



# Safeguarding and Child Protection Policy

Policy issue date: November 2020

Policy review date: November 2021

## Purpose

4 Strides Equestrian fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

This policy applies to all employees, volunteers and visitors of the alternative provision. Concerned parents/carers may also contact 4 Strides Equestrian.

This policy outlines the manner in which safeguarding, including child protection and promoting students' welfare will be addressed in accordance with DfE guidance. It is reviewed and updated regularly to take into account the latest DfE circulars and directives.

It is the responsibility of all employees and volunteers to adhere to this policy. The implementation of this policy on an operational level is the responsibility of the Designated Safeguarding Lead (DSL).

This policy sets out how 4 Strides Equestrian carries out its statutory responsibility to safeguard and promote the welfare of children in accordance with *Section 157 of the Education Act 2002* as well as *Working Together to Safeguard Children May 2015*, *Keeping Children Safe in Education 2018*, and the *Counter-Terrorism and Security Act 2015*. We also follow the guidance contained in *Meeting the Needs of Children in Lincolnshire 2014*.

Staff should read the above document together with "**What to do if you're worried a child is being abused: Advice for practitioners**" March 2015

## Terminology

- **Safeguarding and promoting the welfare of children** refers to the process of protecting children from maltreatment, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best life chances.
- **Child Protection** refers to the activity undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- **Staff** refers to all those working for or on behalf of the Establishment in either a paid or voluntary capacity.
- **Child** refers to all young people who have not yet reached the age of 18.
- **Parent** refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

## **Aims of the Policy**

4 Strides Equestrian will ensure that:

- There is a Designated Safeguarding Lead (DSL), for child protection within its establishment, who have received training at the appropriate level and receive support for this role.
- All staff will receive updates from the DSL on safeguarding policies and procedures. The named member and the link safeguarding governor will receive safeguarding training every two years, with safeguarding and child protection briefings delivered at least annually.
- All members of staff, supply staff, students and volunteers know the names of the DSL and other DSOs for child protection/safeguarding and their roles, in the establishment/settings in which they work/study.
- Links are in place with other relevant policies to safeguard the general welfare of the children and young people.
- The policy provides a clear statement of 4 Strides Equestrian's responsibilities in the event of a concern about the conduct of a member of staff.

## **4 Strides Equestrian will establish an ethos where:**

- Children feel secure in a safe environment in which they can learn and develop
- Children know that there are adults in the establishment whom they can approach if worried or in difficulty.
- Adequate signposting to external sources of support and advice is in place for staff, parents and pupils. Posters in the staff office display contact details for the Designated Safeguarding Lead in establishment, the Customer Service Centre and information about the LADO (Appendix 1). In the student/visitor areas these details are provided alongside information about Childline and other support.
- Importance and prioritisation is given to equipping the children with the skills needed to stay safe; including providing opportunities for Personal, Social and Health Education throughout the curriculum.
- Children develop realistic attitudes to their responsibilities in adult life and are equipped with the skills needed to keep themselves safe; including understanding and recognition of healthy/unhealthy relationships and support available
- It is ensured that children can recognise and manage risks in different situations, including on the internet, being able to judge what kind of physical contact is acceptable and unacceptable, recognise when pressure from others, including people they know, threatens their personal safety and well-being and supports them in developing effective ways of resisting pressure.

- All adults feel comfortable and supported to draw safeguarding issues to the attention of the Designated Safeguarding Lead and are able to pose safeguarding questions with “respectful uncertainty” as part of their shared responsibility to safeguard children.
- Emerging themes are proactively addressed and fed back to the local authority and LSCB to ensure a coherent approach so that multi-agency awareness and strategies are developed.
- There is a proactive approach to substance misuse. Issues of drugs and substance misuse are recorded and there is a standalone policy which is robustly delivered throughout the establishment and curriculum
- It works in accordance with '[Working Together to Safeguard Children 2015](#)' and supports the Lincolnshire Local Safeguarding Children Board (LSCB) Continuum of Need (see Appendix 2) to ensure children and young people receive the most appropriate referral and access provision; actively supporting multi agency planning for those children and, in doing so, providing information about the 'voice of the child' and the child's lived experience as evidenced by observations or information provided through the multi-agency forum.
- The Designated Safeguarding Lead, and/or Deputy attend the termly briefings for Designated Safeguarding Leads coordinated by Lincolnshire County Council Safeguarding in Schools Team, therefore enabling them to remain up to date with Safeguarding practices and be aware of any emerging concerns/themes emerging in Lincolnshire.

All relevant guidance should be given to staff in a timely and appropriate manner. Updated DfE guidance will be circulated to staff who will be asked to declare that they have read and understood these updates.

All staff should understand the 'Meeting the Needs of Children in Lincolnshire' procedures and know how to pass on any concerns no matter how trivial they seem. They are consistent with Lincolnshire's Local Safeguarding Children's (LSCB) child protection procedures.

## **There are five main elements to our policy:**

**Prevention** through the teaching and pastoral support offered to students and the creation and maintenance of a whole provision protective ethos

**Protection and Procedures** for identifying and reporting cases, or suspected cases, of abuse and protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns. The definitions of the four categories of abuse are attached (see Appendix One)

**Supporting Vulnerable Children** those who may have been abused or witnessed violence towards others.

**Preventing Unsuitable People Working with Children** and **Safer Recruitment** processed are followed to ensure that those who are unsuitable to work with children are not employed

## Prevention

4 Strides Equestrian recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

4 Strides Equestrian will therefore:

- Establish and maintain an environment where children feel safe in both the real and the virtual world and are encouraged to talk and are listened to
- Ensure children know that there are adults in the establishment whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
- Include in the curriculum activities and opportunities which equip children with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn to for help
- Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills
- We use PSHE education, healthy lifestyles and vocational learning in our provision. This reinforces essential skills for every child. Self esteem and confidence building, thinking independently and making assessment of risk based on their own judgements is encouraged throughout our provision

## Protection and Procedures

We will follow:

The procedures set out in the Lincolnshire Safeguarding Children Board “Policies and Procedures manual”. A copy of these procedures can be found on the LSCB website

<http://lincolnshirescb.proceduresonline>

The DSL should have the appropriate status and authority within 4 Strides Equestrian to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters.

The lead responsibility for child protection remains with the DSL and cannot be delegated.

4 Strides Equestrian should ensure that every member of staff, paid and unpaid knows who the Designated Personnel are and the procedures for passing on concerns from the point of induction.

Keeping Children Safe in Education states “During term time the designated safeguard lead should always be available (during establishment hours) for staff to discuss any safeguarding concerns.

4 Strides Equestrian should ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

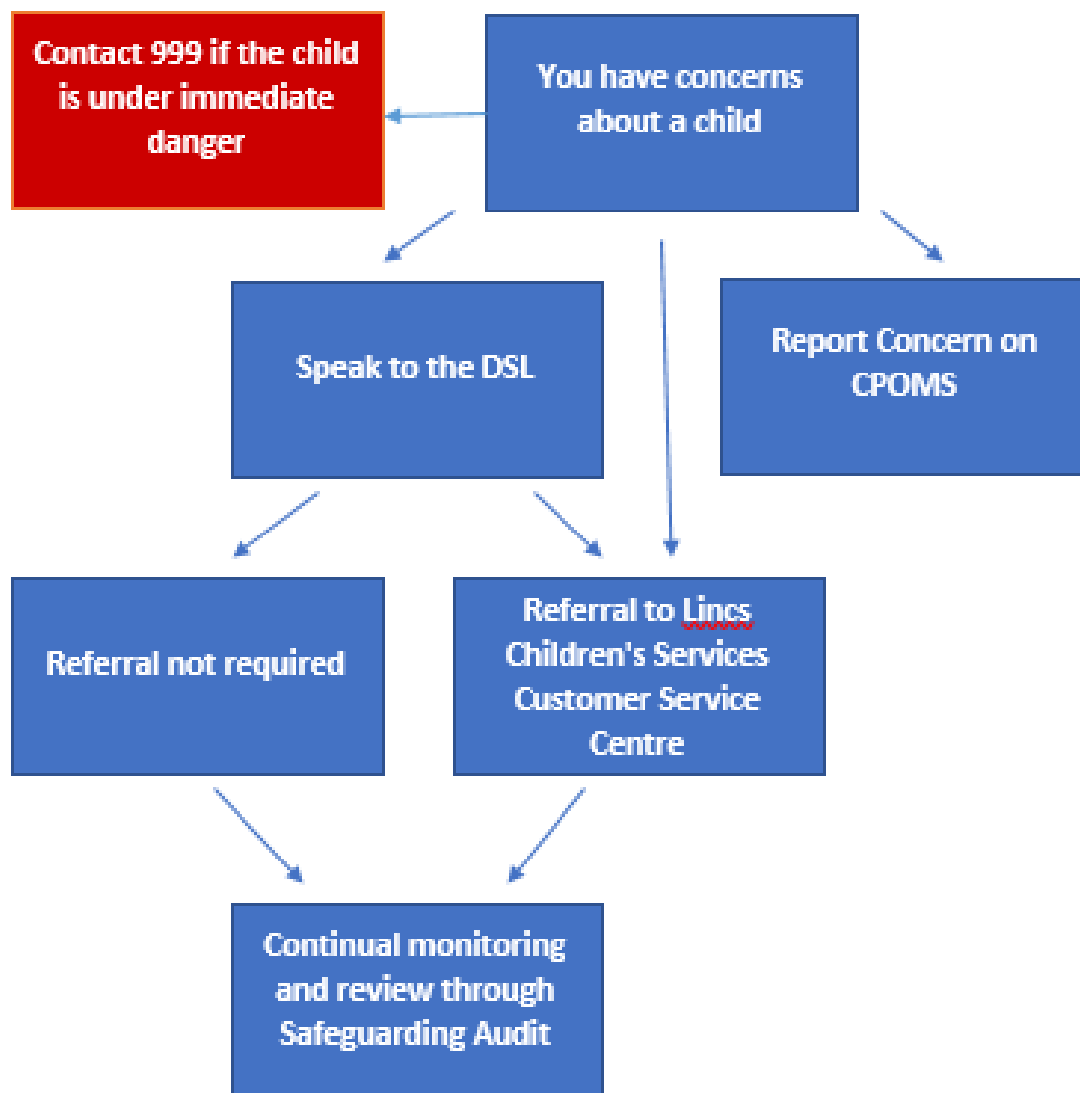
## **Procedures and responding to safeguarding needs**

- 4 Strides Equestrian acknowledges serious case review findings and shares lessons learned with all staff with the aim to ensure no child falls through the gap.
- All staff should understand the 'Meeting the Needs of Children in Lincolnshire' procedures and know how to pass on any concerns no matter how trivial they seem. They are consistent with Lincolnshire's Local Safeguarding Children's (LSCB) child protection procedures.
- All staff understand the difference between a 'concern' about a child and 'immediate danger or at risk of harm' and know the procedures to follow for each (appendix 3)

Conversations with a child who discloses abuse should follow the basic principles:

- listen rather than directly question, remain calm
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting
- never take photographs of any injury
- allow time and provide a safe haven / quiet area for future support meetings
- At no time promise confidentiality to a child or adult.

## Procedure



If a member of staff is concerned that a child is in immediate danger or is at risk of immediate harm a referral should be made to Lincolnshire's children's social care and/or the police immediately.

Please refer to **Appendix One** and **Appendix Three** for additional information relating to reporting your concerns.

Referrals should not be left on answer machines, email or passed on to someone else to make the referral.

## **Early identification recognising and responding to safeguarding needs**

We strongly believe that providing 'early help' is more effective in promoting the welfare of children than reacting later. We aim to provide support as soon as a problem emerges to prevent escalation and put in effective strategies.

The effectiveness of early identification is underpinned by professional responsibility both of the referring and of the receiving agency to ensure that if a family does not meet the thresholds for specific services, that action is taken to prevent the lower level needs escalating, whilst also being alert to identifying children who without support will not reach their full potential.

Responsibility lies on all staff and professionals to identify emerging problems and potential unmet needs for individual children and families, irrespective of whether they are providing services within the establishment or are directly employed by 4 Strides Equestrian. Staff members within the establishment are best placed to identify children or their families, who are at risk of poor outcomes.

4 Strides Equestrian staff contribute to assessments along the '*Continuum of Need*' and actively support multi agency planning for those children. Staff have an understanding of the *National Assessment Framework* (Appendix 1) and make decisions based on a child's development needs, parenting capacity and family & environmental factors.

Any member of staff who has concerns about the safety or potential abuse of a child must report their concerns to the DSL or a DSO for Child Protection within the establishment immediately. This should be done in person where possible. There must always be a written record to accompany or follow this by the end of the same day. This should contain limited details at this point, e.g. name, year group, time/date and reason for referral.

**Referrals should not be left on answer machines, email or passed on to someone else to make the referral.**

If a member of staff is concerned that a child is in immediate danger or is at risk of immediate harm a referral should be made to Lincolnshire's children's social care and/or the police immediately.

Lincolnshire Customer Service Centre (Childrens' services) - 01522 782111 (or 'Out of Hours' number – 01522 782333).

In accordance with the Local Safeguarding Children Board procedures, the agreement of the family should be sought for an external referral where possible. However, if it is felt that seeking any such agreement would increase the level of significant risk of harm to the child, the matter should be discussed with Children's Services and their advice sought. This must not contribute to a delay in making a referral.

Hard copies of records or reports relating to Safeguarding and Child Protection concerns will be kept in a separate, confidential file, securely stored away from the main student file. Authorisation to access these electronic records will be controlled by the Designated Safeguarding Lead.



## Record Keeping

4 Strides Equestrian will:

Keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately.

Ensure all records are kept securely, separate from the main pupil file, and in a locked location. A record of events must be logged providing full details and reporting this to the Designated Safeguard Lead.

Ensure all relevant child protection records are sent to the receiving school or establishment when a student moves schools in accordance with the Education Child Protection Record Keeping Guidance

Make parents aware that such records exist except where to do so would place the child at risk of harm.

4 Strides Equestrian use hard copy paper work for recording all incidents and report to the partnership school so as the school can record the incident on the secure CPOMs portal (*CPOMS is the market leading software solution for monitoring Safeguarding, wellbeing and all pastoral issues*). All staff working within 4 Strides Equestrian will report incidences through this system. Staff should record any incidents of concern providing as much detail as possible by the end of the same day. An incident must still be recorded regardless of any previous verbal communication with the DSL.

Staff should label their concern under the right category and understand that an incident may come under several categories. Each category has sub-categories

These categories include:

- Child Protection
- Safeguarding
- Bullying
- Negative Behaviour
- Positive Behaviour
- Medical
- Accidents
- Pastoral Progression

Staff should include any relevant member of staff to the incident and log any actions that are required.

Hard copies of records or reports relating to Safeguarding and Child Protection concerns will be kept in a separate, confidential file, securely stored away from the main student file. Authorisation to

access these electronic records will be controlled by the Centre Manager and Designated Safeguarding Lead.

## **Confidentiality and information sharing**

Child protection information will be stored and handled in line with the Data Protection Act 1998 principles. The Data Protection Act does not prevent establishment staff from sharing information with relevant agencies, where that information may help to protect a child.

Child protection records are subject to the provisions of the Data Protection Act, 1998. This means that a parent, or young person of sufficient age and understanding, may make a request to see the child protection record. If any member of staff receives a request from a student or parents to see child protection requests, they will refer the request to the Designated Safeguard Lead.

4 Strides Equestrian will:

Ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or Social Care as required. (See **“Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers”**, DofE 2015).

Ensure that the DSL will only disclose any information about a pupil to other members of staff on a ‘need to know’ basis, including Domestic Violence notifications

Make all staff aware that they have a professional responsibility to share information with other agencies in order to safeguard children

Ensure staff are clear with children that they cannot promise to keep secrets.

## **Communication with Parents/Carers**

4 Strides Equestrian will:

Ensure that parents/carers are informed of the responsibility placed on the provision and staff in relation to child protection by setting out its duties on 4 Strides Equestrian’s website.

Undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. If 4 Strides Equestrian believes that notifying parents could increase the risk of harm to the child, advice will be sought from Social Care.

Particular circumstances where parents may not be informed include any disclosure of sexual abuse or physical abuse where the child has an injury.

Record what discussions have taken place with parents or if a decision has been made not to discuss it with parents, record the reasons why.

## **Supporting Vulnerable Children**

Special consideration should be given to safeguarding and protecting children that may have additional vulnerabilities, for example children that are looked after or those with special educational needs (SEN) and disabilities. Additional barriers can exist to the recognition of abuse and neglect which can include:

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

4 Strides Equestrian may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at our provision their behaviour may be challenging and defiant or they may become withdrawn.

We recognise that some vulnerable children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

4 Strides Equestrian will support the student through:

- Its ethos which promotes a positive, supportive and secure environment; giving pupils a sense of being valued.
- Its behaviour policy aimed at supporting vulnerable pupils in the establishment. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the child; working to support children in developing positive behaviour.
- Liaison with other appropriate agencies which support the pupil.
- Developing supportive relationships
- Recognition that children living in difficult home environments are vulnerable and are in need of support and protection.
- Monitoring pupil welfare, keeping accurate records and notifying appropriate agencies when necessary.
- Allowing designated staff opportunity to attend face to face Safeguarding in Schools briefings/ LSCB multi-agency training. (For example Prevent, Child Sexual Exploitation guidance, domestic violence, drugs / alcohol substance misuse etc.)
- Ensuring information is transferred safely and securely when a pupil with a Safeguarding Record transfers to another school. Also notifying Key workers or social workers where a child leaves the establishment (as appropriate)
- Following Lincolnshire's procedures for Child Sexual Exploitation including using the CSE Risk Assessment Toolkit as necessary.

Recognise that children living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers

Monitor and support students' welfare, keeping records and notifying Social Care in accordance with the Local Safeguarding Children Board "Inter-Agency Procedures"

When a student who is subject to a child protection plan leaves, information will be transferred to the new school immediately. The Child Protection review team within the Local Authority will also be informed

When a child is missing from education, 4 Strides Equestrian will follow the procedure as set out in Local Authority's Children Missing in Education guidance and inform the Child Missing Education (CME) team as required. 4 Strides Equestrian will also keep records of all students' admissions and leavers and will make reasonable and justified attempts to confirm information prior to a student leaving or joining 4 Strides Equestrian. Furthermore, in line with County's policy and 4 Strides Equestrian will share records of all new admissions and leavers to minimise the risk of a child missing education. However, if 4 Strides Equestrian deems a child to be at immediate risk then 4 Strides Equestrian will carry out a risk assessment and will inform agencies such as the police, social care and child missing education team of their concerns using 4 Strides Equestrian's safeguarding protocols.

## **Substance Misuse and Child Protection**

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but 4 Strides Equestrian will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- To believe the pupil's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- Where the misuse is suspected of being linked to parent/carer substance misuse

## **Children of Substance Misusing Parents/Carers**

Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence

When 4 Strides Equestrian receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.

This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable caregivers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of the unborn child

## Domestic Abuse

Where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional.

This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Schools are ideally placed to offer appropriate support, alongside other agencies, whether families are in crisis, or whether there are early signs of potential abuse.

## Female Genital Mutilation (FGM)

"FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways". **(Multi-agency statutory guidance on female genital mutilation, April 2016)**

The age at which FGM is carried out varies enormously according to the community. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a women's first pregnancy.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK.

It is a statutory duty for teachers in England and Wales to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police. (Multi-agency statutory guidance on female genital mutilation, April 2016)

4 Strides Equestrian takes these concerns seriously and staff will be made aware of the possible signs and indicators that may alert them to the possibility of FGM. Any indication that FGM is a risk, is imminent, or has already taken place will be dealt with under the child protection procedures outlined in this policy.

The DSL will make appropriate and timely referrals to Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Social Care even if it is against the pupil's wishes.

## **Child Sexual Exploitation (CSE)**

Child Sexual Exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults.

Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups.

Exploitation is marked out by an imbalance of power in the relationship and involves varying degrees of coercion, intimidation and sexual bullying including cyberbullying and grooming.

It is important to recognise that some young people who are being sexually exploited do not show any external signs of this abuse and may not recognise it as abuse.

Young people who go missing can be at increased risk of sexual exploitation and so procedures are in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions.

4 Strides Equestrian will refer to the LSCB Child Exploitation Checklist and refer to the Multi-Agency Safeguarding Hub (MASH) if there is a concern that a young person may be at risk.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who have older boyfriends or girlfriends.
- Children who suffer from sexually transmitted infections or become pregnant.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late.
- Children who regularly miss school or education or do not take part in education.

The establishment uses the Lincolnshire Safeguarding Children Board's child sexual exploitation risk assessment tool if there is a concern that a child or young person may be at risk from, or experiencing, sexual exploitation. Staff should discuss any issues with the DSL for the establishment.

### **'Honour based' violence**

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. All forms of so called HBV are abuse and should be handled and escalated as such.

If in any doubt, staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

If staff have a concern regarding a child that might be at risk of HBV, they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

### **Extremism and Radicalisation**

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

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

4 Strides Equestrian is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Prevention work and reductions of risks will include SEND policy, anti-bullying policy and other issues specific to the establishment's profile, community and philosophy.

This establishment adheres to the Prevent Duty Guidance for England and Wales July 2015

### **Risk assessment**

Settings need to assess the risk, with local partners, of their children being drawn into terrorism, as well as their support for extremist ideas and terrorist ideology. They should have robust safeguarding policies to identify children at risk, appropriate intervention and the most appropriate referral option. The policy should also cover the suitability of visiting speakers.

Police in all regions are expected to produce a Counter-Terrorism local profile (CTLPs) which is to assess the risk of individuals being drawn into terrorism and is the risk assessment that settings need

to refer to. The Lincolnshire profile is currently being amended and further support can be provided by contacting [prevent@lincs.pnn.police.uk](mailto:prevent@lincs.pnn.police.uk) or [PREVENT@lincolnshire.gov.uk](mailto:PREVENT@lincolnshire.gov.uk)

## **Peer on Peer Abuse**

Peer on peer abuse can manifest itself in many ways. This can include sexual bullying, being coerced to send sexual images, sexual assault and teenage relationship abuse. There are clear links with sexual exploitation and domestic abuse.

This form of abuse will not be tolerated and victims will be appropriately supported. Any indication that a child has suffered from peer on peer abuse will be dealt with under the child protection procedures outlined in this policy.

Consideration will always need to be given to the welfare of both the victim(s) and perpetrators(s) in these situations.

### **Types of abuse**

There are many forms of abuse that may occur between peers and this list is not exhaustive;

- Physical abuse e.g. (biting, hitting, kicking, hair pulling etc.)
- Sexually harmful behaviour/sexual abuse e.g. (inappropriate sexual language, touching, sexual assault etc.)
- Bullying (physical, name calling, homophobic etc.)
- Cyber bullying
- Youth Produced Sexual Imagery (Sexting)
- Initiation/Hazing
- Prejudiced Behaviour

(Please see Appendix four for additional information).

### **Youth Produced Sexual Imagery (Sexting)**

Youth produced sexual imagery refers to images or videos generated by children under the age of 18, or of children under the age of 18, that are of a sexual nature or are indecent. *Sexting in schools and colleges: Responding to incidents and safeguarding young people 2017.*

Any situations involving students and youth produced sexual imagery are taken seriously as potentially being indicative of a wider safeguarding or child protection concern or as being problematic sexual behaviour. The understanding of children and young people around the potential implications of taking and/or sharing youth produced sexual imagery is likely to be influenced by the age and ability of the children involved. In some cases children under 13 (and indeed older) may create youth produced sexual imagery as a result of age appropriate curiosity or risk-taking behaviour or simply due to naivety rather than any sexual intent. Children under the age of 10 may



also be involved; the fact that they are below the age of criminal responsibility is not relevant to the seriousness with which safeguarding concerns are considered.

When an incident involving youth produced sexual imagery comes to the attention of the establishment community:

- The incident is referred to the DSL as soon as possible and recorded using the usual safeguarding recording system.
- The DSL should hold an initial review meeting with appropriate establishment staff.
- There should be subsequent interviews with the young people involved (if appropriate).
- Parents/carers should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents/carers would put the young person at risk of harm.
- At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children's social care and/or the police immediately.

An immediate referral to police and/or children's social care should be made if:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs)
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the imagery is under 13
- There is reason to believe a young person is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming

If any devices may need to be seized and passed onto the police then the device(s) should be confiscated and the police should be called. The device should be turned off and locked away until the police are able to come and retrieve it. The Academy will act in accordance with the DfE guidance *Searching, Screening and Confiscation 2014*.

## **Children missing education**

All children, regardless of their circumstances, are entitled to a full time education, which is suitable to their age, ability, aptitude and any special educational needs they may have.

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Effective information sharing

between parents, schools, colleges and local authorities is critical to ensuring that all children are safe and receiving suitable education.

A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm, exploitation or radicalisation. Any reports of children who are not apparently being educated should be referred to the establishment's DSL.

The establishment adheres to *Children missing education; Statutory guidance for local authorities 2016* to ensure that there are effective procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in the future.

## **Children missing from home or care**

In accordance with *Statutory guidance on children who run away or go missing from home or care 2014* the following definitions are used:

- Young runaway: a child who has run away from their home or care placement, or feels they have been forced or lured to leave.
- Missing child: a child reported as missing to the police by their family or carers.
- Missing from care: a looked after child who is not at their placement or the place they are expected to be (e.g. school) and their whereabouts is not known.
- Away from placement without authorisation: a looked after child whose whereabouts is known but who is not at their placement or place they are expected to be and the carer has concerns or the incident has been notified to the local authority or the police.

The establishment recognises the importance of partnership work to prevent children from going missing and to act when they do go missing. The establishment works in accordance with the Lincolnshire Safeguarding Children Board's *Joint Protocol for Missing Children and Young People*. Any reports of children missing from home should be referred to the DSL.

## **Gangs and youth violence**

The establishment has a responsibility to protect its students and to ensure that each child feels safe, understand what unsafe situations are and knows how to stay safe. Education programmes should include online safety, substance misuse, knives and gangs, relationships (including sexual relationships) and risk management. While this responsibility for this delivery will sit largely with the "in school hours element of the programme, 4 Strides as an establishment is committed to promoting environments which engage mutual respect, tolerance and freedom from bullying, harassment and discrimination.

## **Trafficking and unaccompanied asylum-seeking children**

Trafficking of persons: the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

Unaccompanied children may come to the UK seeking asylum (unaccompanied asylum-seeking children – UASC), or they may be here to attend school or join their family. A child may be the subject of a private fostering arrangement. Significant numbers of children are referred to local authority children’s social care after applying for asylum and some will register at school for up to a term before disappearing again. This could be an indicator that they are a child trafficking victim. Staff should be vigilant and refer any concerns to the establishment’s DSL.

4 Strides Equestrian adheres to *Children missing education; Statutory guidance for local authorities 2016*.

## **Preventing unsuitable people from working with children**

4 Strides Equestrian will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to the government guidance ‘Keeping Children Safe in Education’ (2016) and the Local Authority’s Safer Employment Policy.

Any allegation of abuse made against a member of staff will be reported straight away to the owner. In cases where the owner is the subject of an allegation, it will be reported to the DSL.

Under Section 75 of the Childcare Act, 2006 individuals are disqualified from childcare provision if they have committed certain specified offences. Staff may also be disqualified “by association” if they are living or working in the same household as a person who is disqualified. Staff should sign a self-declaration form to confirm that they are not “disqualified by association”. A record of self-declaration should be kept on 4 Strides Equestrian’s Single Central Record. (See the Safer Recruitment Policy where this is set out in greater detail).

## **Concerns relating to a member of the establishment staff/volunteers or other person in a ‘Position of Trust’**

- If the concerns in any way involve a member of staff, the matter must be brought to the attention of the owner immediately. They will act in accordance with procedures issued by the Local Authority Designated Officer (LADO). If the concern involves the owner, the Director /Head of School will be informed immediately and advice should be sought from the LADO. The Named Senior Officer will liaise with the Local Authority Designated Officer (LADO) ensuring that all allegations are reported to the LADO within one working day.

Following consultation with the LADO, the Named Senior Officer will advise on all further action to be taken. Please note that the owner should not seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

- The Sexual Offences (Amendment) Act 2000 established a criminal offence of the abuse of trust affecting teachers and others who are in a relationship of trust with any young person including 16-18 year olds. A relationship of trust is one where a teacher, member of education staff or volunteer is in a position of power or influence over a pupil or student by virtue of the work or nature of the activity being undertaken.
- The principle of equality embedded in the legislation applies irrespective of sexual orientation; neither heterosexual nor homosexual relationships are acceptable within a position of trust. Any concern raised by a parent, child or young person about a member of staff will be listened to and immediately referred to the owner.

4 Strides Equestrian will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at 4 Strides Equestrian and that notification of any concerns is made to the relevant authorities and professional bodies and including in references where applicable.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

Consideration must be given to the needs of the child and a recognition that a child may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstanding and misinterpretations of events do happen.

4 Strides Equestrian will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents/carers as advised within the Local Authority's Code of Conduct. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children.

## Training

All staff and volunteers will receive appropriate training every year to ensure that the establishment's safeguarding policy and associated procedures are followed consistently by all staff, as required. This training will be delivered face-to-face. Staff arriving mid-period will receive training as part of their induction.

In addition to their face-to-face training, staff will receive safeguarding and child protection briefings throughout the year, to provide them with relevant skills and knowledge to safeguard children consistently and effectively.

The establishment will ensure that, when recruiting staff, all interview panels have at least one member trained in Safer Recruitment.

## Safeguarding on site

4 Strides Equestrian are committed to raising young persons' awareness and building their confidence, resilience and critical thinking so that they develop the skills to stay safe from abuse. Staff must contact their DSL or a DSO if they are given any cause for concern during student awareness sessions. The establishment should include parents/carers as much as possible in this process, ensuring they are aware of the risks facing children and young people and they understand where to go for advice and guidance and to ensure their child's safety.

Visitors to the establishment will be asked to sign in on arrival each time they visit the site. It will be mandatory for visitors to wear a visitor badge to highlight their status within the establishment. Visitors are only able to be unsupervised if the relevant safeguarding checks have been carried out. Visitors who require supervision will not be left alone on site nor left unsupervised with any child or young person. If a visitor fails to wear their visitor badge they will be promptly reminded and asked to display it at all times. If a visitor persistently fails to wear their visitor badge, they will be asked to leave the premises.

Special consideration should be given to safeguarding and protecting children who may have additional vulnerabilities, e.g. looked after children (LAC) or those with special educational needs (SEN) and disabilities (see Appendix for further information).

### **Identifying a vulnerable child - Who are the most vulnerable?**

#### **Children or young people:**

- who are disabled or have specific additional needs
- with special educational needs
- who are underachieving in education
- who have been rejected by peer, faith or social group or family
- who have been a victim or witness to crime or traumatic event
- who have experienced conflict with family over religious beliefs and/or lifestyle choices/extreme political views
- with identity confusion

- who experience poverty, disadvantage or social exclusion
- in a family circumstance which presents challenges to the child, such as substance abuse, adult mental health problems and domestic violence
- classified as LAC or post-LAC
- who have recently returned home to their family from care
- who regularly go missing from home or education
- who are young carers
- who identify themselves as transgender or are gender questioning

4 Strides Equestrian will endeavour to support vulnerable students through:

- Its ethos which promotes a positive, supportive and secure environment; giving students a sense of being valued and heard.
- Liaising with other appropriate agencies which support the student.
- Developing supportive relationships.
- Recognition that children living in difficult home environments are vulnerable and are in need of support and protection.
- Monitoring student welfare, keeping accurate records and notifying appropriate agencies when necessary.
- Effective staff training, in conjunction with external agencies.
- Ensuring child protection information is transferred safely and securely when a student transfers to another school.
- Following Lincolnshire's procedures for Child Sexual Exploitation including using the CSE Risk Assessment Toolkit as necessary
- Working closely with FE providers during the students transition from our establishment to their choice of FE.

## **What is Team Around the Child (TAC)?**

TAC is a shared assessment and planning framework which is in use by a variety of agencies across the county and is employed in similar format throughout the country. It aims to help with the early identification of additional needs of children and young people and promote a co-ordinated multi agency response to meet them. TAC can be used to support children and young people between 0–19 years, including unborn babies and can also be used with consent up to the age of 24 where a young person has a learning difficulty or disability. There are four main stages in setting up a TAC;

Early identification of need

- Assessing strengths and needs in a consistent and methodical framework
- Developing and delivering an integrated services
- Reviewing and refining the support arrangements

### **Support and Guidance Available**

Please refer also to the LSCB Website and publications (Particularly 'Meeting the Needs of Children in Lincolnshire') at [www.lincolnshire.gov.uk/lscb](http://www.lincolnshire.gov.uk/lscb). In addition the following staff are available to support professionals;

## **Inclusion and diversity**

Equality is about ensuring individuals are treated fairly and equally, no matter their race, gender, age, disability, religion or sexual orientation.

Diversity is about recognising and respecting these differences to create an all-inclusive atmosphere. The establishment is committed to promoting an environment which is inclusive for all, ensuring all students can thrive together and understand that individual characteristics make people unique and not different in a negative way.

Inclusion and diversity are promoted throughout the curriculum, encouraging an all-inclusive culture and challenging negative attitudes. The establishment is committed to embedding the British Values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

## **Lesbian, Gay, Bisexual and Transgender (LGBT)**

The establishment aims to:

- Provide an inclusive environment in which LGBT students and staff are valued and respected
- Promote understanding of and support the needs of LGBT pupils and staff
- Normalise LGBT awareness and issues through the provision of an inclusive curriculum
- Monitor and tackle homophobic, biphobic and transphobic (HBT) language and bullying.

It seeks to achieve these aims by:

- Ensuring establishment policies and practices are inclusive and supportive of LGBT people, and explicitly state that HBT language and bullying are unacceptable.
- Providing training to staff in supporting LGBT students, developing an LGBT-inclusive curriculum and tackling HBT language and bullying.
- Providing support structures and information/resources to LGBT students on LGBT issues and support services.
- Providing students with LGBT-inclusive Sex and Relationship Education, opportunities to discuss gender identity and sexuality, and including LGBT people and themes in the individual consultations and wider curriculum where relevant.
- Providing multiple ways for students to report HBT language and bullying, monitoring (including through staff and student surveys) and recording HBT language.

## **Whistleblowing Procedure**

This is covered fully in the Whistleblowing Policy.

In addition to 4 Strides Equestrian's policy all staff, volunteers and contractors should be aware of the NSPCC Whistleblowing Advice Line for Professionals (0800 028 0285). This number can be used for an incident that happened in the past, is happening now or is believed may happen in the future.

## **Policy change**

This policy may only be amended or withdrawn by Specialist Education Support Network.

It is reviewed and updated regularly to take into account the latest DfE circulars and directives.

Approved by

Signed: ..... Name: ..... Date: .....

Director

## **Appendix One**

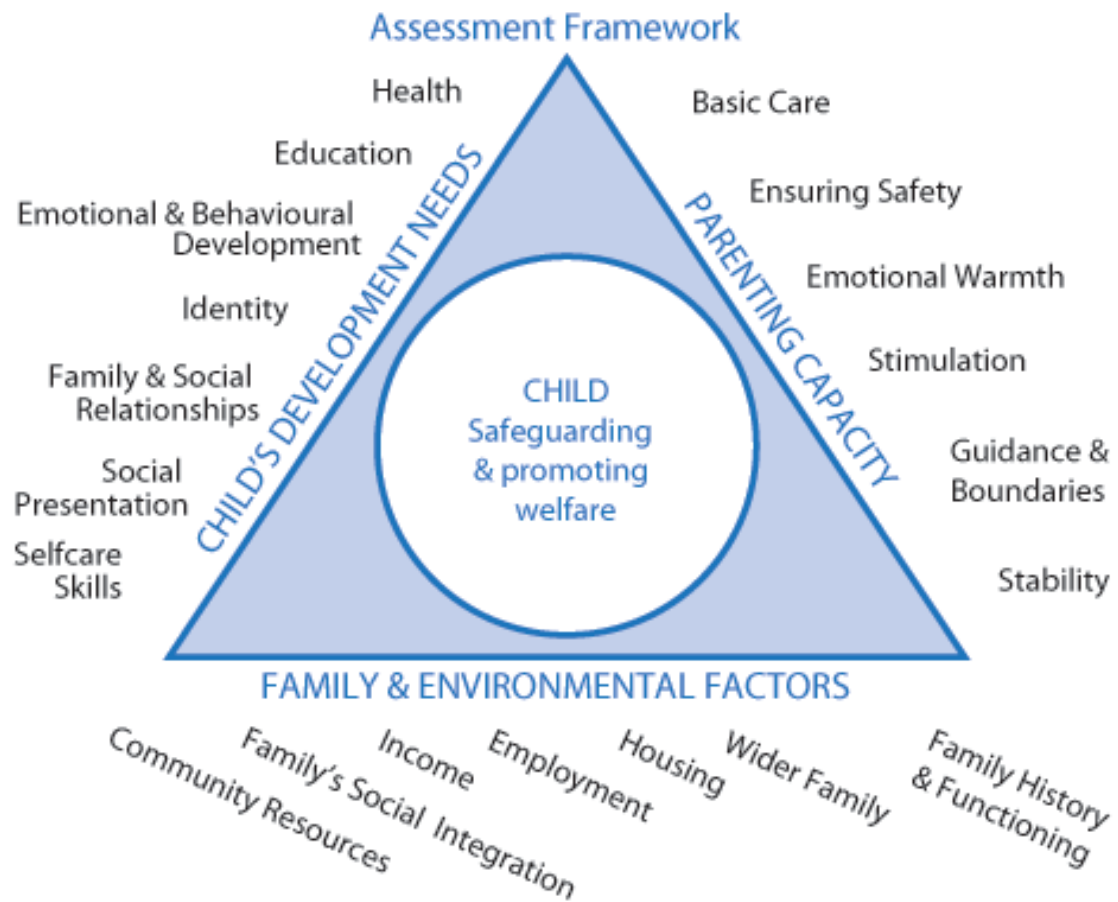
# **Staying Safe**



Advice on any aspect of Child Protection can be sought from the Designated Safeguard;

<b>Designated Safeguarding Lead</b>	<b>Sally Heron</b>
<b>Our local contact numbers are:</b>	
<b>Safeguarding of children concerns</b> <i>(Children living in Lincolnshire)</i>	<b>01522 782111</b> <i>Lincolnshire's Children's Services Customer Service Centre for reporting concerns and Early Help Team for Advice</i> <b>01522 782333</b> (6pm-8am + weekends and Bank Holidays) <b>Emergency Duty Team</b>
<b>Allegations against /concerns about adult(s) working with children</b>	<p>Staff must report concerns to the owner or in the event of concerns about the owner concerns must be reported to the Chair of Governors.</p> <p>Lincolnshire Local Authority Designated Officers (LADO)</p> <p><b>Paul Fisher &amp; Rachel Powis</b></p> <p><b>01522 554674</b></p> <p><a href="mailto:LADO@lincolnshire.gcsx.gov.uk">LADO@lincolnshire.gcsx.gov.uk</a></p>
<b>Police (Emergency)</b>  <b>Police (Non Emergency)</b>	<b>999</b>  <b>101</b>  <b>01522 947590</b> (Lincolnshire Police Public Protection Unit, Central Referral Unit)

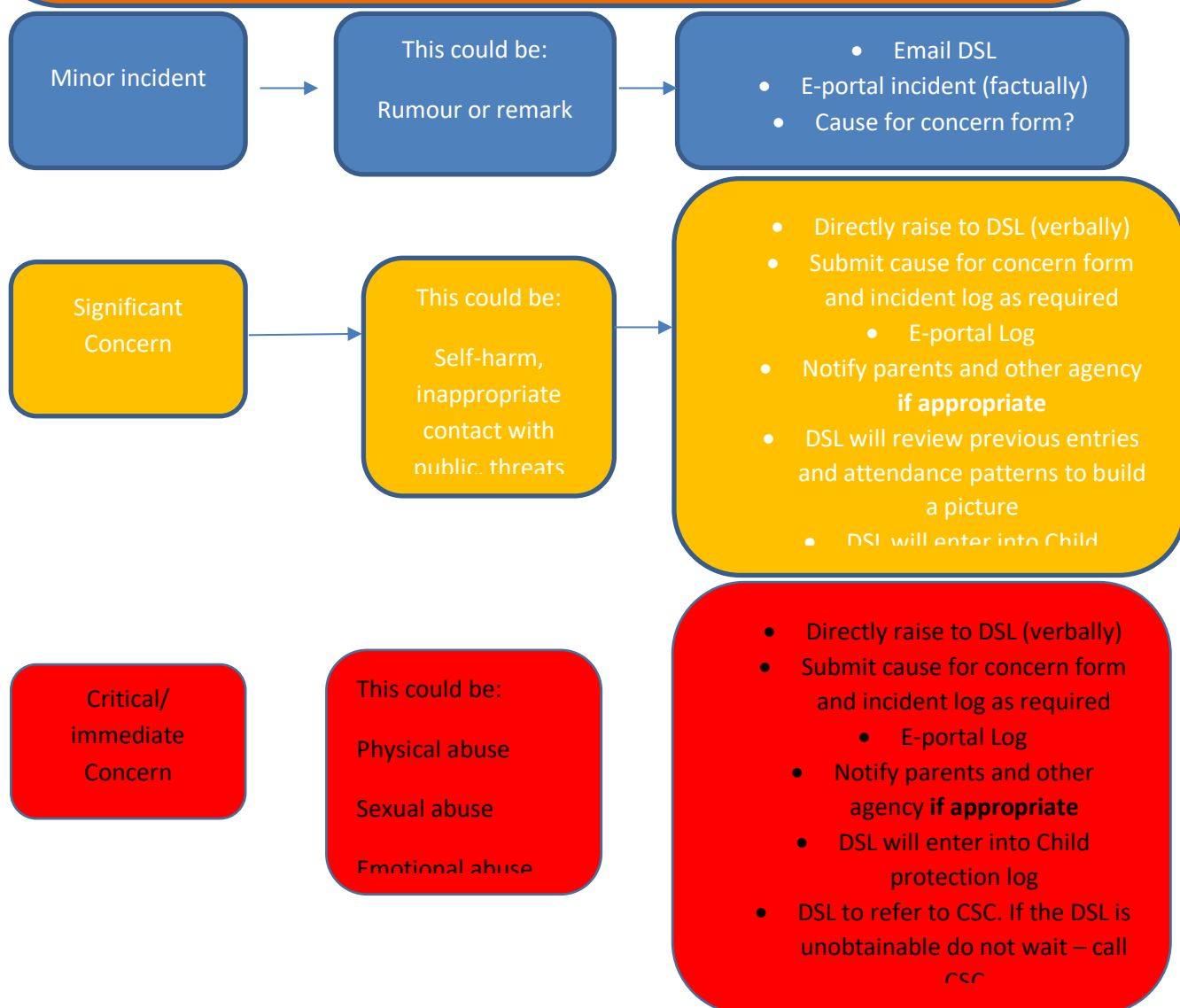
Appendix Two



## Appendix Three

In the event of a disclosure:

- Note the date and time, what was done, who did it and where it took place
  - Use person's own words
  - Don't criticise the perpetrator
  - Don't take photographs of injuries
- Don't promise confidentiality, explain who needs to know
  - Explain to the person what you will do next
- When writing a cause for concern form, state whether the information is fact or professional judgement. Use full names. Sign and submit to DSL within 24 hours (store on shared drive and email DSL as alert rather than sending by email).



**Appendix Four – Peer on Peer Abuse**

