Safeguarding Lead.

5.3 The Trust safeguarding arrangements take into account the procedures and practice of the Local Safeguarding Children Board and Keeping Children Safe in Education 2023 (updated guidance). The Trust will ensure that there are appropriate procedures and policies in place to support timely and appropriate action to be taken to safeguard a child and promote their welfare, and that regularly updated training takes place with all staff and volunteers. Trustees will ensure that Safer Recruitment principles are adhered to in accordance with Part 3, Keeping Children Safe in Education 2023 (updated guidance). The Board will review any serious incidents and conduct a post-incident review with the support of Doncaster Safeguarding Children Board, to ensure all policies and procedures are being adhered to and participate in annual Safeguarding Audits conducted by the Trust.

5.5 A designated teacher will be appointed by the Principal to promote the educational achievement of children who are looked after and previously looked after. As the central point of contact for Journey Education Group, the designated teacher will ensure appropriate and timely liaison with the JEG and where appropriate, the JEG centre manager.

5.6 Journey Education Group will ensure that staff has the skills, knowledge and understanding necessary to keep looked after children safe. In particular, they will ensure that the information they need in relation to the child's looked after status, his / her care arrangements and the levels of authority delegated to the carer by the authority looking after him / her is made available to them.

6. Training

6.1. Induction

- 6.1.1 All staff, including temporary staff and volunteers, will be provided with induction training that includes:

This Policy;

The staff Code of Conduct including the whistleblowing policy and staff Social Media Policy;

Role of the Designated Safeguarding Lead and her identity and contact details together with that of and the Deputy;

Safeguarding and Child protection training (level 1 equivalent), which will be updated annually;

A copy of 'Part 1 of Keeping Children Safe in Education 2023 (updated guidance)'; and the online General Awareness-training module on Prevent/Channel.

6.2. Child protection training

- 6.2.1** All staff will receive a copy of this policy and Part 1 of Keeping Children Safe in Education 2023 (updated guidance), and will be required to confirm that they have read and understood these. A record of this will be kept for training and auditing purposes.
- 6.2.2 All staff members will undertake appropriate child protection training which will be updated annually and following consultation with the Doncaster Safeguarding Children Board¹. Training will include guidance on the duties of staff in relation to both children in need and children at risk of harm. In addition to all staff attending Safeguarding and Child Protection training, all staff will receive updates via email or staff meetings to keep their skills and knowledge up to date.
- 6.2.3 Staff development will also include training on online safety and, all staff will receive training on the Prevent strategy which may be delivered by either the DSL or an external provider, to be determined by Journey Education Group.
- 6.2.4 Additionally, Journey Education Group will make an assessment of the appropriate level and focus for staff training and responsiveness to specific safeguarding concerns such as: radicalisation; child sexual exploitation; criminal exploitation; female genital mutilation; cyberbullying; peer on peer abuse (including sexual violence and sexual harassment) and mental health.

- 6.2.5 Journey Education Group will ensure that ongoing development training supports staff to appropriately identify and respond to the issues referenced above.
- 6.2.6 The Chair of the local committee and the member with link responsibility will be offered appropriate training to enable them to fulfil their safeguarding responsibilities.

6.3. Whistleblowing

- 6.3.1 All staff are required to report to the COO, or the Deputy Director of HR/OD, if the allegation relates to the Director of service, any concern or allegations about practice or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. Whistleblowers must be reassured that a disclosure made in good faith will never lead to a detrimental position for their employment. A knowingly false disclosure however could lead to disciplinary action.
- 6.3.2** See appendix 3 and Journey Education Group's separate Whistleblowing Policy for full details of the procedures to be followed in relation to allegations against staff. All guidance stated in Part 4 of Keeping Children Safe in Education 2023 (updated guidance) regarding the management and record keeping of whistleblowing allegations must be followed, which includes liaison with the Local Authority Designated Officer as appropriate. Local Authority Designated Officer (LADO) contact information is detailed within section 11 of this policy.

7. Procedures

7.1. Complaints of abuse

7.1.1 Every complaint or suspicion of abuse from within or outside Journey Education Group will be taken seriously and action taken in accordance with this policy.

7.1.2 The child protection training provided to staff considers the types and signs of abuse staff should be aware of. Further details are set out in Appendix 2.

7.1.3 If a member of staff is concerned that a pupil may be in need of Early Help or suffering harm, the matter should be referred to the Designated Safeguarding Lead as soon as possible.

7.1.4 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving, the staff member with concerns should press for re-consideration. Contact details of local Children's Social Care can be found in section 11 of this policy.

7.1.5 All staff are particularly reminded:

From October 2015, in accordance with section 5B of the Female Genital Mutilation Act 2003, teachers must personally report to the Police 'known' cases of FGM, cases where they discover that an act of female genital mutilation appears to have been carried out, or a child/young person discloses it has taken place. The teacher should also discuss any such case with the Designated Safeguarding Lead and involve children's social care as appropriate.

From July 2015, under the Prevent Duty, concerns about children who may be at risk of being drawn into terrorism must be reported to Journey Education Group's Designated Safeguarding Lead, who will make a referral as appropriate via the Channel Panel and/or to Children's Social Care, in line with the Local Authority protocol.

Children and young people with Special Educational Needs and/or Disabilities (SEND) can face additional safeguarding challenges because:

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

We will identify pupils who might need more support to be kept safe or to keep them safe by:
Ensuring the DSL and SENCo work closely, sharing information regarding concerns relating to pupils/students with SEND;

- All pupils'/students' voices are regularly captured, adaptations are made and resources used to capture the 'voice' which may be non-verbal;
- All notable changes in behaviour, mood or presentation are reported to the DSL;
- All unexplained injuries and injuries for which there has been conflicting explanations are reported to the DSL.

7.2. Action by the Designated Safeguarding Lead

7.2.1

On being notified of a complaint or suspicion of abuse, the action to be taken by the Designated Safeguarding Lead will take into account:

- a) The local inter-agency procedures of the Local Safeguarding Children Board;
- b) Responsibilities outlined in Keeping Children Safe in Education 2023 (updated guidance);
- c) Where relevant, local information sharing protocols relating to Channel referrals;
- d) The nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence, including the identification of someone who may already be engaged in illegal terrorist activity, will always be referred to local authority children's social care services, and if appropriate the police;
- e) The child's wishes and feelings; and
- f) Duties of confidentiality, so far as applicable.

7.2.2 If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead will consult with children's social care on a 'hypothetical' basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral to the local authority children's social care services will be made without delay (and in any event within 24 hours).

7.2.3 If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to the local authority children's social care services within 24 hours. Paragraph 71 of Working Together to Safeguard Children 2023 states that: "Within one working day of a referral being received, a local authority social worker should acknowledge

receipt to the referrer and make a decision about next steps and the type of response required." If no response or acknowledgment is received within this timeframe, the Designated Safeguarding Lead will contact the local authority children's social care services again.

7.2.4 Whether or not Journey Education Group decides to refer a particular complaint to local authority children's social care services or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to local authority children's social care services or the police and will be provided with contact names, addresses and telephone numbers, as appropriate.

7.2.5 In circumstances where a pupil has not suffered and is not likely to suffer significant harm but is in need of Early Help or additional support from one or more agencies, the Designated Safeguarding Lead will liaise with children's social care and where appropriate an inter-agency assessment will take place. Decisions to seek such support for a pupil will be taken in consultation with parents unless there are reasonable grounds for suspecting that in doing so, the pupil will be at risk of significant harm. Details of the Early Help Hub/Team can be found on page 11 of this policy.

7.2.6 Where relevant, Journey Education Group will co-operate with the Channel Panel, the police and/or children's social care in providing any relevant information so that each can effectively carry out its functions to determine whether an individual is vulnerable to being drawn into terrorism. Journey Education Group will respond to requests for information from the police promptly and in any event within 48 hours.

7.3. Early Help

7.3.1 In accordance with Keeping Children Safe in Education 2023 (updated guidance) and chapter 1 of Working Together to Safeguarding Children 2023, all staff should be prepared to identify children and young people who may benefit from Early Help. Early Help means providing support as soon as a problem emerges at any point in a child's life.

7.3.2 Staff should, in particular, be alert to the potential need for early help for a child who:

- is disabled and/or has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- is a young carer;
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is at risk of modern slavery, trafficking or exploitation;
- is at risk of being radicalised or exploited;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is misusing drugs or alcohol themselves;
- has returned home to their family from care;
- is a privately fostered child.

7.3.3 In the first instance staff should discuss Early Help requirements with the Designated Safeguarding Lead. Staff may be required to support other agencies and professionals in completing an Early Help Assessment.

7.3.4 All staff must be aware of the Early Help process which includes identifying an emerging problem, liaising with the Designated Safeguarding Lead, sharing information and in some cases, acting as the lead professional in undertaking early help assessments.

- 7.3.5 If Early Help and/or other support is appropriate, the case should be kept under constant review by the identified lead professional under the supervision of the designated safeguarding lead and consideration given to a referral to children social care if the child or young person's situation doesn't appear to be improving.

7.4. Dealing with allegations against staff and volunteers

- 7.4.1 Journey Education Group has procedures for dealing with allegations against staff and volunteers who work with children that aim to strike a balance between the need to protect children from abuse and the need to protect staff, Trustees and volunteers from false or unfounded allegations. These procedures are set out in Appendix 3 and follow the DfE guidance found in Part 4 of Keeping Children Safe in Education 2023 (updated guidance)

- 7.4.2 The local authority has designated a particular officer, or team of officers, to be involved in the management and oversight of allegations against people that work with children (Designated Officer(s) also known as LADO).

- 7.4.3** The designated officer(s)/LADO must be informed immediately and in any event within one working day of all allegations against staff and volunteers that come to EPIC's attention and meets the criteria set out in paragraph 1 of Appendix 3.

- 7.4.4 Detailed guidance is given to staff, to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Staff Code of Conduct.

7.5. Allegations against pupils

- 7.5.1** Allegations against pupils should be reported in accordance with the procedures set out in this policy. A pupil against whom an allegation of abuse has been made may be suspended from Journey Education Group during the investigation and Journey Education Group's policy on behaviour, discipline and sanctions will apply. If the allegation is in relation to sexual violence or sexual harassment, guidance set out in Sexual Violence and Sexual Harassment between children in schools 2018 will be followed.

- 7.5.2** Journey Education Group will take advice from children's social care services (and police as appropriate) on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. If the allegation is regarding sexual violence, the police must be notified.

- 7.5.3 Where an allegation is made against a pupil, both the alleged victim and the child accused will be treated as being at risk and safeguarding procedures in accordance with this Policy will be followed.

7.6. Missing child and child missing from education procedures

7.6.1 Missing child

7.6.1.1 Knowing where children are during school hours is an extremely important aspect of safeguarding. Missing school can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children. We monitor attendance carefully and address poor or irregular attendance without delay.

7.6.1.2 In managing attendance the following actions represent standard practice:

We will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contacts numbers for parents/carers. Parents should remember to update Journey Education Group as soon as possible if the numbers change.

All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting, any pupil missing from Journey Education Group. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing.

7.6.2 Children Missing from Education:

7.6.2.1 Journey Education Group recognises that a child going missing from education is a potential indicator of abuse or neglect, and will follow guidance from Annex A, Keeping Children Safe in Education 2023 (updated guidance) and 'Children Missing Education' 2016 to promote their safety and wellbeing. The procedures in this policy will be followed when dealing with children who go missing from education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risks of them going missing in the future.

7.6.2.2 Where a child is going to be deleted from the pupil roll, Journey Education Group will inform the local authority in which the child resides in the applicable circumstances.

7.6.2.3 Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admissions register:

The full name of the parent with whom the pupil will live; The new address; and

The date from when it is expected the pupil will live at this address.

7.6.2.4 Where a parent of a pupil notifies Journey Education Group that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

The name of the new school; and
The date on which the pupil first attended or is due to start attending the new school.

7.6.2.5 Where a parent elects to Home Educate their child, schools must:

Journey Education Group must delete the child's name from their admissions register upon receipt of written notification from the parents that the pupil is receiving education otherwise than at school. However, schools should not wait for parents to give written notification that they are withdrawing their child from school before advising their local authority.

Schools must make a return (giving the child's name, address and the ground upon which their name is to be deleted from the register) to the local authority as soon as the ground for deletion is met, and no later than deleting the pupil's name from the register. They should also copy parents into the notice to the local authority.

7.6.2.6 Journey Education Group shall inform the applicable local authority of any pupil who fails to attend Journey Education Group regularly, or has been absent without Journey Education Group's permission for a continuous period of 4 school days or more, at such intervals as are agreed between Journey Education Group and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

7.7. Informing Parents

7.7.1 Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will need to consult the Principal, the designated officer, local authority children's social care services and / or the police before discussing details with parents.

7.7.2 In relation to Channel referrals, the Designated Safeguarding Lead will consider seeking the consent of the pupil (or their parent/guardian) when determining what information can be shared. Whether or not consent is sought will be dependent on the circumstances of the case but may relate to issues such as the health of the individual, law enforcement or protection of the public.

7.7.3 See also section 3 of Appendix 3 for details about the disclosure of information where an allegation has been made against a member of staff, volunteer, based on guidance from Part 4, Keeping Children Safe in Education 2023 (updated guidance).

8. Secure Premises

8.1 Journey Education Group will take all practicable steps to ensure that school premises are as secure as circumstances permit.

8.2 All visitors will report to the Main Reception where their DBS will be checked and they will be issued with an appropriate visitors pass and escorted around the building.

9. Confidentiality and information sharing

9.1 Journey Education Group will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children.

9.2 Journey Education Group will co-operate with police and local authority children's social care services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of:

Working Together to Safeguard Children (July 2018); the Prevent Duty Guidance for England and Wales (2015);

Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015); and

Government advice: 'Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers' DfE July 2018, which has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018.

9.3 Where allegations have been made against staff, Journey Education Group will consult with the designated officer and, where appropriate, the police and local authority children's social care services to agree the information that should be disclosed and to whom.

10. Monitoring

- 10.1** Any child protection incidents at Journey Education Group will be followed by a Post-Incident review, which includes a review of the safeguarding procedures within Journey Education Group and a prompt report to the local committee. Where an incident involves a member of staff, the designated officer will assist in this review to determine whether any improvements can be made to Journey Education Group's procedures.
- 10.2 In addition, the Designated Safeguarding Lead will monitor the operation of this policy and its procedures and will make an annual report to the local committee.
- 10.3 The board will undertake an annual review of this policy and its procedures and of the efficiency with which the relevant duties have been discharged.
- 10.4 The board will ensure that any deficiencies or weaknesses in regard to child protection arrangements at any time are remedied without delay.

11. Contacts

11.1 The details of the Designated Safeguarding Lead (DSL) for Journey Education Group are as follows:

- Samantha Hanlon
- sam@journeyeducationgroup.co.uk
- 07877968223

11.2 The Details of the Deputy Designated Safeguarding Lead for Journey Education Group are as follows:

- **[Angela Cousins](#)**
- angela@journeyeducationgroup.co.uk
- 07915 604798

11.3 The Details of the Local Authority designated officer (LADO) are as follows: Milovan Orlandich

- Milovan.Orlandich@doncaster.gov.uk
- LADO@doncaster.gov.uk
- 01302 737748

11.4 The telephone numbers of the Doncaster Children's Service Trust Social Care Teams are as follows:

Main Referral contact	01302 737777
Out of Hours/ Emergency Duty Team	01302 796000
Early Help team / other	01302 734110

11.5 The telephone numbers of relevant Prevent partners are as follows:

Rachael Long, Crime and Community Safety Theme Manager
01302 737469
Rachael.Long@doncaster.gov.uk

2961374/07769131474 Karen Johnson, Prevent Lead 01302 862507

Appendix 1 - Role of the Designated Safeguarding Lead

1. The main responsibilities of the Designated Safeguarding Lead are:

- 1.1.** To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
- 1.2.** To coordinate the child protection procedures in the Journey Education Group;
- 1.3.** To ensure that all members of staff and volunteers receive training of appropriate frequency and content relating to safeguarding, child protection and safer recruitment procedure, including induction for those staff who start at different points of Journey Education Group year, and to keep and maintain records of this training;
- 1.4.** To advise and act upon all suspicion, belief and evidence of abuse reported to them;
- 1.5.** To liaise with the Designated Officer, the local authority children's social care services and other external agencies on behalf of Journey Education Group;
- 1.6.** Keep the Projects manager informed of all actions unless the projects manager is the subject of a complaint (see Appendix 3 for the procedures for dealing with allegations against staff);
- 1.7.** To monitor the keeping, confidentiality and storage of records in relation to child protection;
- 1.8.** To monitor records of pupils in Journey Education Group who are subject to a Child Protection Plan to ensure that this is maintained and updated as notification is received;
- 1.9.** To liaise with other professionals to ensure that children who are subject to Child Protection Plans are monitored and, where appropriate, to take part in Child Protection conferences or reviews.
- 1.10.** In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the Designated Safeguarding Lead has, in addition, the following responsibilities:
 - 1.10.1.** Acting as the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters relating to the Prevent duty;
 - 1.10.2.** Coordinating Prevent duty procedures in Journey Education Group;
 - 1.10.3.** Liaising with local Prevent coordinators, the police and local authorities and through existing multi-agency forums, including referrals to the Channel Police Practitioner and/or the police where indicated;
 - 1.10.4.** Undergoing WRAP or other appropriate training;
 - 1.10.5.** Maintaining on-going training programme for all school employees including induction training for all new employees and keeping records of staff training; and

1.10.6. Monitoring the keeping, confidentiality and storage of records in relation to the Prevent duty.

The Deputy Designated Safeguarding Lead will carry out this role where the Designated Safeguarding Lead is unavailable. The ultimate responsibility for Safeguarding and Child protection remains with the Designated Safeguarding Lead and cannot be delegated.

Appendix 2 - Types and signs of abuse and Neglect

1. Types of abuse and Neglect -

All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another

1.1 Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children. Part one of Keeping children safe in education 2018 defines the following types of abuse:

1.2 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.

1.3 Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and 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 cyberbullying), 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, although it may occur alone.

1.2 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. 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 sexual abuse of children by other children is a specific safeguarding issue in education.

1.3 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: 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

1.4 Keeping Children Safe in Education 2018 also acknowledges the following as specific safeguarding issues:

- Abuse including Faith-based abuse;
- Bullying including cyberbullying;
- Children and the court system;
- Children missing from education;
- Children missing from home or care;
- Children with family members in Prison; Child sexual exploitation;
- Child exploitation: criminal exploitation through county lines and trafficking; domestic abuse;

- Drugs;
- Health and wellbeing – including Fabricated and Induced illness, Medical conditions and Mental health concerns;
- “Honour based Violence” (So called) – including Female genital mutilation (FGM) and Forced Marriage;
- Homelessness;
- Online safety – including Sexting; Private fostering;
- Radicalisation and Hate; Peer on Peer abuse;
- Sexual Violence and Sexual Harassment between children in schools;
- Violence – including Gangs and youth violence and Gender-based violence / violence against women and girls.

1.5 Training must incorporate opportunities for staff to understand how to recognise and respond to the wide range of issues.

1.6 Specific safeguarding issues:

1.6.1 All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

1.6.2 All staff should be aware that safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying);
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence and sexual harassment;
- sexting (also known as youth produced sexual imagery); and
- Initiation/hazing type violence and rituals.

1.6.3 Safeguarding incidents and/or behaviours can be associated with factors outside Journey Education Group and/or can occur between children outside Journey Education Group. All staff, but especially the designated safeguarding lead (or deputy) should be considering the context within which such incidents and/or behaviours occur.

1.6.4 This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

1.6.5 Children's social care assessments should consider such factors so it is important that schools and colleges provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.

1.6.6 Annex A of Keeping Children safe in Education 2018 contains important additional information about specific forms of abuse and safeguarding issues. School and college leaders and those staff who work directly with children are expected to read the annex alongside this policy.

1.7 Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

1.8 The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

1.8.1 Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation; Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently going missing or returning

late; Excessive receipt of texts/phone calls;

Returning home under the influence of drugs/alcohol;

- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicions of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- multiple callers (unknown adults or peers);

Frequenting areas known for sex work;

- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and

Self-harm or significant changes in emotional well-being.

1.8.2 Potential Vulnerabilities

1.8.2.1 Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

Having a prior experience of neglect, physical and/or sexual abuse;

- Lack of a safe/stable home environment, now or in the past (domestic violence or parental substance misuse, mental health issues or criminality, for example); Recent bereavement or loss;

- Social isolation or social difficulties;

- Absence of a safe environment to explore sexuality;
- economic vulnerability;

- Homelessness or insecure accommodation status;

- Connections with other children and young people who are being sexually exploited; Family members or other connections involved in adult sex work;

- Having a physical or learning disability;

- Being in care (particularly those in residential care and those with interrupted care histories); and sexual identity.

More information can be found in: Child sexual exploitation: Definition and a guide for practitioners (DfE 2017).

1.9 Child Exploitation: County Lines

1.9.1 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.

1.9.2 Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. Like other forms of abuse and exploitation, county lines exploitation:

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

1.10 Female genital mutilation: FGM refers to a procedure that intentionally alters or causes injury to the female genital organs for non-medical reasons. This practice is illegal in the UK. FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

1.10.1 Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person.

1.10.2 Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

1.10.3 Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

1.10.4 Risk factors for FGM include:

Low level of integration into UK society; mother or a sister who has undergone FGM; girls who are withdrawn from PSHE;
Visiting female elder from the country of origin;
Being taken on a long holiday to the country of origin; Talk about a 'special' procedure to become a woman.

1.10.5 Symptoms of FGM

1.10.5.1 FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM. Indications that FGM may have already taken place may include:

Difficulty walking, sitting or standing and may even look uncomfortable;
Spending longer than normal in the bathroom or toilet due to difficulties urinating; Spending long periods of time away from a classroom during the day with bladder or menstrual problems;
Frequent urinary, menstrual or stomach problems;
Prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return;
Reluctance to undergo normal medical examinations;
Confiding in a professional without being explicit about the problem due to embarrassment or fear;
Talking about pain or discomfort between her legs.

1.10.6 All staff must be aware of the requirement for teachers to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

1.10.7 Those failing to report such cases will face disciplinary sanctions.

1.10.8 It will be rare for teachers to see visual evidence, and they should not be examining pupils. This mandatory reporting duty commenced in October 2015.

1.10.9 Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Designated Safeguarding Lead and involve children's social care as appropriate.

1.11 Honour Based Violence:

1.11.1 So-called 'honour-based' violence (HBV) encompasses 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.

1.11.2 All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

1.11.3 Where staff are concerned that a child might be at risk of HBV, they must contact the Designated Safeguarding Lead as a matter of urgency.

1.12 Peer on peer abuse

1.12.1 All staff should be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to:
bullying (including cyberbullying);
physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
sexual violence and sexual harassment; gender-based violence
sexting (also known as youth produced sexual imagery);
and initiation-type violence and rituals.

1.12.2 Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". Different gender issues can be prevalent when dealing with peer on peer abuse. This could for example include girls being sexually touched/ assaulted or boys being subject to initiation-type violence.

1.12.3 At Journey Education Group we believe that all children and young people have a right to attend school and learn in a safe environment. Children and young people should be free from harm by adults in Journey Education Group and other pupils.

1.12.4 We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under Journey Education Group's Behaviour Policy.

1.12.5 Occasionally, allegations may be made against pupils by others in Journey Education Group, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation.

1.12.6 It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found. The allegation:

is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil;

is of a serious nature, possibly including a criminal offence;

raises risk factors for other pupils at Journey Education

Group;

Indicates that other pupils may have been affected by this pupil;

Indicates that young people outside Journey Education Group may be affected by this pupil

1.12.7 All allegations of Peer on peer abuse should be reported immediately to the DSL. The DSL will consider the need for agency involvement which may include Police and or Social care depending on the allegation.

1.12.8 The DSL will be mindful of support and supervision needs of both the victim and the alleged perpetrator, this will be discussed in consultation with the Principal and in line with the Annex A: Keeping Children Safe in Education 2018 and Sexual Violence and Sexual Harassment between Children in Schools 2018.

1.12.9 Sexting - In cases of 'sexting' we follow guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in 2017: 'Sexting in schools and colleges, responding to incidents, and safeguarding young people'.

1.13 Private Fostering - A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18 if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

1.13.1 A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

1.13.2 Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

1.13.3 Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases, privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

1.13.4 Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform Journey Education Group. However, it should be clear to Journey Education Group who has parental responsibility.

1.13.5 School staff should notify the designated safeguarding lead (DSL) when they become aware of private fostering arrangements. The DSL will speak to the family of the child involved to check

that they are aware of their duty to inform the LA. Journey Education Group itself has a duty to inform the local authority of the private fostering arrangements.

- 1.13.6 On admission to Journey Education Group, we will take steps to verify the relationship of the adults to the child who is being registered
- 1.13.7 Online safety – for guidance on Journey Education Group approach to Online safety please refer to the guidance from YHL which includes; Online safety coverage in the curriculum; Acceptable Use of technology; filtering and monitoring systems in place to support safe use of technology within school and how content, contact and conduct are monitored. All online safety concerns must be reported to the DSL.

2. Signs of Abuse

- 2.1. Possible signs of abuse include, but are not limited to:
- 2.2. The pupil says they has been abused or asks a question or makes a comment which gives rise to that inference;
- 2.3. There is no reasonable or consistent explanation for a pupil's injury, the injury is unusual in kind or location or there have been a number of injuries and there is a pattern to the injuries;
- 2.4. The pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour, or there is a sudden or significant change in the pupil's behaviour;
- 2.5. The pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- 2.6. The pupil's development is delayed; the pupil loses or gains weight or there is deterioration in the pupil's general wellbeing;
- 2.7. The pupil appears neglected, e.g. dirty, hungry, inadequately clothed; and
- 2.8. The pupil is reluctant to go home, or has been openly rejected by his / her parents or carers.
- 2.9. Inappropriate behaviour displayed by other members of staff or any other person working with children, for example inappropriate sexual comments; excessive one to one attention beyond the requirements of their usual role or responsibilities; or inappropriate sharing of images.
- 2.10.** The Local Safeguarding Children Board can provide advice on the signs of abuse and the DfE advice What to do if you're worried a child is being abused (2015) provides advice in identifying child abuse. The [NSPCC website](#) is also a good source of information and advice.

3. Radicalisation and the Prevent Duty

- 3.1. Journey Education Group has a legal duty to have due regard to the need to prevent individuals from being drawn into terrorism.
- 3.2. Journey Education Group aims to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Journey Education Group is committed to providing a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

- 3.3. Journey Education Group has adopted the Government's definitions for the purposes of compliance with the Prevent duty:

Extremism: "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".

Radicalisation: "the process by which a person comes to support terrorism and forms of extremism leading to terrorism".

- 3.4. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children and young people's behaviour which could indicate that they may be in need of help or protection.
- 3.5. Children and young people at risk of radicalisation may display different signs or seek to hide their views. Journey Education Group staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. In particular, outward expressions of faith, in the absence of any other indicator of vulnerability, will not be regarded as a reason to make a referral to Channel.
- 3.6. Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) notes the following:

"There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that may have a bearing on someone becoming vulnerable may include: peer pressure, influence from other people or via the internet, bullying, crime against them or their involvement in crime, anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity and personal or political grievances.

Journey Education Group will be sensitive to age appropriate behaviour though example indicators that an individual is engaged with an extremist group, cause or ideology include:

Spending increasing time in the company of other suspected extremists;

Changing their style of dress or personal appearance to accord with the group;

Day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;

Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;

Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);

Attempts to recruit others to the group/cause/ideology; or

Communications with others that suggest identification with a group/cause/ideology

Example indicators that an individual has an intention to cause harm, use violence or other illegal means include:

Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;

Using insulting or derogatory names or labels for another group;

Speaking about the imminence of harm from the other group and the importance of action now;

Expressing attitudes that justify offending on behalf of the group, cause or ideology; Condoning or supporting violence or harm towards others; or

Plotting or conspiring with others."

3.5. Protecting children from the risk of radicalisation is part of the Journey Education Group 's wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. The DfE's briefing note: [The Use of Social Media for On-line Radicalisation \(2015\)](#) includes information on how social media is used to radicalise young people and guidance on protecting pupils at risk.

Guidance for staff and volunteers on suspecting or hearing a complaint of abuse

4. Action staff must take

4.1. A member of staff or volunteer suspecting or hearing a complaint of abuse:

4.1.1. Must listen carefully to the child or young person and keep an open mind. The member of staff should not take a decision as to whether or not the abuse has taken place;

4.1.2. Must not ask leading questions, i.e. a question which suggests its own answer;

4.1.3. Must reassure the child or young person but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken; and

4.1.4. Must keep a sufficient written record of the conversation. The record should include:

- o the date and time;
- o the place of the conversation; and
- o the essence of what was said and done by whom and in whose presence.

4.2. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead as soon as possible.

4.3. All evidence, for example, scribbled notes, mobile phones containing text messages, clothing, and computers, must be safeguarded and preserved and passed to the Designated Safeguarding Lead.

4.4. All suspicions or complaints of abuse must be reported to the Designated Safeguarding Lead as soon as possible, unless it is an allegation against a member of staff in which case the procedures set out in Appendix 3 should be followed.

4.5. If there is a risk of immediate serious harm to a child or young person a referral should be made to children's social care immediately.

4.6. Anybody can make a referral. If the child or young person's situation does not appear to be improving, the staff member with concerns should press for re-consideration.

Appendix 3 - Dealing with allegations against staff or volunteers

- 1 Journey Education Group's procedures
 - 1.1 Journey Education Group's procedures for dealing with allegations made against staff will be used where the member of staff or volunteer has:
 - 1.1.1 Behaved in a way that has harmed a child, or may have harmed a child or young person;
 - 1.1.2 Possibly committed a criminal offence against or related to a child or young person; or
 - 1.1.3 Behaved towards a child / young person or children / young people in a way that indicates he or she would pose a risk of harm if he or she works regularly or closely with children or young people.
 - 1.2 Any allegations not meeting these criteria will be dealt with in accordance with the Local Safeguarding Children Board procedures. Advice from the designated officer will be sought in borderline cases.
 - 1.3 All such allegations must be dealt with as a priority so as to avoid any delay.
 - 1.4 Allegations against a teacher who is no longer teaching and historical allegations will be referred to the police.
- 2 Reporting an allegation against staff, the Principal, a Trustee or volunteer
 - 2.1 Where an allegation or complaint is made against any member of staff or volunteer who is not the Principal, the matter should be reported immediately to the Principal. The allegation will be discussed immediately with the designated officer before further action is taken. Where appropriate, the Principal will consult with the Designated Safeguarding Lead.
 - 2.2 Where an allegation or complaint is made against the project manager, the matter should be reported immediately to the Local Authority designated officer (LADO), without first notifying the project manager. Again, the allegation will be discussed immediately with the designated officer before further action is taken.

The person taking action in accordance with the procedures in this Appendix is known as the "Case Manager".

3 Disclosure of information

- 3.1 The case manager will inform the accused person of the allegation as soon as possible after the designated officer has been consulted, if it has been agreed with the Designated Officer that it is appropriate to do so.
- 3.2 The Parents or carers of the child or young person / children or young people involved will be informed of the allegation as soon as possible if they do not already know of it. They will also be kept informed of the progress of the case, including the outcome of any disciplinary process. The timing and extent of disclosures, and the terms on which they are made, will be dependent upon and subject to the laws on confidence and data protection and the advice of external agencies.
- 3.3 Where the designated officer advises that a strategy discussion is needed, or the police or the local authority's social care services need to be involved, the case manager will not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed.
- 3.4 The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

4 Further action to be taken by Journey Education Group

- 4.1** Journey Education Group has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. Journey Education Group will act in accordance with part 4 of 'Keeping Children Safe in Education' 2018 and Journey Education Group 's employment procedures.

5 Ceasing to use staff

- 5.1 If Journey Education Group ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children or young people, a compromise agreement will not be used and there will be a prompt and detailed report to the Disclosure and Barring Service (DBS). Any such incidents will be followed by a review of the safeguarding procedures within the Journey Education Group, with a report being presented to the Journey Education Group SLT and Board of Directors.
- 5.2 If a member of staff (or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the Journey Education Group in accordance with this policy and a prompt and detailed report will be made to the Disclosure and Barring Service in appropriate circumstances.
- 5.3 Where a teacher has been dismissed, or would have been dismissed had he / she not resigned, separate consideration will be given as to whether a referral to the National College for Teaching and Leadership should be made.
- 5.4 These notifications will be made as soon as reasonably practicable, but in any event within 14 days of the allegations being made.

6 Unsubstantiated false or malicious allegations

6.1 Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Managing Director will consider whether to take disciplinary action in accordance with Journey Education Group's behaviour and discipline policy.

6.2 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), Journey Education Group reserves the right to contact the police to determine whether any action might be appropriate.

7 Record keeping

7.1 Details of allegations found to be malicious will be removed from personnel records.

7.2 For all other allegations, full details will be recorded on the confidential personnel file of the person accused.

7.3 An allegation proven to be unsubstantiated, unfounded or malicious will not be referred to in employer references. In accordance with part 4, 'Keeping Children Safe in Education 2018', history of repeated concerns or allegations which have all been found to be false, unsubstantiated, or malicious will also not be included in any reference.

7.4 Journey Education Group will retain all safeguarding records and relevant personnel records for so long as reasonably required³. Journey Education Group will ensure that all records are created, retained, shared and destroyed in accordance with the Data Protection Act 2018. Further details can be found in Journey Education Group Data Protection policy and procedure.

Journey Education Group

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