

Italia Conti
Safeguarding and Child Protection Policy 2022

Safeguarding and Child Protection Policy
September 2022

based on DfE statutory guidance
Keeping Children Safe in Education, 2022

ITALIA CONTI

Approved by:	SLT and Governors	01.09.2022
Management Lead:	Mrs Hayley Newton (CEO)	
Reviewed by:	Head of Quality Assurance	31.08.2022
Checked by:	Designated Safeguarding Lead	31.08.2022
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This policy will be reviewed and approved by the Governing Body and/or following any updates to national and local guidance and procedures.

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Italia Conti

Safeguarding and Child Protection Policy 2022

1. Italia Conti Safeguarding Statement	5
2. Introduction and Aims.....	5
3. Policy Aims.....	6
4. Definitions	7
5. Context.....	8
6. Safeguarding Procedures.....	10
7. Early Help	12
8. Recognition of Types of Abuse / specific safeguarding issues.....	13
9. Online Safety.....	14
10. Learning at home	16
11. Roles and responsibilities.....	16
12. Mental Health	24
13. Children in Specific Circumstances	24
14. Child on child abuse	25
15. Online Safety and Child-on Child Abuse.....	26
16. Anti-Bullying/Cyberbullying.....	26
17. Serious violence.....	27
18. Safeguarding Children or young people with SEN and disabilities.....	27
19. Children missing from education	28
20. Child Criminal Exploitation (CCE).....	28
21. County Lines	29
22. Child Sexual Exploitation (CSE)	29
23. Domestic Abuse	30
24. Prevent and Radicalisation.....	31
25. Curriculum and Staying Safe	33
26. Records and information sharing.....	34
27. Confidentiality and Information Sharing	35
28. Multi-Agency Working	36
29. Allegations about members of the workforce	36
30. Complaints	37
31. Staff Induction, Awareness and Training	37
32. Safe Working Practice.....	38
33. Staff Supervision and Support.....	39
34. Safer Recruitment	40
35. Allegations Against Members of Staff and Volunteers	41

Italia Conti

Safeguarding and Child Protection Policy 2022

36. The Use of Italia Conti Premises by Other Organisations	44
37. Security	44
38. Monitoring and Review	45
39. Linked Policies	46
Appendix 1: Categories of Abuse	46
Appendix 2: Specific Safeguarding Issues.....	50
Appendix 3: Keeping yourself safe when responding to disclosures.....	59
Appendix 4: Sexual violence/sexual harassment between children (Child-on-Child Abuse) ..	60
Appendix 5 What to do if you are worried about a child/young person.....	64
Appendix 6: Dealing with Disclosure Flow Chart	65
Appendix 7: Managing Allegations Against Staff/Volunteers	66
Appendix 8: Required Reading Links and Further Advice on Child Protection.....	67
Appendix 9: Useful Websites.....	68

Italia Conti

Safeguarding and Child Protection Policy 2022

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Italia Conti

Safeguarding and Child Protection Policy 2022

1. Italia Conti Safeguarding Statement

“Safeguarding and promoting the welfare of children and young people is everyone’s responsibility. Everyone who comes into contact with children, young people and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners 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 child¹

2. Introduction and Aims

- a. Italia Conti recognises the importance of creating and maintaining a culture of safeguarding that will help all students to feel safe, secure, and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are committed to providing an environment where students can learn, develop, and achieve, and where they are safeguarded and are enabled to disclose if they are being harmed in some way. We are alert to the signs of abuse and neglect and follow our procedures to ensure that all students receive effective support, protection, and justice.
- b. Italia Conti recognises that some children or young people may be especially vulnerable to abuse. We understand that children or young people who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at college, their behaviour may be challenging, and they may exhibit behaviours which give rise to concern and, at times, this may impact on other students either directly or indirectly. We will always take a considered and sensitive approach in order that we can support all of our students.
- c. Italia Conti’s core safeguarding principles are:
 - that schools and colleges are an important part of the wider safeguarding system for children;
 - it is a whole college responsibility to safeguard and promote the welfare of children;
 - all children (defined as those up to the age of 18) have equal rights to protection regardless of age, gender, ability, culture, race, language, religion or sexual identity;
 - all children have a right to be heard and to have their wishes and feelings taken into account;
 - all staff understand safe professional practice and adhere to our *Staff Code of Conduct* and other associated policies;
 - all staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.

¹ Keeping Children Safe in Education (DfE, 2021)

Italia Conti

Safeguarding and Child Protection Policy 2022

The procedures contained in this policy apply to all staff (including teaching and non-teaching, temporary staff, and volunteers) and governors and are consistent with Surrey Child Protection Procedures.

3. Policy Aims

- To demonstrate Italia Conti's commitment to safeguarding and child protection to students, parents and other stakeholders.
- To support a child's development in ways that will foster security, confidence, and independence.
- To provide an environment in which children and young people feel safe, secure, valued, and respected, and feel confident to, and know how to approach adults if they are in difficulties, having the belief that they will be effectively listened to.
- To ensure awareness in all teaching and non-teaching staff of the need to safeguard children, and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children and young people known or thought to be at risk of harm, and ensure that we, Italia Conti, contribute effectively to assessments of need and support packages for those children and young people.
- To emphasise the need for good levels of communication between all members of staff.
- To ensure a structured procedure within Italia Conti which will be followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within Italia Conti who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance) , and that a single central record is kept for audit purposes.

Italia Conti

Safeguarding and Child Protection Policy 2022

4. Definitions

“Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to students’ welfare, health and safety.”²

Safeguarding is defined as:

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

Child protection: an aspect of safeguarding that is focused on how we respond to children suffering, or being likely to suffer, significant harm.

Staff: refers to all those working for or on behalf of Italia Conti, full or part time, temporary or permanent, in either a paid or voluntary capacity, including governors.

Child: includes everyone under the age of 18. On the whole, this will apply to students of Italia Conti; the policy will also extend to visiting children and students from other establishments.

Parent: refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Abuse: a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse. Explanations of these are given within the document and appendices 1 and 2.

Neglect: a form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development.

For the purposes of this policy, we, in places, use the term ‘victim’

And something similar for the perpetrator

² Inspecting safeguarding in early years, education and skills, Ofsted, September 2019.

Italia Conti

Safeguarding and Child Protection Policy 2022

For the purposes of this policy, we, in places use the terms 'victim' and 'perpetrator'³:

Victim is a widely understood and recognised term, but not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way.

Alleged perpetrator(s) and **perpetrator(s)** are widely used and recognised terms. However, in some cases, abusive behaviour can be harmful to the perpetrator too. The appropriate terms should be considered and used on a case-by-case basis.

5. Context

- a. This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. In addition, Section 175 (Section 157 for academies and independent schools) of the Education Act, 2002 requires governing bodies of maintained schools and further education colleges (including sixth form colleges) to ensure they safeguard and promote the welfare of students at Italia Conti who are students under 18 years of age attending the further education institution.

This includes:

- Working Together to Safeguard Children (DfE 2018) (WTSC) [Working Together to Safeguard Children 2018](#)
- DfE guidance Keeping Children Safe in Education 2022 (KCSIE) Part One - Safeguarding Information for all Staff and Annex A [Keeping Children Safe in Education 2022](#)
- [Teaching online safety in schools \(DfE, 2019\)](#)
- Ofsted guidance 'Inspecting safeguarding in early years, education and skills' (2019) [Ofsted Inspecting Safeguarding](#)
- [Sexual violence and sexual harassment between children in schools and colleges](#) ⁴
- [Criminal Exploitation of children and vulnerable adult - county lines guidance \(Home Office, 2018\)](#)
- Children and Social Work Act, 2017
- [The Children Act 1989 \(and 2004 amendment\)](#), which provides a framework for the care and protection of children
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children

³ KCSIE 2022

⁴ From 1 September 2021

Italia Conti

Safeguarding and Child Protection Policy 2022

- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
 - The Human Rights Act 1998, which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the European Convention on Human Rights (ECHR)
 - The Equality Act 2010, which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and headteacher should carefully consider how they are supporting their pupils with regard to these characteristics. The Act allows our school to take positive action to deal with particular disadvantages affecting pupils (where we can show it's proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking positive action to support girls where there's evidence that they're being disproportionately subjected to sexual violence or harassment
 - Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)
FGM Mandatory Reporting - procedural information nov16 FINAL.pdf
- b. All safeguarding policies will be reviewed on an annual (minimum) basis by the Governing Body which has responsibility for oversight of Italia Conti safeguarding and child protection systems. The DSL/CEO will ensure regular reporting on safeguarding activity and systems in Italia Conti to the Governing Body. (Note: the Governing Body **will not** receive details of individual student situations or identifying features of families as part of their oversight responsibility).
- c. All staff and volunteers at Italia Conti recognise that children and young people experiencing specific safeguarding issues identified above are no different to safeguarding against any other vulnerability or concern and will respond in the same way as they do to protect children from any other risks.
- d. **Supporting Guidance** (to be read and followed alongside this document)
- Information Sharing: *Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents And Carers Information Sharing*
 - If you are concerned about a child that may be abused: *What to do if you're worried a child is being abused* - Publications - GOV.UK
 - Safer Working Practices: *Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings*
 - Safer Recruitment Consortium, 2019 : <https://saferrecruitmentconsortium.org/>

Italia Conti

Safeguarding and Child Protection Policy 2022

- Mental Health & Behaviour in Schools 2018 : *Mental health and behaviour in schools* - Publications Publications – GOV.UK
 - Teachers' Standards 2012
 - Safeguarding Disabled Children – Practice Guidance - DOH, 2009 <https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>
 - Preventing and Tackling Bullying
 - Promoting Children and Young People's Emotional Health & Wellbeing:
 - Rise Above : links to lesson plans and materials <https://campaignresources.phe.gov.uk/schools/topics/rise-above/overview>
- e. The following 3 **safeguarding partners** are identified in *Keeping Children Safe in Education* (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children and young people, including identifying and responding to their needs:
- the local authority (LA);
 - a clinical commissioning group for an area within the LA;
 - the chief officer of police for a police area in the LA area.

The development of appropriate procedures and monitoring of good practice and development in Surrey is taken on by Surrey Safeguarding Children Partnership. In Italia Conti Woking, all professionals must work in accordance with the Surrey Child Protection Procedures.

6. Safeguarding Procedures

- a) When new staff, volunteers or regular visitors join Italia Conti they are informed of the safeguarding arrangements in place, the name of the DSL and how to share concerns with them.
- b) Any member of staff, volunteer or visitor to Italia Conti who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must report it immediately to the DSL** (or, in their absence, the deputy DSL). See flowchart **'What to do if you are worried about a child/ young person'** (Appendix 1).

Italia Conti

Safeguarding and Child Protection Policy 2022

- c) The DSL or the Deputy DSL will immediately refer cases of suspected abuse or allegations, by telephone, to:

The Surrey Multi-Agency Safeguarding Hub Surrey MASH on 0300 470 9100 (9.00am to 5.00pm). In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF). Online forms can be downloaded from the SSCB website.

- d) Referrals to other local authority statutory services will be followed up, within the same timescale. All referrals will be made using the local authority's referral process (*KCSIE*, 2021) See <https://www.gov.uk/report-child-abuse-to-local-council> for local authority child protection referral contact details.
- e) All referrals will include the student's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral plus any other relevant information, action taken, or advice given. Staff members should ensure that they sign and date the referral form, including the time of day that the referral is made.
- f) Wherever possible, Italia Conti will share any safeguarding concerns, or an intention to refer a child or individual at risk to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to seek advice from CSCT and/or Police in making decisions about when it is appropriate to share information with parents / carers.
- g) If a member of staff continues to have concerns about a child or young person and feels the situation is not being addressed or does not appear to be improving, they should press the DSL for re-consideration of the case. If after following this process, the staff member remains concerned that appropriate action is not being taken, it is the responsibility of that person to seek further direct consultation from the CEO or safeguarding governor.
- h) If after a referral to CSC a child's situation does not appear to be improving, the DSL will request reconsideration to ensure that the referral concerns have been addressed and, most importantly, that the child's situation has improved. Professional disagreements (escalation) will be responded to in line with the ISCB or SSCP procedures and DSLs may request support via the CEO Officer: Safeguarding in Education (POSIE).
- i) These procedures apply to all staff working/volunteering in the school and will be covered in training to enable everyone understands their role and responsibility. The prime concern at all stages must be the interests and safety of the child. **Where there is a conflict of interest between the child and an adult, the interests of the child must be paramount.**

Italia Conti

Safeguarding and Child Protection Policy 2022

- j) The aim of our procedures is to provide a robust framework which enables staff to take appropriate action when they are worried a child is being abused. Italia Conti adheres to the Surrey Safeguarding Children Procedure. The full procedures and additional guidance relating to specific safeguarding issues can be found here: [Surrey Safeguarding Children Partnership Procedures Manual. | Surrey Safeguarding Children Partnership](#)
- k) Safeguarding contact details are displayed in Italia Conti across all sites to ensure that all staff members have unfettered access to safeguarding support.
- l) When new staff, volunteers or regular visitors join Italia Conti they are informed of the safeguarding arrangements in place, the name of the DSL and how to share concerns with them.
- m) The CEO will ensure that the policies and procedures adopted by the governing body (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff.

7. Early Help

- a) Any child may benefit from early help, but all Italia Conti staff should be particularly alert to the potential need for early help for a student who:
- Has health conditions including a mental health need
 - is disabled and 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 in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups and county lines
 - Is at risk of child sexual exploitation and/or other extra familial harm
 - is frequently missing/goes missing from care or from home
 - is misusing drugs or alcohol themselves
 - Is at risk of modern slavery, trafficking or exploitation
 - is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
 - has returned home to their family from care
 - is showing early signs of abuse and/or neglect
 - is at risk of being radicalised or exploited;
 - is a privately fostered child
 - A family member in prison

Italia Conti

Safeguarding and Child Protection Policy 2022

- Is affected by parental offending
 - Is at risk of honour-based abuse
 - Is at risk of female genital mutilation
 - Is at risk of forced marriage
 - Is persistently absent from college (including for part of the college day)
- b) All staff are aware of the Early Help process and understand their role within it. This includes identifying emerging problems, liaising with the DSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.
- c) If Early Help is assessed to be appropriate, then the DSL will support staff members involved with the family to initiate an Early Help Assessment. The DSL will keep all Early Help cases under constant review and will give consideration to making a child in need or child protection referral if the situation does not appear to be improving for the student.
- d) The Governing Body, CEO and Leadership Team will ensure that the DSL is properly supported in this role in relation to the availability of appropriate time, support and resources.

8. Recognition of Types of Abuse / specific safeguarding issues

Keeping Children Safe in Education defines abuse as the maltreatment of a child.

“Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children”

The four main types of abuse are:

- Physical
 - Emotional
 - Sexual
 - Neglect
- The most up to date definitions and possible indicators and signs of abuse are found in Appendix 1. Staff should also refer to Part 1 and Annex A within *KCSIE*, 2022 and ‘What to do if you are worried a child is being abused’ (2015).⁵

⁵ See also Italia Conti Safeguarding Training

Italia Conti

Safeguarding and Child Protection Policy 2022

- All staff are aware of the signs of abuse and neglect and are able to identify children or vulnerable adults who may need help or protection. Staff are also aware of environmental factors which may impact on a child / vulnerable adult's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, child-on child abuse and serious youth violence.
- The warning signs and symptoms of child abuse and neglect can vary from student to student. By understanding the warning signs, Italia Conti can respond to problems as early as possible and provide the right support and services for the student and their family. It is important to recognise that a warning sign does not automatically mean a student is being abused.
- All staff are aware that some children may not feel ready or know how to talk about abuse, not recognise their experiences as harmful, or feel embarrassed, humiliated or threatened but that this should not stop staff from having a 'professional curiosity' and speaking to the DSL if they have concerns about a child.

9. Online Safety

The following section should be read in conjunction with the *Digital Safety Agreement* and Staff guidance to online teaching and learning, and the *Student and Staff Codes of Conduct*.

Italia Conti recognises that the use of technology presents particular challenges and risks to children and adults both inside and outside of college. The DSL and leadership team have read paragraphs 123-135 regarding Online Safety within KCSIE 2022.

Members of staff with appropriate skills, interest and expertise regarding online safety are encouraged to help support the DSL, and deputy DSLs, when developing curriculum approaches or making technical decisions. However, the Designated Safeguarding Lead retains overall responsibility for online safeguarding within Italia Conti.

Italia Conti identifies that the issues classified within online safety are considerable, but can be broadly categorised into four areas of risk:

- **content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

Italia Conti

Safeguarding and Child Protection Policy 2022

- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes’.
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your students, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>)

Italia Conti recognises the specific risks that can be posed by mobile phones and cameras and in accordance with *KCSIE 2022* has appropriate policies in place that are shared and understood by all members of the Italia Conti community.

Italia Conti’s approach to online safety will consider the 4 cs above. This approach is also reflected in our online safety/behaviour/anti-bullying policies.

Italia Conti recognises that online safety is part of the whole college approach to safeguarding which includes:

- the student, and where appropriate, parental, engagement with online safety
- an appropriate level of security to protect users and their data
- an annual review of Italia Conti’s online safety procedures which include a risk assessment that reflects and considers the risks children and students face online
- curriculum planning
- teacher training
- the role and responsibilities of the DSL

Italia Conti will ensure a comprehensive college wide strategy is in place to enable all students to learn about and manage online risks effectively and will support the wider school community (including all members of staff) to become aware and alert to the need to keep children and students safe online.

Italia Conti will ensure that a safe space is available for students, including those who are LGBTQ, BIPOC and / or live with SEND to speak out and share their concerns.

Italia Conti

Safeguarding and Child Protection Policy 2022

10. Learning at home

Italia Conti recognises that it is essential that all students are safeguarded from potentially harmful and inappropriate online material. Staff with access to Italia Conti devices are reminded about rules on the **misuse of college technology** – devices used at home should be used just like if they were in full view of a teacher or colleague. Italia Conti staff will operate within the parameters of the *Staff Code of Conduct* including:

- avoiding the use of private accounts
- ensuring that any issues and concerns are logged on ProMonitor
- considering students with SEND
- avoiding private chats with students

11. Roles and responsibilities

a. **All staff**

All staff including teaching and non-teaching staff, temporary and supply staff, clerical and domestic staff, volunteers and staff working on site employed by other services and agencies and those working with children and families in the community, have a statutory responsibility to safeguard and promote the welfare of children and must be aware of and fully conversant with this policy. All staff must have access to this policy and follow the school's procedures and guidance at all times. This policy and procedure also apply to extended Italia Conti and off-site activities.

All staff, governors and volunteers will read *Keeping Children Safe in Education 2022*, part 1 and Annexe A (see Appendix A). Senior Management will support all staff in understanding this key document and implementing it in their practice.

Italia Conti plays a crucial role in preventative education. This is in the context of a whole-college approach to preparing students for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia and sexual violence/harassment.

b. **The Governing Body**

- The Governing Board will approve this policy at each review and hold the CEO to account for its implementation.
- The Governing Body ensures that the policies, procedures and training in Italia Conti are effective and comply with the law at all times. It ensures that all required policies relating to safeguarding are in place and that the *Child Protection Policy* reflects

Italia Conti

Safeguarding and Child Protection Policy 2022

statutory and local guidance and is reviewed at least annually. Related policies include a staff behaviour policy (code of conduct); child protection, safeguarding, recruitment and managing allegations policies and procedures and are consistent with Surrey Safeguarding Children's Board and statutory requirements, are reviewed annually and that the *Child Protection Policy* is publicly available on the Italia Conti website and by other means.

- The Governing Body ensures appropriate procedures are in place to manage any safeguarding concerns (no matter how small) or allegations that do not meet the harm threshold, about staff members (including supply staff, volunteers, and contractors)
- The Governing Body holds overall responsibility for the child protection and safeguarding functions of Italia Conti and will ensure that the Italia Conti's safeguarding arrangements take into account the procedures and practice of the relevant local authority as part of the inter-agency safeguarding procedures, including local protocols for assessment. They will ensure that the policies reflect the fact that additional barriers can exist when recognising abuse and neglect experience by children with SEN.
- The Governing Body and Senior Management team are responsible for ensuring Italia Conti follows recruitment procedures that help to deter, reject or identify people who might abuse children or vulnerable adults. It adheres to statutory responsibilities to check adults working with children and vulnerable adults and has recruitment and selection procedures in place (see Italia Conti's *Safer Recruitment Policy* for further information). It ensures that volunteers are appropriately supervised Italia Conti.
- For those staff engaged in management roles (in independent schools - including academies and free schools) an additional check is required to ensure they are not prohibited under section 128 provisions.⁶ This includes governors.
- Italia Conti has a nominated governor for safeguarding, named on the front of this document. They take the lead role in ensuring that the college has an effective safeguarding and Child Protection Policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually. The governing body, CEO and Senior Leadership Team have read and will follow *KCSIE 2022*.

⁶ Section 128 of the Education and Skills Act 2008 provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools).

Italia Conti

Safeguarding and Child Protection Policy 2022

- The Chair of the Governing Body is nominated to be responsible for liaising with the Local Authority Designated Officer (LADO) in the event of allegations of abuse being made against the CEO.
- The Governing Body ensures there is a named Designated Safeguarding Lead and deputy Safeguarding Lead in place. On appointment, the DSL and deputy undertake interagency training (SSCB Modules 1&2) and also undertake DSL 'New to Role' and 'Update' training every two years. All other staff have safeguarding training updated as appropriate.
- The Governing Body ensures Italia Conti contributes to multi-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.
- The Governing Body ensures that all staff, volunteers and governors undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.
- The Governing Body ensures students at Italia Conti are taught how to keep themselves safe through teaching and learning opportunities as part of a broad and balanced curriculum.
- The Governing Body ensures online safety is a running and interrelated theme whilst devising and implementing their whole college approach to safeguarding and related policies and procedures.
- The Governing Body ensures that appropriate IT filtering and monitoring systems are in place as well as regularly reviewing their effectiveness. The Governing Body ensures that when the college site is used by third party organisations, the service providers have appropriate Safeguarding and Child Protection policies in place.
- The Designated Safeguarding Governor is responsible for liaising with the CEO and Designated Safeguarding Lead regarding child protection issues. **This is a strategic role rather than operational – they will not be involved in concerns about individual students.**
- Whilst the Governing Body holds overall responsibility for the child protection and safeguarding functions of the school, the day-to-day operational responsibility rests with the CEO and Senior Leadership Team.

Italia Conti

Safeguarding and Child Protection Policy 2022

c. The Chief Operating Officer

- The CEO works in accordance with the requirements upon all Italia Conti staff (see below). In addition, they ensure that all safeguarding policies and procedures adopted by the Governing Body are followed by all staff.
- The CEO manages all concerns about the conduct of adults in Italia Conti in relation to safeguarding and child protection.
- Ensures that systems are in place for children or vulnerable adults to express their views and give feedback which operate with the best interest of the child/ vulnerable adult at heart.
- Ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures.
- Ensures that students are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online.
- Ensures that they liaise with the Local Authority Designated Officer (LADO), before taking any action and on an ongoing basis, where an allegation is made against a member of staff or volunteer.
- Ensures there are robust systems in place to cover for the DSL's planned and unplanned absences from the school, including having Deputy Designated Safeguarding Leads who have the role added to their job descriptions.

d. The Designated Safeguarding Lead (DSL) (and Deputy DSL)

- The DSL takes lead responsibility for managing child protection referrals, safeguarding training, and raising awareness of all child protection policies and procedures. They ensure that everyone at Italia Conti (including temporary staff, volunteers, and contractors) is aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals are made to **Surrey Multi-Agency Safeguarding Hub (MASH)**⁷ They work with statutory, targeted and universal agencies as required, in line with Working Together to Safeguard Children. **Referrals to MASH should be made in**

⁷ All new referrals go to the [Surrey MASH](#) on 0300 470 9100 operating 9.00am to 5.00pm. In an emergency out of hours, referrals can be made to the Emergency Duty Team on 01483 517898.

Italia Conti

Safeguarding and Child Protection Policy 2022

writing, following a telephone call using the Multi Agency Referral Form (MARF)⁸

- The DSL takes lead responsibility for coordinating early help assessments for children and individuals at risk within Italia Conti.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL's training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods for example, the local authority Safeguarding Newsletter, conferences, local DSL Forum, etc.) at regular intervals, at least annually, to keep up with any developments relevant to their role.
- The Deputy Designated Safeguarding Leads are/are trained to the same standard as the Designated Safeguarding Lead and, in the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of students. In the event of the long-term absence of the DSL the deputy will assume all of the functions above.
- The DSL maintains a confidential recording system for all safeguarding and child protection concerns. The DSL will ensure that all such records are kept confidential, stored securely and are separate from student records, until the child or student's 25th birthday and that when a student leaves Italia Conti, their child protection file is passed to the new school / college (ensuring secure transit) and that confirmation of receipt is obtained. The DSL will ensure that a copy of the CP file is retained until such a time that the new school/ college acknowledges receipt of the original file. The copy should then be disposed of securely.
- The DSL or a deputy should always be available to discuss safeguarding concerns. If for any reason the DSL is unavailable, one of the named deputy DSLs will act in their absence.
- The DSL or a deputy will ensure that any student currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.
- The DSL or a deputy will ensure that all staff sign to say they have read, understood and agree to work within the School's *Safeguarding and Child Protection Policy*, staff behaviour policy (*Code of Conduct*) and *Keeping Children Safe in Education Part 1* and annex A and ensure that the policies are used appropriately.

⁸ Online forms can be downloaded from the [SSCB website](#).

Italia Conti

Safeguarding and Child Protection Policy 2022

- The DSL or a deputy will organise child protection and safeguarding induction, regularly updated training and a minimum of annual updates (including online safety) for all school staff, keep a record of attendance and address any absences.
- The DSL or a deputy will contribute to and provide, with the CEO, the *Audit of Statutory Duties and Associated Responsibilities* to be submitted annually to the Education Safeguarding Team at Surrey County Council.
- The DSL will refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly.

Additional responsibilities for the DSL include:

- Responsibility for online safety as well as safeguarding and child protection.
- Working with mental health leads where safeguarding is linked to mental health.
- Promoting supportive engagement with parents and carers, where a student is under the age of 18.
- Discussing the local response to sexual violence and sexual harassment with the police and local authority children's social care colleagues to prepare the school's policies
- Promoting educational outcomes of children in need by knowing and helping to address issues they have/are experiencing by:
 - Ensuring that Italia Conti knows which children need a social worker, understand their academic progress and attainment and maintaining a culture of high aspirations.
 - Supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have/had a social worker reach their potential
 - Recognising the lasting impact on educational outcomes.
 - Having a good understanding of harmful sexual behaviour.
- To work with the CEO and 'relevant strategic leads' on information sharing:
 - Understanding the importance of sharing information with other schools/colleges on transfers.

Italia Conti

Safeguarding and Child Protection Policy 2022

- Ensuring information in child protection files is kept confidential and stored securely.
- Ensuring that the child protection file is transferred to a new school/college within 5 days for an in-year transfer or within first 5 days of start of a new term.
- Training, knowledge and skills new expectations they have a good understanding of:
 - How to identify, understand and respond to specific needs that can increase the vulnerability of children.
 - Specific harms that could put children at risk.
 - The important role they play in providing information and support to CSC to safeguard and promote their welfare.
 - The lasting impact of adversity and trauma on education, behaviour, mental health and wellbeing, and what is needed to respond to this.
 - The local specialist support available to support all children involved (including victims and alleged perpetrators) in sexual violence and sexual harassment, and how to access this support
 - Awareness that children must have an 'appropriate adult' to support and help them in the case of a police investigation or search
 - The difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships that facilitate communication.
 - Children in need (disabled children, those with relevant health needs and young carers) who have specific need to be alert to.

e) All Italia Conti staff and volunteers

Everyone in Italia Conti has a responsibility to provide a safe learning environment in which our students can learn. All staff members are prepared to identify students who may benefit from early help and understand their role within this process. This includes identifying any emerging problems so appropriate support may be provided and liaising with the relevant site DSL to report any concerns.

- All staff and teachers will develop their understanding of the signs and indicators of abuse and of their responsibility for referring any concerns
- All staff will be aware that students' children can be at risk of harm inside and outside of their home, at school and online.

Italia Conti

Safeguarding and Child Protection Policy 2022

- All staff members are aware of and follow Italia Conti processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so.
- All staff and volunteers take individual responsibility for knowing what to do if a child discloses, or they have concerns about abuse or neglect. Members of staff know how to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate. Members of staff know they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child.
- If, in exceptional circumstances, the relevant DSL (or deputy) is not available, staff should contact a member of the senior management team and/or take advice from local authority children's social care. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible.
- All staff are aware of Italia Conti's *Whistleblowing Policy* and how to access it.

All staff are aware of safe working practices, including:

- following Italia Conti's *Staff Code of Conduct*
- avoiding engaging in personal email, text or telephone conversations with young people.
- not accepting personal or 'friends' requests on social networking sites.
- reporting to a senior member of staff if a young person or parent has become dependent on you.

f) **Parents and Carers**

Parents/ carers have a responsibility to:

- discuss safeguarding issues with their children, support Italia Conti in their safeguarding approaches, and reinforce appropriate safe behaviours at home.
- identify changes in behaviour which could indicate that their child is at risk of harm online, or in the wider community.
- seek help and support from Italia Conti, or other appropriate agencies, if they or their child have any safeguarding concerns.

Italia Conti

Safeguarding and Child Protection Policy 2022

12. Mental Health

Italia Conti has an important role to play in supporting the mental health and wellbeing of children. Staff have an awareness that mental health problems can, in some cases, be an indicator that a student has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are not expected to make a diagnosis of a mental health problem. Staff members however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one and work with external agencies.

Where students have suffered:

- abuse and neglect, or
- other potentially traumatic adverse childhood experiences

This can have a lasting impact throughout childhood, adolescence and into adulthood. Staff are aware of how these student's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child or student that is also a safeguarding concern, immediate action should be taken, by following the Italia Conti safeguarding policy and speaking to the DSL or a deputy.

13. Children in Specific Circumstances

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

- Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.
- Once information about a child with a social worker is communicated to the school, the DSL will, as a matter of routine, hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes.
- Where children need a social worker, this will inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

Italia Conti

Safeguarding and Child Protection Policy 2022

- Findings from the Children in Need Review, 'Improving the educational outcomes of Children in Need of help and protection' contains further information; the conclusion of the review, 'Help, protection, education' sets out action the Government is taking to support this.

14. Child on child abuse

- Italia Conti may be the only stable, secure and safe element in the lives of children and young people at risk of, or who have suffered harm. Nevertheless, whilst at Italia Conti, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other young people. Italia Conti recognises that some children / young people may abuse their peers and any incidents of child-on-child abuse will be managed in the same way as any other child protection concern and will follow the same procedures. Italia Conti will seek advice and support from other agencies as appropriate.
- Child – on - child-abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, up skirting, 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour at Italia Conti and will take swift action to intervene where this occurs. We use tutorials and meetings to help children and young people understand, in an age-appropriate way, what abuse is, and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Italia Conti understands the different gender issues that can be prevalent when dealing with child-on-child abuse.
- Where the Police are involved, the DSL will work closely with the investigating team, including when there are delays to the criminal process.

Italia Conti will be alert to reports of sexual violence and/or harassment that may point to environmental/systematic problems or reflect wider issues

- Italia Conti recognises that there is increased vulnerability of victims and perpetrators in certain environments, such as while using public transport.
- Italia Conti will support children who have witnessed sexual violence and that it will do all it can to make sure the victim, alleged perpetrator(s) and any witnesses are not bullied or harassed
- Disciplinary action taken against alleged perpetrators will follow Italia Conti's Disciplinary Policy

Italia Conti

Safeguarding and Child Protection Policy 2022

15. Online Safety and Child-on Child Abuse

Italia Conti staff are aware that technology is a significant component in many safeguarding and wellbeing issues including:

- children are at risk of online abuse as well as face to face
- child-on-child abuse can happen online through:
 - abusive, harassing and misogynistic messages
 - non-consensual sharing of indecent nude and semi-nude images/videos especially in chat groups
 - sharing of abusive images and pornography, to those who do not want to receive it

Staff should:

- recognise and respond to the indicators
- recognise it may be taking place, even if not reported
- understand their role in preventing and responding where a child is at risk
- understand the importance of challenging inappropriate behaviours to ensure a safe environment and not to normalise abuse
- recognise it can take place inside and outside of college and/or online

16. Anti-Bullying/Cyberbullying

Italia Conti's policies on anti-bullying and harassment are set out in separate documents and acknowledge that to allow or condone bullying may lead to consideration under safeguarding and child protection procedures. This includes all forms e.g. cyber, racist, homophobic, transphobic, religious and gender related bullying. We keep a record of known bullying incidents which is shared with and analyzed by the Senior Leadership Team and Governing Body. All staff are aware that children or individuals at risk with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse. Staff will be aware that children who are (or who are perceived to be) lesbian, gay, bi or trans (LGBT) can be targeted by other children.

If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the CEO and the DSL will consider implementing safeguarding and child protection procedures. The subject of bullying is addressed at regular intervals through curriculum topics and discussion (FE / HE).

Italia Conti has e-safety and social media policies which explain how we work to keep students and students safe at Italia Conti and how we respond to online safety incidents. The Italia Conti online safety coordinators are Andrew Dickinson and Preston Cole. The Data Protection Officer is Will Flanagan.

Italia Conti

Safeguarding and Child Protection Policy 2022

Please also refer to the *Anti Bullying* and *Digital safety* policies and *Student Code of Conduct*.

17. Serious violence

All staff at Italia Conti are aware of indicators which may signal that children are at risk from or involved with serious violent crime. These may include:

- increased absence from school
- a change in friendships and/or
- relationships with older individuals or groups
- a significant decline in performance
- signs of self-harm and/or
- a significant change in well-being
- signs of assault
- unexplained injuries
- unexplained gifts or new possessions may indicate involvement with individuals associated with criminal networks or gangs.

18. Safeguarding Children or young people with SEN and disabilities

Italia Conti understands that children with special educational needs and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Being more prone to peer group isolation than other groups and being disproportionately impacted by things like bullying, without outwardly showing signs of being bullied.
- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability rather than abuse or neglect, without further exploration.
- Communication barriers and difficulties in overcoming these barriers in relation to disclosing abuse or neglect.

To address these additional challenges, Italia Conti staff will consider extra pastoral support and attention for these students, along with ensuring any appropriate support for communication is in place. Abuse involving children with SEND will require close liaison with the DSL (or deputy) and the SENCO.

Italia Conti

Safeguarding and Child Protection Policy 2022

19. Children missing from education

- Italia Conti recognises that all children, regardless of their age, ability, aptitude and any special education needs they may have, are entitled to a full-time education, which is suitable to their age, ability, aptitude and any special educational needs they may have.
- Italia Conti has a procedure in place for responding to unauthorised absence and responding to 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 their going missing in future:
 - Parents/ carers and students should always inform us of the reason for any absence.
 - Italia Conti will hold at least 2 emergency contact numbers for each child and will use both numbers, if necessary, as part of the First Day calling process.
 - Where contact is not made, a referral may be made to another appropriate agency (Local Authority Student Services, Social Care or Police, particularly where children go missing on repeat occasions and/or are missing for periods during the school day, in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'⁹.
 - Italia Conti must inform the local authority of any child who fails to attend Italia Conti regularly or has been absent without Italia Conti permission for a continuous period of 10 days or more.

20. Child Criminal Exploitation (CCE)

Staff are aware that CCE can include the following:

- vehicle crime and threatening/committing serious violence;
- children may become trapped due to threats of violence to them and families;
- children may be coerced or entrapped into debt/carrying weapons;
- children may carry weapons for protection;
- children involved in CCE need to be treated as victims themselves even though they may be committing crimes (particularly older children);
- girls are at risk of CCE too, even though experiences may be different.

⁹ <https://www.gov.uk/government/publications/children-missing-education>

Italia Conti

Safeguarding and Child Protection Policy 2022

21. County Lines

Some indicators of county lines are:

- go missing and are subsequently found in areas away from their home;
- have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity;
- owe a 'debt bond' to their exploiters;
- have their bank accounts used to facilitate drug dealing.

22. Child Sexual Exploitation (CSE)

- Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community.

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

The victim may have been sexually exploited even if the sexual activity appears consensual.

Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".¹⁰

- (
- Italia Conti understand that a significant number of children who are victims of CSE go missing from home, care and education at some point. Italia Conti is alert to the signs

¹⁰ Department of Education (DfE), 2017)

Italia Conti

Safeguarding and Child Protection Policy 2022

and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns.

- Any concerns that a child is being or is at risk of being sexually exploited should be passed without delay to the DSL.
- CSE is a form of child sexual abuse. Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.
- CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.
- Further information about CSE including definitions and indicators is included in Annex B of *KCSIE 2022*.
- On all occasions when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited the DSL will make an immediate referral to Islington's Children's Services Contact Team, 020 7527 7400, csctreferrals@islington.gov.uk (London) use the Surrey Safeguarding Children's Board CSE Screening Tool¹¹ (Arts Centre). If the tool identifies any level of concern (green, amber or red) the DSL (Arts Centre) should contact their local Referral, Intervention and Assessment team and email the completed CSE Screening Tool along with a Multi-Agency Referral Form (MARF).

23. Domestic Abuse

The following is the current definition of Domestic Abuse from the Domestic Abuse Act 2021:

The behaviour of a person towards another person is "domestic abuse" if—

¹¹ <http://www.surreyscb.org.uk/wp-content/uploads/2016/06/SSCB-CSE-Screening-Tool-May-16.pdf>

Italia Conti

Safeguarding and Child Protection Policy 2022

- *They are each aged 16 or over and are personally connected to each other ((ie a) they are, or have been, married to each other; (b)they are, or have been, civil partners of each other; (c)they have agreed to marry one another (whether or not the agreement has been terminated); (d)they have entered into a civil partnership agreement (whether or not the agreement has been terminated); (e)they are, or have been, in an intimate personal relationship with each other; (f)they each have, or there has been a time when they each have had, a parental relationship in relation to the same child; (g)they are relatives.*
- *the behaviour is abusive.*

Behaviour is “abusive” if it consists of any of the following—

- *physical or sexual abuse;*
- *violent or threatening behaviour;*
- *controlling or coercive behaviour;*
- *economic abuse;*
- *psychological, emotional or other abuse;*

and it does not matter whether the behaviour consists of a single incident or a course of conduct.

“Economic abuse” means any behaviour that has a substantial adverse effect on one party’s ability to—

- *acquire, use or maintain money or other property, or*
- *obtain goods or services.*

For the purposes of this Act A’s behaviour may be behaviour “towards” B despite the fact that it consists of conduct directed at another person (for example, B’s child).¹²

Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.

24. Prevent and Radicalisation

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

¹² <https://www.legislation.gov.uk/ukpga/2021/17/section/1/enacted>

Italia Conti

Safeguarding and Child Protection Policy 2022

- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.
- Our school recognises that exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.
- All staff recognise that children exposed to radicalisation and extremism should be protected and safeguarded in the same way as protecting children from other risks and will report concerns regarding radicalisation and extremism to the DSL who will follow local and national guidance.
- All staff will complete an approved training package which includes guidance on how to identify people who may be vulnerable to being drawn into terrorism, and how to refer them into the Channel process. This could include the NCALT e-Learning http://course.ncalt.com/Channel_General_Awareness/01/index.html or Home Office training on Prevent <https://www.elearning.prevent.homeoffice.gov.uk/>.
- Italia Conti 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.
- Italia Conti staff receive training to help identify early signs of radicalisation and extremism. Opportunities are provided in the curriculum to enable students to discuss issues of religion, ethnicity and culture and Italia Conti follows the DfE advice *Promoting Fundamental British Values* as part of SMSC (spiritual, moral, social and cultural education) in Schools (2014)¹³.
- Italia Conti governors, the CEO and the Designated Safeguarding Lead (DSL) will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include the use of Italia Conti premises by external agencies,

¹³https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf

Italia Conti

Safeguarding and Child Protection Policy 2022

anti-bullying policy and other issues specific to the Italia Conti's profile, community and philosophy.

- Italia Conti is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism¹⁴.
- When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent contact the Police by dialling 999. In non-urgent cases where police advice is sought then dial 101. The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264). You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

25. Curriculum and Staying Safe

- Italia Conti recognises our essential role in helping students to understand and identify the parameters of what is appropriate adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Italia Conti will use opportunities across the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Systems have been established to support the empowerment of students to talk to a range of staff so that students at Italia Conti will be listened to, heard and their concerns taken seriously and acted upon as appropriate. Specific systems outside of expected day to day classroom interaction and support include:
 - Pastoral tutorial system
 - Student Rep system
 - Drop-in Welfare
 - Buddy and peer-mentoring and "family" systems

¹⁴ <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

Italia Conti

Safeguarding and Child Protection Policy 2022

- *Bullying and Anti-Harassment Policy*
- Ethics and Consent Committee
- EDI committees

26. Records and information sharing

- a. Staff will record any welfare concern that they have about a student using the Safeguarding concern (level 4) process on ProMonitor. This ensures the DSL is notified without delay. Where statements are taken, records will be completed as soon as possible after the disclosure/incident/event, using the student's words where appropriate, and will be signed and dated by the member of staff concerned.
- b. All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL or the deputy DSL in the DSL's absence.
- c. Safeguarding and child protection records are kept for individual students and are maintained separately from all other records relating to the student at Italia Conti. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding and child protection records are shared with staff on a 'need to know' basis only.
- d. All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school/setting, under confidential and separate cover in line with *KCSIE, 2022*. These will be given to the new DSL and a receipt of delivery will be obtained. Further information can be found in *ISCB Guidelines for Recording, Storing and Transferring Safeguarding and Child Protection Records in Education Settings, September, 2018*. The DSL should also transfer any information relating to the Channel Programme.
- e. Where a student transfers from Italia Conti to another school / educational setting (including college), the DSL (or deputy DSL) will copy their safeguarding/ child protection file in its entirety and forward the original file to the new educational setting. This will be marked 'Strictly Confidential' and for the attention of the receiving school or college's DSL, with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new educational establishment and place this on the copied file which will be archived in line with our retention policy.
- f. Where a student joins Italia Conti, we will routinely check with the previous school or college whether there are current or historical safeguarding / child protection records.

Italia Conti

Safeguarding and Child Protection Policy 2022

27. Confidentiality and Information Sharing

- Italia Conti recognises that all matters relating to safeguarding and child protection are confidential. The CEO or DSL will only disclose information about a student to other members of staff on a 'need to know' basis.
- All members of staff are aware that whilst they have duties to keep any information about children, students, families and colleagues which they have access to as a result of their role confidential, they also have a professional responsibility to share information with other agencies in order to safeguard children. The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice on responding to disclosures can be found in Appendix 3.

Italia Conti has due regard to the relevant data protection principles, which allow us to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:

- being confident of the processing conditions which allow us to store and share information for safeguarding purposes, including information, which is sensitive and personal, and should be treated as 'special category personal data'.
- understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.
- not providing students' personal data where the serious harm test under the legislation is met. For example, in a situation where a child is in a refuge or another form of emergency accommodation, and the serious harms test is met, we will withhold providing the data in compliance with our obligations under the Data Protection Act 2018 and the GDPR.

Italia Conti

Safeguarding and Child Protection Policy 2022

- If the school is made aware of any safeguarding concerns which they feel need to be shared with the wider community (including other local schools) then advice will be sought from the POSIE to ensure that the integrity of any subsequent investigations are maintained and that all members of the community are safeguarded.
- The DFE guidance on Information sharing can be found here: [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](#)
- Data Protection Toolkit for Schools: <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

28. Multi-Agency Working

- a. It is the responsibility of the DSL to ensure that Italia Conti is represented at any child protection conference called for children on the Italia Conti roll or previously known to them. In addition, we will ensure that a child protection conference report is submitted two working days in advance of an initial conference and five working days for a review conference, in line with Surrey Child Protection Procedures, as relevant.
- b. Where possible and appropriate, any report will be shared in advance with the parent(s) / carer(s). Whoever attends will be fully briefed on any issues or concerns Italia Conti has and be prepared to contribute to the discussions at the conference in line with Surrey Child Protection Procedures, as relevant.
- c. If a child or student is subject to a Child Protection, Child in Need plan or Early Help Assessment and Plan, the DSL will ensure the child / student is monitored regarding their Italia Conti attendance, emotional well-being, academic progress, welfare and presentation.
- d. Where Italia Conti is part of the core group, the DSL will ensure Italia Conti is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child or student's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child / student at further risk of significant harm. In this case the DSL will inform the child / student's social worker immediately and then record that they have done so, and the actions agreed.

29. Allegations about members of the workforce

- a. All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the *Staff Handbook* and *Code of Conduct*.

Italia Conti

Safeguarding and Child Protection Policy 2022

- b. Italia Conti works in accordance with statutory guidance and the Allegations against Staff/Volunteers (ASV/LADO) procedures (LSCB, 2017) in respect of allegations against an adult working with children (in a paid or voluntary capacity).
- c. Italia Conti has processes in place for reporting any concerns about a member of staff (or any adult working with children / individuals at risk). Any concerns about the conduct of a member of staff, including supply staff or freelancers, will be referred to the CEO (or the Chief Operating Officer (COO) in their absence). This role is distinct from the DSL as the named person should have sufficient status and authority in Italia Conti to manage employment procedures. Staffing matters are confidential, and Italia Conti operates within statutory guidance around Data Protection.
- d. Where the concern involves the CEO, it should be reported directly to the Chair of Governors.
- e. ASV/LADO procedures (LSCB, 2017) require that, where an allegation against a member of staff is received, the CEO, senior named person or the Chair of Governors must inform the duty Local Authority Designated Officer (LADO) on **0300 200 1006** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires police involvement. This will include advice on speaking to students and parents and HR. Italia Conti will not carry out any investigation before speaking to the LADO.

30. Complaints

- Italia Conti has a Complaints Procedure which is available to parents, students and members of staff who wish to report concerns. This can be found on the website: www.italiaconti.com/policies
 - All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations against Staff policy. This can be found in the *Staff Handbook*.

31. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of part one of *KCSIE*, 2021 which provides an overview of safeguarding duties and responsibilities. School leaders will read the entire document. Staff are required to confirm by email that they have read part 1.

Italia Conti

Safeguarding and Child Protection Policy 2022

- The DSL will ensure that all new staff and volunteers (including temporary staff) are appropriately inducted in the school's internal safeguarding procedures and communication lines. As a minimum, this will include:
 - the Child Protection and Safeguarding Policy
 - the Student Code of Conduct
 - the Staff Code of Conduct
 - the safeguarding response to children who go missing from education; and
 - the role of the DSL (including the identity of the DSL and any deputies)

- All staff members (including temporary staff) will receive appropriate safeguarding and child protection training (organised by the DSL) which will enable them to:
 - recognise potential safeguarding and child protection concerns involving students and adults (colleagues, other professionals and parents/carers)
 - respond appropriately to safeguarding issues and take action in line with this policy
 - record concerns in line with the school policies
 - refer concerns to the DSL and be able to seek support external to the school if required

- All staff members (including temporary staff) will receive appropriate training to ensure they are aware of a range of safeguarding issues (see definition of safeguarding) and are aware that behaviours linked to drug taking, alcohol abuse, truanting and peer on peer abuse such as bullying and sexting can put children in danger. The staff training will also include school responsibilities, the school child protection procedures, online safety, safe working practice and external reporting mechanisms.

- All staff members (including temporary staff) will receive safeguarding and child protection updates annually, or when required, via training sessions, staff meetings or email.

- The DSL and Director of HR will maintain an up-to-date register of who has received safeguarding and child protection training, including Prevent and will provide an annual update to the Governing Body as part of the *Annual Safeguarding Report*.

- Although the school has a nominated safeguarding lead for the governing body, all members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

32. Safe Working Practice

- All members of staff are required to work within clear guidelines in the *Staff Code of Conduct*.

Italia Conti

Safeguarding and Child Protection Policy 2022

- Students may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, staff will avoid placing themselves in a vulnerable position regarding potential allegations.
- There may be circumstances when it is appropriate for staff to use 'reasonable force' to safeguard children and young people, such as guiding a child to safety or breaking up a fight. The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. 'Reasonable' means using no more force than is needed. Italia Conti works in accordance with statutory and local guidance (on the use of reasonable force) and recognises that where intervention is required, it should always be considered in a safeguarding context.
- Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the Italia Conti's *Disciplinary and Appropriate Physical Contact* and *Safe Touch* Policies, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.
- Italia Conti understands the additional vulnerability of children with special educational needs and disabilities and will ensure positive and proactive behaviour support to reduce the occurrence of risky behaviour and the need to use restraint.
- Full advice and guidance can be found in *Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings* (2019) which can be found in the staff shared drive in the *Safeguarding Policy* folder.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in the *Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings* <https://www.saferrecruitmentconsortium.org/GSWP%20Sept%202019.pdf> , the Italia Conti *Social Media Policy* and the *Staff Code of Conduct*.

33. Staff Supervision and Support

- The Senior Leadership Team (SLT) aim to create a culture and environment where members of staff feel competent and confident to raise concerns and feel supported in their safeguarding role. Any member of staff affected by issues arising from concerns for children or students' welfare or safety is encouraged to seek support from the DSL.

Italia Conti

Safeguarding and Child Protection Policy 2022

- The induction process will include familiarisation with child protection responsibilities and procedures as outlined above. All new staff including support staff will receive induction training. However, their induction should be clear that safeguarding concerns should be brought to the DSL's attention, as soon as possible.
- Italia Conti will provide appropriate supervision/ 1:1 support for all members of staff to ensure that:
 - staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
 - case holding staff have a space to discuss and reflect upon their work and progress with particular children and young people.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union or other similar organisations directly. Further information about a range of supporting organisations can be found in Appendix 4.

34. Safer Recruitment

As part of the Italia Conti's safeguarding culture, the college has robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in our organisation.

Any members of staff who are involved in the recruitment and selection process are appropriately trained in safer recruitment, covering the topics contained in Part 3 of *KCSIE 2022* at a minimum. In accordance with *The School Staffing (England) Regulations 2009* and the *Education (Student Referral Units) (Application of Enactments) (England) Regulations 2007* we will ensure that at least one of the persons who conducts an interview has completed safer recruitment training recommended by the Islington Safeguarding Children Partnership and should be repeated every three years.

Italia Conti will ensure that the safer recruitment process covers paragraphs 192 – 316 of *KCSIE 2022* in relation to advertisement, application form, shortlisting, employment history and references, selection, ID, DBS checks etc.

- The Governing Body will ensure that the Senior Leadership Team and at least one member of the Governing Body complete accredited Safer Recruitment Training in line with statutory requirements.

Italia Conti

Safeguarding and Child Protection Policy 2022

- Italia Conti is responsible for ensuring that the college maintains an accurate Single Central Record (SCR). The SCR is a list of all staff (including supply staff), volunteers and governors and meets statutory requirements.
- We expect all staff and volunteers to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.

35. Allegations Against Members of Staff and Volunteers

Italia Conti recognises that it is possible for staff, supply staff and volunteers to pose a risk of harm to children by behaving in a way that might cause them harm. We will take seriously any allegation received and follow the guidance in Part 4, Section 1 of *KCSIE 2022*.

a) Referrals to the Local Authority Designated Officer (LADO)

A referral to the Local Authority Designated Officer (LADO) should be made immediately if a member of staff, volunteer or supply staff has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (e.g. where they are involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children, one example being domestic abuse.)

In the event that there are concerns regarding any one or more of the above criteria the following will take place:

- Basic enquiries to establish facts before contacting LADO
- A case manager (usually the CEO) to lead investigation
- The case manager to discuss any concerns about the welfare of other children in the community of member of staff's family with DSL and make risk assessment
- DSL may then make a referral to children's social care

Where a member of staff has acted in a way outside of school that may question their suitability to work with children (transferable risk), a risk assessment should be carried out when appropriate

If staff have safeguarding concerns, or an allegation is made about another member of staff (including supply staff and volunteers) posing a risk of harm to children, then:

Italia Conti

Safeguarding and Child Protection Policy 2022

- this should be immediately referred to the CEO;
- where there are concerns/allegations about the CEO, this should be referred to the chair of governors, chair of the management committee or proprietor of an independent school; and
- in the event of concerns/allegations about the CEO, where the CEO is also the sole proprietor of an independent school, this should be reported directly to the LADO.
- Where there is an allegation against an agency or supply member of staff, the school or college will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process. Supply teachers, whilst not employed by the school or college, are under the supervision, direction and control of the governing body or proprietor when working in the school or college. They will be advised to contact their trade union representative if they have one, or a colleague for support.

(b) Low Level Concerns

- Low level concerns (including allegations) are those that do not meet the harm threshold set out above. Concerns may arise from suspicions, complaints, a disclosure made by a child, parent or other adult or member of the public or as a result of vetting checks undertaken.
- Italia Conti will manage and record such concerns and take appropriate action to safeguard children.
- Italia Conti, as part of our whole school approach to safeguarding, promotes an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. We believe it is critical to create a culture in which all concerns about adults (including allegations that do not meet the harms threshold (see Part Four - Section one *KCSIE 2022*) are shared responsibly and with the right person, recorded and dealt with appropriately. This is to ensure that problematic or inappropriate behaviour is identified early, the risk of abuse is minimised and that all adults working in the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.
- A low-level concern means that the behaviour towards a child does not meet the threshold set out at Section 22(a) above (paragraph 338 of *KCSIE 2022*). A low-level

Italia Conti

Safeguarding and Child Protection Policy 2022

concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that:

a) is inconsistent with the *Staff Code of Conduct*, including inappropriate conduct outside of work, and b) does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children;
 - having favourites;
 - taking photographs of children on their mobile phone;
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
 - using inappropriate sexualised, intimidating, or offensive language.
- Italia Conti believes it is crucial that any such concerns, including those which do not meet the allegation/harm threshold at 22(a) above, are shared responsibly and with the right person, and recorded and dealt with appropriately. This will also protect staff from potential false allegations or misunderstandings.
 - Italia Conti’s low-level concerns policy is also set out within the *Staff Code of Conduct*, as per Part 2 of *KCSIE 2022*.

(c) What to do if you have a low-level concern

- Low-level concerns about a member of staff should be reported to the DSL, who will inform the CEO. Where a low-level concern is raised about the DSL, it should be shared with the CEO. The CEO will be the ultimate decision maker in respect of all low level concerns.
- Italia Conti encourages staff to feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.
- Where a low-level concern relates to a person employed by a supply agency or a contractor, that concern should be shared with the DSL and/or CEO, and recorded in accordance Italia Conti’s low-level concern / *Staff Code of Conduct* policy (as per paras 419 and 421 *KCSIE 2022*), and their employer notified about the concern, so that any potential patterns of inappropriate behaviour can be identified.

Italia Conti

Safeguarding and Child Protection Policy 2022

(d) Recording low-level concerns

- All low-level concerns should be recorded in writing by the DSL. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.
- Records will be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) (as per paragraph 109 *KCSIE 2022*).
- Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the school will either implement disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, it will be referred to the LADO.
- Consideration will also be given to whether there are wider cultural issues within the school that have enabled the behaviour to occur and where appropriate policies will be reviewed and updated, or extra training delivered to minimise the risk of it happening again. The records will be retained at least until the individual leaves the employment of the school, unless there is an ongoing investigation taking place.

36. The Use of Italia Conti Premises by Other Organisations

- Where services or activities are provided separately by another body using the school premises, the CEO and Senior Leadership Team (SLT) will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers.
- If this assurance is not achieved, then an application to use premises will be refused.

37. Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-school community ethos and welcome comments from students/students,

Italia Conti

Safeguarding and Child Protection Policy 2022

parents and others about areas that may need improvement as well as what we are doing well.

- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within our Visitor procedures. Visitors will be expected to sign in and out via the office visitors log and to display a visitor's badge whilst on school site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- Italia Conti will not accept the behaviour of any individual (parent or professional) who threatens school security or causes others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the Italia Conti sites.

38. Monitoring and Review

- All Italia Conti staff (including temporary staff and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers.
- This policy has been updated to reflect the new guidance and legislation issued in relation to safeguarding children and promoting their welfare which comes into force on 1st September 2022.
- All safeguarding policies will be reviewed on an annual (minimum) basis by the Senior Leadership Team and the Governing Body which have responsibility for oversight of Italia Conti safeguarding and child protection systems.
- The DSL/CEO will ensure regular reporting on safeguarding activity and systems in Italia Conti to the Governing Body. The Governing Body **will not** receive details of individual student situations or identifying features of families as part of their oversight responsibility.
- All staff should have access to this policy and confirm that they have read and understood its contents.
- The DSL will review the policy following any child protection concerns (including following learning identified from serious case reviews) or allegations against staff to ensure that it reflects appropriate, accurate and up-to-date safeguarding practice.

Italia Conti

Safeguarding and Child Protection Policy 2022

39. Linked Policies

Appropriate Physical Contact and Safe Touch Policy
Emergency Actions Plan Policy and Procedure
Fire Alarm and Emergency Evacuations Procedure
Fire Safety Policy
First Aid Policy
Health & Safety Policy
Prevent and Anti Radicalisation Policy
Production and Performance Policy
Safer Recruitment Policy
Staff Code of Conduct

Appendix 1: Categories of Abuse

1. All 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.
2. **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. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children. All members of staff should read and understand part one of KCSIE, 2022 and staff who have direct contact with students should also read annex A.
3. **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 (also known as child on child abuse) is a specific safeguarding issue in education (see KCSIE 2022 paragraph 29).
4. **Signs that may indicate Sexual Abuse**
 - Sudden changes in behaviour and school performance
 - Displays of affection which are sexual and age inappropriate

Italia Conti

Safeguarding and Child Protection Policy 2022

- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

5. **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.

Signs that may indicate physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for - inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

6. **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.

Italia Conti

Safeguarding and Child Protection Policy 2022

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.

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Safeguarding and Child Protection Policy 2022

7. Signs that may indicate emotional abuse

- Over reaction to mistakes;
- Lack of self-confidence/esteem;
- Sudden speech disorders;
- Self-harming;
- Eating Disorders;
- Extremes of passivity and/or aggression;
- Compulsive stealing;
- Drug, alcohol, solvent abuse;
- Fear of parents being contacted;
- Unwillingness or inability to play;
- Excessive need for approval, attention and affection

8. **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.

9. Signs that may indicate neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Missing from home, nursery/school/college, medical appointments including frequent lateness
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

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Safeguarding and Child Protection Policy 2022

Appendix 2: Specific Safeguarding Issues

(Please also refer to Annex B of KCSIE 2022)

A) Child-on Child Abuse (Allegations of abuse made against other children)

All members of staff at Italia Conti recognise that children are capable of abusing their peers.

a) Child-on child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
 - abuse in intimate personal relationships between peers;
 - physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
 - sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence and could take place inside school, outside school or online);
 - sexual violence and harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
 - causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
 - consensual and non-consensual sharing of nudes and semi-nudes images and or videos (also known as sexting or youth produced sexual imagery);
 - up-skirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
 - initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element.
-
- Italia Conti consider that abuse is abuse and it will never be tolerated, dismissed or minimised. Any incidents of child-on-child abuse will be managed in the same way as any other child protection concern and will follow the same procedures, as outlined in Section 6, above and in accordance with ISCB procedures.
 - Italia Conti aims to minimise the risk of all forms of peer-on-peer abuse. We will ensure that appropriate curriculum time is dedicated to enable children and students to develop an awareness and understanding of abusive behaviour and to ensure that children and students recognise warning signs and have access to support both within Italia Conti and externally (such as the Police, Child Line etc.). Further information can be found in

Italia Conti

Safeguarding and Child Protection Policy 2022

relevant policies e.g., Bullying and Harassment, Peer on Peer Abuse, Digital Safety Agreement and the Student Code of Conduct.

- Sharing nudes and semi-nudes or 'Sexting' or 'Youth Produced Sexual Images' will not be tolerated and Italia Conti will respond to such cases in line with the UKCCIS guidance Sharing nudes and semi-nudes: advice for education settings working with children and young people
- 'Up skirting' is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person's clothes (not necessarily a skirt) without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender, can be a victim.
- All staff need to maintain a culture of 'it could happen here' and that if inappropriate; behaviour is addressed early, this can help prevent abusive/violent behaviour
- Victims of abuse will be distressed, which can affect progress in college If the alleged perpetrator is a fellow student, this can be made worse
- Girls are more likely to be victims, boys more likely to be perpetrators
- It could be a group of perpetrators or an individual
- Part 5 Should be read alongside DfE's sexual violence and harassment:
- Staff should keep in mind that some students may have additional barriers to disclosing due to vulnerability, disability, gender, ethnicity and/or sexual orientation
- Staff should reflect back, using the student's own language, when hearing a report
- Staff should recognise it may only be the first incident reported, rather than representative of a singular incident and that trauma can impact upon memory, so students may not be able to recall all details or timeline of abuse.

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Safeguarding and Child Protection Policy 2022

b) What to do if you have concerns

- Staff should not wait for a child to make a disclosure; they should act on concerns immediately
- Staff may overhear a conversation that suggests a child may have been harmed or behaviour may be an indicator
- If the report includes an online element, staff may confiscate devices for evidence to hand to the Police
- Staff can ask children outright if they have been harmed and what the nature of the harm was.

c) Support

Students who have been experienced peer on peer abuse will be supported by:

- being offered an immediate opportunity to discuss the experience with a member of staff of their choice
- being advised to keep a record of concerns as evidence and discussions regarding how to respond to concerns and build resilience, if appropriate.

Italia Conti is aware of and will follow the relevant Local Authority procedures for supporting children who are at risk of harm as a result of their own behaviour. Students who are alleged to have abused other students will be helped by:

- discussing what happened, establishing the specific concern and the need for behaviour to change;
- informing parents/carers to help change the attitude and behaviour of the child;
- providing appropriate education and support
- sanctioning them in line with Italia Conti's disciplinary policy. This may include official warnings, detentions, removal of privileges (including denial of online access), fixed-term and permanent exclusions.
- Speaking with police or other local services (such as early help or children's specialist services) as appropriate – see NCPP advice on when to call the Police, paragraph 26 Local Support.

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Safeguarding and Child Protection Policy 2022

d) Next Steps after Initial Report

- The DSL's risk and needs assessment in response to a report of sexual harassment should also consider whether there have been any other victims. The DSL will regularly review the actions taken to respond to reports and
- regularly review the risk and needs assessment and put active measures in place to safeguard students.
- Any risk assessment should be informed by any CSC or multi-agency risk assessment.

Staff should be aware of the following:

- Be aware of and respond appropriately to all reports and concerns about sexual violence and/or harassment both online and offline, including those happening outside of college;
- Balance the victim's wishes against their responsibility to protect other students;
- Remember that sexual violence and sexual harassment can take place within intimate personal relationships between peers;
- Think about other related issues and wider context, including any links to CSE and CCE and take the potential for sexual violence and harassment in intimate personal relationships into consideration;
- Keep victim and alleged perpetrator a reasonable distance apart on school premises including at before and after-school activities;
- Ensure recording practice is comprehensive and accurate;
- The DSL should know what the early help process is and how and where to access support;
- The previous restrictions on the use of Police bail have been removed – the Police will now consider what action to take to manage the assessed risk of harm, this could include the use of Police or court bail.

B. Sexting:

- The term 'sexting' relates to the sending of indecent images, videos and/or written messages with sexually explicit content; these are created and sent electronically. They are often 'shared' via social networking sites and instant messaging services.
- Italia Conti will not tolerate sexting; it is inappropriate and illegal amongst young people and can have extremely damaging and long-lasting consequences. Sexting is unacceptable behaviour. The misuse of electronic communication, such as sexting,

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inappropriate comments on Facebook for example, being the object of cyber-bullying and online grooming are all potential safeguarding concerns.

- Italia Conti will work with parents, carers and young people in ensuring that all students are fully aware of the dangers and possible repercussions of sexting.
- Not dismissing or tolerating such behaviours as this risks normalising them.

C. Female Genital Mutilation (FGM)

- FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK under the FGM Act (2003) and a form of child abuse and violence against women.
- As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a mandatory duty on **teachers** (and other professionals) to notify the police, on **101**, of **known** cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18.
- Unless they have been specifically told not to disclose, by the Police, they should also discuss the case with the DSL and involve children's social care as appropriate.
- The duty for teachers mentioned above does not apply in cases where a student is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine students.
- **Any member of staff** who suspects a student is *at risk* of FGM or suspects that FGM has been carried out or discovers that a student **aged 18 or over** appears to have been a victim of FGM must speak to the DSL.
- Italia Conti will operate in accordance with the statutory requirements relating to this issue, and in line with existing local safeguarding procedures.

D. Forced marriage

- A forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.
- Italia Conti staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the contact centre or the Forced Marriage Unit 200 7008 0151.

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- All staff are aware of the **‘One Chance’ Rule** in relation to forced marriage, FGM and HBV. Staff recognise they may only have one chance to speak to a student who is a potential victim and have just one chance to save a life.

E. Honour based violence

Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour-based violence might be committed against people who:

- Become involved with a boyfriend or girlfriend from a different culture or religion;
- Want to get out of an arranged marriage;
- Want to get out of a forced marriage;
- Wear clothes or take part in activities that might not be considered traditional within a culture;
- It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

F. Private Fostering Arrangements

- A private fostering occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child’s parents. It applies to children under the age of 16 or 18 if the child is disabled. Children looked after by the local authority or who are placed in residential schools, children’s homes or hospitals are not considered to be privately fostered.
- Italia Conti recognise that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.
- By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children’s services as soon as possible. However, where a member of staff becomes aware that a student may be in a private fostering arrangement, they will raise this with the DSL and the DSL will notify the local education authority social care of the circumstances as appropriate.

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G. Looked after children

The most common reason for children becoming looked after is as a result of abuse and neglect. Italia Conti ensures that staff have the necessary skills, knowledge and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility, and care arrangements.

The designated teacher for looked after children and the DSL have details of the child's social worker and the name and contact details of the Surrey County Council's virtual school head for children in care. As part of their role, they will:

- Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to;
- Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children.

h) Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet:-

- Cyber-enabled – crimes happen off-line and enabled at scale/speed online or
- Cyber-dependant – where there is:
 - Unauthorised access to computers and illegal hacking, eg accessing a school's computer network to look for test paper answers or change grades;
 - Denial of service attacks or 'booting' where attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources;
 - Making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.
 - Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area, the DSL should consider referring to the Cyber Choices programme, a Police programme supported by the Home Officer and led by the National Crime Agency.

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Cyber Choices aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests. Cyber Choices does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety. Additional advice can be found at: Cyber Choices, **[National Cyber Security Centre - NCSC.GOV.UK](#)**

i) Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by:

- parents or other family members;
- by people known but not related to the victim (such as neighbours, friends and acquaintances); and
- by strangers.

Other community safety incidents in the vicinity of a school or college may raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation. The lessons will focus on building children's confidence and abilities rather than simply warning them about all strangers.

Further information is available here: [Home - Action Against Abduction](#) and [Home - Clever Never Goes](#)

j) Modern Slavery and the National Referral Mechanism (NRM)

Modern slavery is linked to human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - [Modern slavery - GOV.UK \(www.gov.uk\)](#)

k) Sexual violence and sexual harassment between children

Sexual violence and sexual harassment can occur between two children or young people of **any** age and sex. It can also occur through a group of children / students sexually assaulting or sexually harassing a single child /student or group of children / students.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may

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overlap. They can occur online and offline (both physical and verbal) and are never acceptable. It is important that **all** victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”;
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts, or up skirting.

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Appendix 3: Keeping yourself safe when responding to disclosures

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously

2. Respond

- Reassure the student that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. “It will be alright now”
- Do not promise confidentiality; you have a duty to refer
- Reassure and alleviate guilt if the student refers to it e.g. “you’re not to blame”
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the student only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- Do not ask leading questions; “Did he/she...?” Such questions can invalidate evidence.
- Do ask open “TED” questions; Tell, explain, describe
- Do not criticise the perpetrator; the student may have affection for him/her
- Do not ask the student to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions

5. Remember

- Contact the DSL
- The DSL may be required to make appropriate records available to other agencies

6. Relax

- Get some support for yourself, dealing with disclosures can be traumatic for professionals

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Appendix 4: Sexual violence/sexual harassment between children (Child-on-Child Abuse)

1. Context

- a. Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.
- b. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment as well as their emotional well-being. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and offline (both physically and verbally) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support.
- c. Reports of sexual violence and sexual harassment are extremely complex to manage. It is essential that victims are protected, offered appropriate support and every effort is made to ensure their education is not disrupted. It is also important that other children, adult students and school and college staff are supported and protected as appropriate.

2. Policy

- a. We believe that all children have a right to attend college and learn in a safe environment. Children should be free from harm by adults in the school and other children.
- b. We recognise that children are capable of abusing their peers and this will be dealt with under our child protection policy and in line with KCSIE 2022
- c. We are clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up
- d. We will minimise the risk of child-on-child abuse by:
 - i. **Prevention:**
 - Taking a whole school approach to safeguarding & child protection
 - Providing training to staff
 - Providing a clear set of values and standards, underpinned by the school's behaviour policy and pastoral support system, and by a planned programme of evidence based content delivered through the curriculum.
 - Engaging with specialist support and interventions.
 - Using a clear reporting system for staff and students, that is well promoted, easily understood and accessible
 - Recognising that it may be taking place, even if not reported
 - Publicising the school's zero-tolerance approach to abuse

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- Online safety, including mobile phone usage during school hours

- ii. Responding to reports of sexual violence and sexual harassment:**
 - Children making a report of sexual violence or sexual harassment will be taken seriously, kept safe and be well supported.
 - If the report includes an online element staff will be mindful of the Searching, screening and confiscation advice for schools Staff taking a report will inform the DSL or their Deputy as soon as practicably possible but at least within 24 hours.
 - Staff taking a report will never promise confidentiality.
 - Parents or carers will normally be informed (unless this would put the child at greater risk).
 - If a child is at risk of harm, is in immediate danger, or has been harmed, a referral will be made to Children's Social Care.

- iii. Risk Assessment: -**
 - Following a report, the DSL will make an immediate risk and needs assessment on a case-by-case basis. The Risk assessment will consider;
 - The victim, especially their protection and support.
 - The alleged perpetrator, their support needs and any discipline action.
 - All other children at the school.
 - The victim and the alleged perpetrator sharing classes and space at school.
 - The risk assessment will be recorded and kept under review.
 - Where there has been other professional intervention and/or other specialist risk assessments, these professional assessments will be used to inform the school's approach to supporting and protecting students.

- iv. DSL considerations and response**
 - The DSL will consider: -
 - The wishes of the victim.
 - The nature of the incident including whether a crime has been committed and the harm caused.
 - The ages of the children involved.
 - The developmental stages of the children.
 - Whether there is a power imbalance between the children/young people.
 - Any previous incidents.
 - Ongoing risks.
 - Other related issues or wider context.

 - Options: The DSL will then consider the following options: -
 - Manage internally
 - Early Help
 - Refer to Children's Social Care
 - Report to the police (generally in parallel with a referral to Social Care)

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v. Ongoing Response:

- The DSL will manage each report on a case-by-case basis and will keep the risk assessment under review.

- Where there is a criminal investigation into a rape, assault by penetration or sexual assault, the alleged perpetrator should be removed from any classes they share with the victim.

- The DSL will consider how best to keep the victim and perpetrator a reasonable distance apart on school premises and on transport where appropriate.
- Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, the school will take suitable action. In all but the most exceptional of circumstances, the rape or assault is likely to constitute a serious breach of discipline and lead to the view that allowing the perpetrator to remain in the same school or college would seriously harm the education or welfare of the victim (and potentially other students or students).

- Where a criminal investigation into sexual assault leads to a conviction or caution, the school or college will, if it has not already, consider any suitable sanctions in light of their behaviour policy, including consideration of permanent exclusion.

- Where the perpetrator is going to remain at the school or college, the CEO would be to continue keeping the victim and perpetrator in separate classes and continue to consider the most appropriate way to manage potential contact on school and college premises and transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases.

- The victim, alleged perpetrator and other witnesses (children & adults) will receive appropriate support and safeguards on a case-by-case basis.

- The school will take any disciplinary action against the alleged perpetrator in line with behaviour and discipline in schools.

- Italia Conti recognises that taking disciplinary action and providing appropriate support are not mutually exclusive actions and will occur at the same time if necessary.

3. Physical Abuse

- While a clear focus of child-on-child abuse is around sexual abuse and harassment, physical assaults and initiation violence and rituals from students to students can also be abusive.

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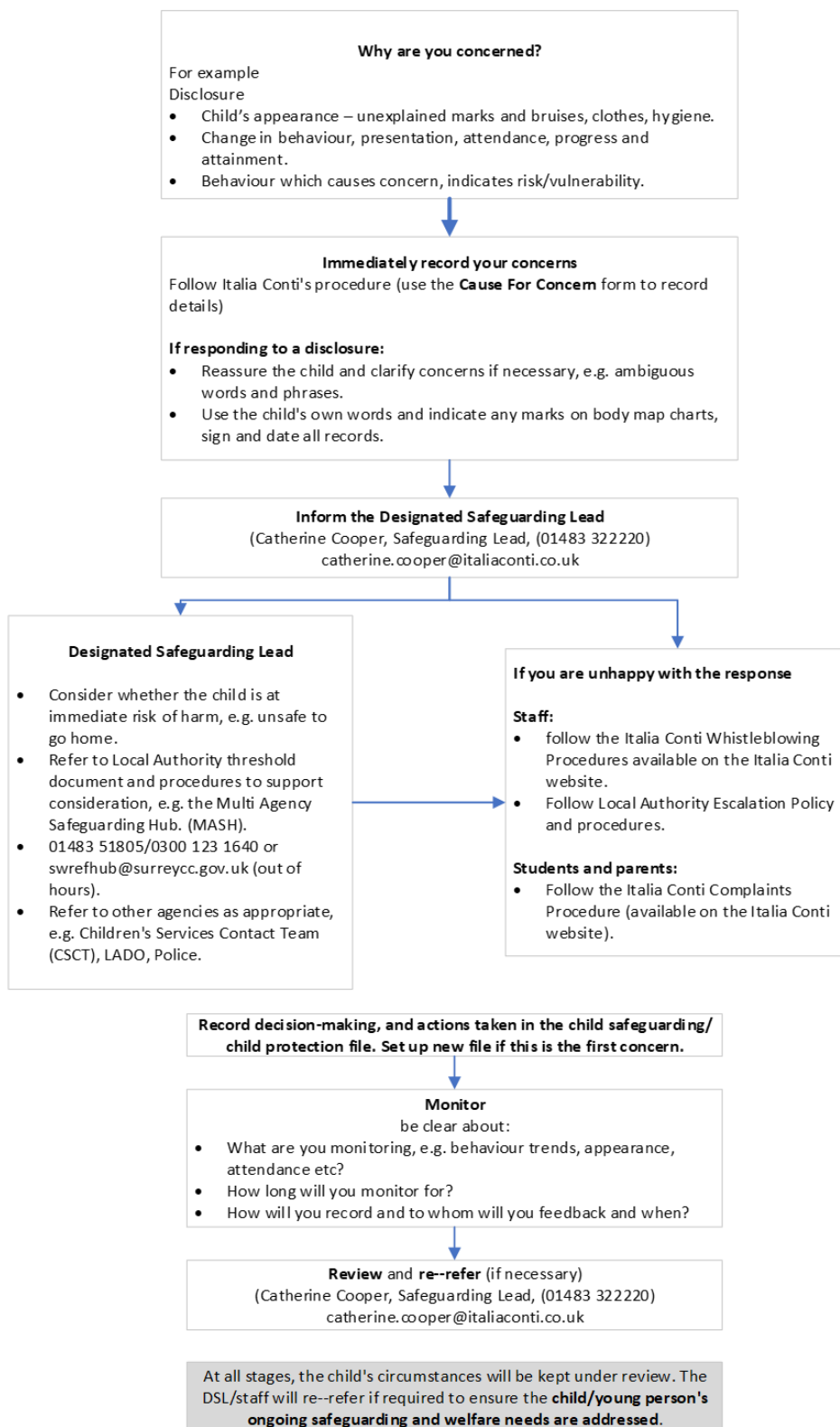
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- These are equally not tolerated and if it is believed that a crime has been committed, will be reported to the police.
- The principles from the anti-bullying policy will be applied in these cases, with recognition that any police investigation will need to take priority.

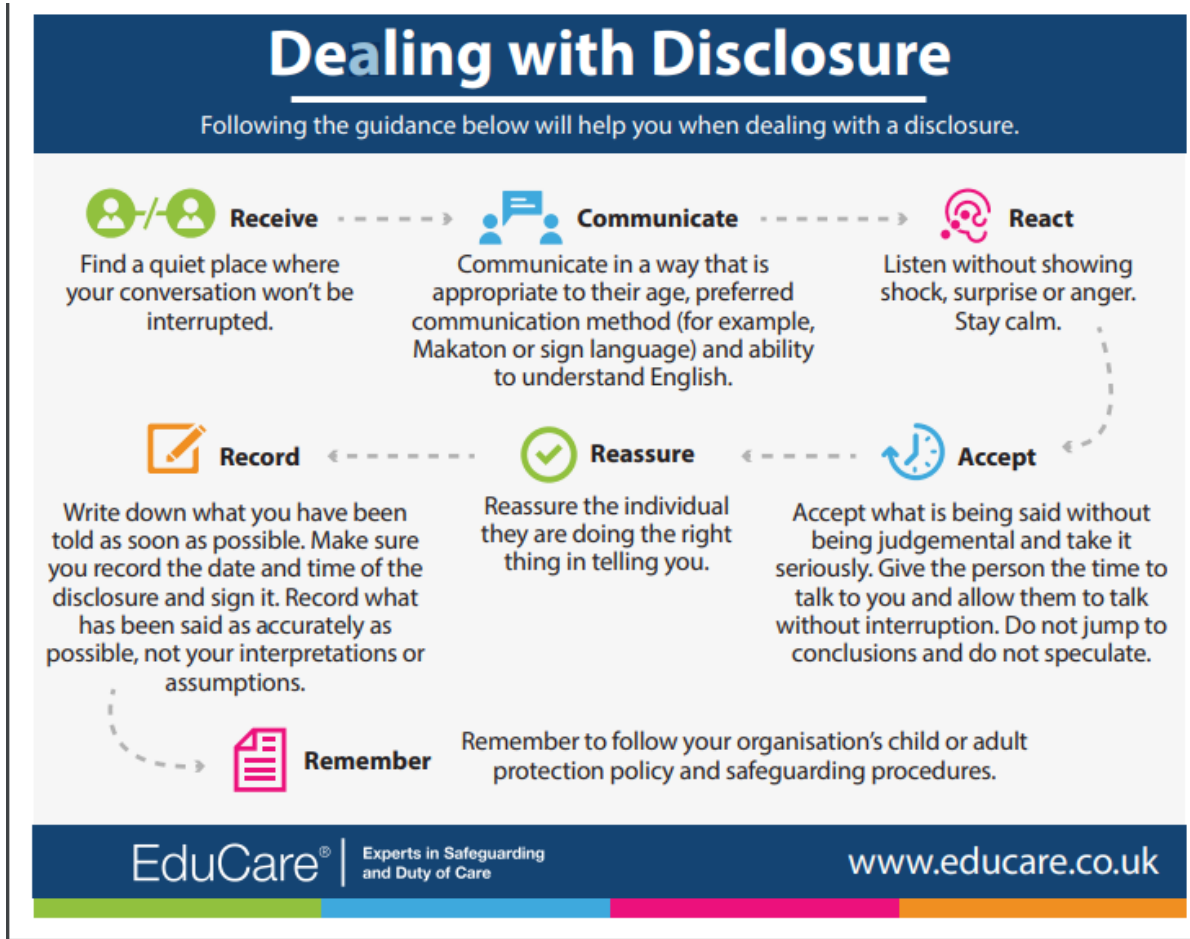
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Appendix 5 What to do if you are worried about a child/young person



Appendix 6: Dealing with Disclosure Flow Chart

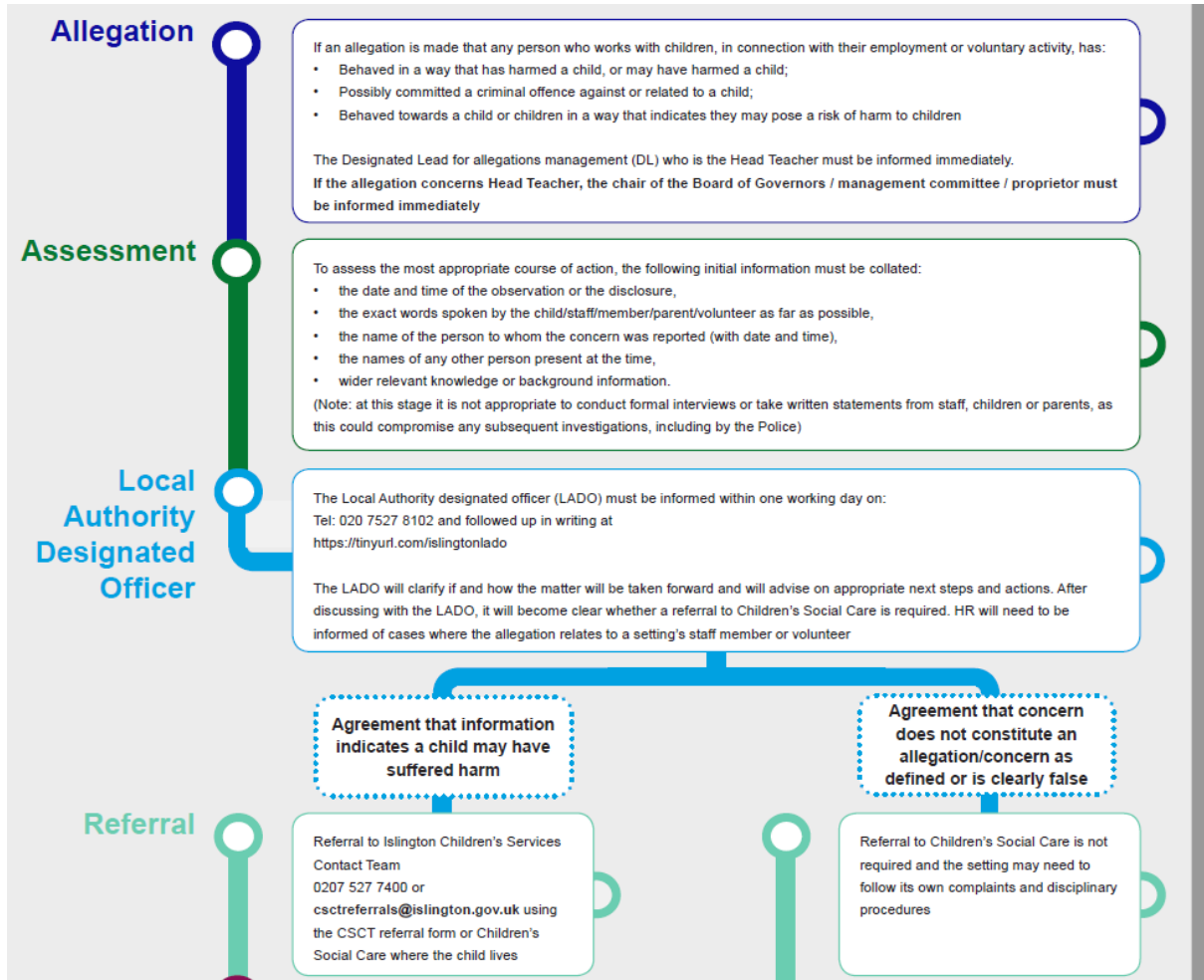


Source:

https://www.myeducare.com/pluginfile.php/480082/mod_resource/content/1/Dealing%20with%20Disclosure.pdf

Appendix 7: Managing Allegations Against Staff/Volunteers

(Note: this relates to an educational setting)



Appendix 8: Required Reading Links and Further Advice on Child Protection

Keeping Children Safe in Education (2022)

Department for Education statutory guidance part 1 and appendix A (all staff):

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Working Together to Safeguard Children (2018)

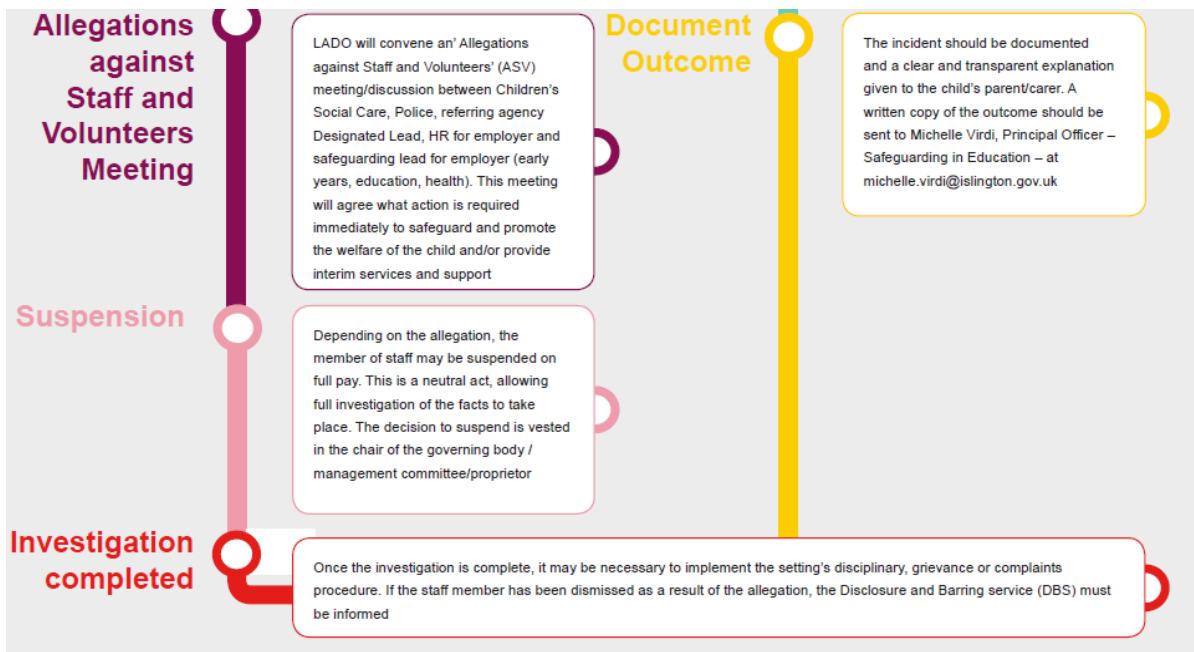
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Link to Surrey Schools Child Protection procedures information

<http://surreyscb.procedures.org.uk/>

Further advice on child protection is available from:

- NSPCC: <http://www.nspcc.org.uk/>
- Childline: <http://www.childline.org.uk/pages/home.aspx>
- CEOPSThinkuknow: <https://www.thinkuknow.co.uk/>



Appendix 9: Useful Websites

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>

Beat Bullying: <http://www.beatbullying.org/>

Childnet International –making the internet a great and safe place for children. Includes resources for professionals and parents <http://www.childnet.com/>

Government definition of Domestic Violence:
<https://www.gov.uk/government/news/new-definition-of-domestic-violence>

Safer Internet Centre <http://www.saferinternet.org.uk/>

Thinkuknow (includes resources for professionals and parents)
<https://www.thinkuknow.co.uk/>

Youth Index: Princes Trust
https://www.princes-trust.org.uk/about-the-trust/research-policies-reports/youth-index-2017?utm_source=twitter&utm_campaign=youth_index&utm_medium=direct

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