



Mildenhall College
A C A D E M Y

Child Protection Policy

Adoption Date: 18/09/2013

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Next Review: September 2019

Links to other policies:

This policy links to:

- E-Safety Policy
- Health and Safety Policy
- Safeguarding Policy
- Whistleblowing Policy
- Social Media Policy
- Children in Care Policy
- PSHE Policy

KEY CONTACTS WITHIN THE ACADEMY

DESIGNATED SAFEGUARDING LEAD, PREVENT LEAD, e-SAFETY LEAD AND DESIGNATED TEACHER FOR CHILDREN IN CARE

NAME: Miss L. McSloy

CONTACT NUMBER: 01638 714645/internal ext. 154

ALTERNATE DESIGNATED SAFEGUARDING LEADS

NAME: Miss R. Woods

CONTACT NUMBER: 01638 714645/internal ext. 205

NAME: Mrs H. McMullan

CONTACT NUMBER: 01638 714645/internal ext. 205

NAME: Ms K. Sanders-Pope

CONTACT NUMBER: 01638 714645/internal ext. 202

NAME: Mr M. Blenkin

CONTACT NUMBER: 01638 714645/internal ext. 155

NAME: Miss B. Muttock

CONTACT NUMBER: 01638 714645/internal ext. 177

NAME: Mr E. Lewis

CONTACT NUMBER: 01638 714645/internal ext.136

NAME: Mr P. Birch

CONTACT NUMBER: 01638 714645/internal ext. 144

NOMINATED GOVERNOR FOR CHILD PROTECTION AND SAFEGUARDING NAME:

NAME: Mrs L. Bassett

CONTACT: linda.bassett@academytransformation.co.uk

CHAIR OF GOVERNORS

NAME: Mr I. Gray

CONTACT: ian.gray@academytransformation.co.uk

PSHE COORDINATOR

NAME: Mr R. Goodenough 153

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

Concerns about a child or young person:

For **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person telephone **Customer First: 0808 800 4005**

To discuss whether or not to make a referral contact the MASH Professional Consultation Line: 03456 061499

For safeguarding allegations against a member of staff or a volunteer:

Telephone: LADO Central 0300 123 2044

Email: LADOCentral@suffolk.gcsx.gov.uk

KEY CONTACTS WITHIN THE ACADEMY TRANSFORMATION TRUST

ATT Safeguarding Lead: Mrs Pat Hunt

Telephone: 0121 632 2340

Mobile: 07867 451 805

Email: Pat.Hunt@AcademyTransformation.co.uk

Safeguarding Administrator: Ms Amy Hodgkins

Mobile: 07880 389927

Email: amy.hodgkins@AcademyTransformation.co.uk

Chief Education Officer: Ms Julie Bloor

Mobile: 07876 834433

Email: Julie.bloor@academytransformation.co.uk

WHISTLEBLOWING CONTACTS

Whistleblowing Governor: Mr A. Sheldrick via Reception 01638 714545

Email: Andrew.Sheldrick@AcademyTransformation.co.uk

ATT Whistleblowing: Ms Claire Pritchard

Email: C.Pritchard@AcademyTransformation.co.uk

NSPCC Whistleblowing Advice Line: 0800 028 0285

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CHILD PROTECTION POLICY FOR MILDENHALL COLLEGE ACADEMY

Safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. In order to fulfil this responsibility effectively all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child. (Keeping Children Safe in Education)

Academy staff are in a position to identify concerns early, provide help for children and prevent concerns from escalating.

1. PURPOSE

1.1 An effective whole-academy child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the academy's commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring are handled sensitively, professionally and in ways which support the needs of the child.

2. INTRODUCTION

2.1 The proprietor recognises the need to ensure that it complies with duties under legislation and this policy has regard to statutory guidance, Keeping Children Safe in Education 2018, Working Together to Safeguard Children 2018 and locally agreed inter-agency procedures put in place by Suffolk Safeguarding Children Board.

2.2 This policy will be reviewed annually, as a minimum, and will be made available publicly via the academy website or on request.

2.3 This policy is for all staff, parents, governors, volunteers and the wider school community. It forms part of the child protection and safeguarding arrangements for our academy and is one of a suite of policies and procedures which encompass the safeguarding responsibilities of the academy. In particular, this policy should be read in conjunction with the academy's Safeguarding Policy, Children in Care Policy, Staff Code of Conduct, E-Safety Policy, Acceptable Use Policy, Safer Recruitment Policy, Anti-Bullying Policy and Whistle Blowing Policy.

2.4 The proprietor expects that all staff will know and understand the child protection and safeguarding policies and their responsibility to implement them. Staff must, as a minimum, have read and understood [Part One of KCSiE](#). The Academy Committee (referred to as governors from this point onwards), and the proprietor will ensure that they have read and understood [Parts One and Two of KCSiE](#).

2.5 The proprietor will ensure that arrangements are in place for all staff members to receive appropriate safeguarding and child protection training which is regularly updated.

2.6 Compliance with the policy will be monitored by the Principal, the Designated Safeguarding Lead (DSL), the named safeguarding governor and the proprietor.

2.7 Mildenhall College Academy takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. "The welfare of the child is paramount" (Children Act 1989).

2.8 There are three main elements to our child protection policy:

- a) Prevention through the creation of a positive academy atmosphere and the teaching, and pastoral support offered to students.
- b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c) Support to students who may have been abused.

2.9 This academy recognises it is an agent of referral and not of investigation.

3. ACADEMY POLICY

We recognise that for our students, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. Our academy will therefore:

- a) Establish and maintain an environment where students feel safe and secure and are encouraged to talk and are listened to.
- b) Ensure that students know that there are adults within the academy who they can approach if they are worried or are in difficulty.
- c) Include in the curriculum activities and opportunities for PSHE, which equips students with the skills they need to stay safe from abuse. Further information can be obtained from the academy's PSHE coordinator.
- d) Include in the curriculum material which will help students develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills. Further information can be obtained from the academy's PSHE coordinator.
- e) Ensure that wherever possible, every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

4. ROLES AND RESPONSIBILITIES

- a) All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within the academy and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed at the front of this document.
- b) It is the role of the Designated Safeguarding Lead to ensure that all the child protection procedures are followed within the academy, and to make appropriate, timely referrals to Customer First in accordance with academy procedures. If for any reason the **Designated Safeguarding Lead (DSL)** is unavailable, **Alternate Designated Safeguarding Leads (ADSLs)** have been identified who will act in their absence.

Additionally, it is the role of the Designated Safeguarding Lead (DSL) to ensure all staff, including temporary staff and volunteers, are aware of the academy's internal procedures, to advise staff and to offer support to those requiring this.

- c) The governors and the leadership team are responsible for ensuring that the academy follows safer recruitment procedures that help to deter, reject or identify people who might abuse children. As such there is always at least one member of the interview panel who has received appropriate recruitment and selection training. A series of checks are undertaken to ensure that successful candidates are suitable to work with children. These checks are identified in the Safeguarding Policy.
- d) The role of the Nominated Governor for Child Protection and Safeguarding is to ensure that the academy has an effective policy, that legal guidelines are complied with and to support the academy in this aspect. The governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.
- e) The DSL and the Principal provide termly updates and an annual report for ATT and the governors detailing any changes to the policy and procedures, training undertaken by all staff and governors and other relevant issues.
- f) Representatives from the Schools Choice SLQA Safeguarding Team are available to offer advice, support and guidance to the academy's DSL and ADSLs.

5. PROCEDURES

- a) All action is taken in line with the following guidance:
 - Keeping Children Safe in Education 2018
 - Working Together to Safeguard Children 2018
 - Suffolk Safeguarding Children Board – Policies, Guidance and Protocols
- b) Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the academy who rarely work unsupervised, more usually working alongside members of academy staff for short periods of time. The Academy Manager will ensure they are aware of the academy's Safeguarding and Child Protection policies and the identity of the Designated Safeguarding Lead and the Alternates.
- c) Any member of staff, volunteer or visitor to the academy who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the DSL or in their absence, one of the Alternate DSLs unless the concern is about an adult working or volunteering in the academy in which case the information **must** be reported immediately to the Principal. In the absence of the Principal, the matter must be brought to the attention of the most senior member of staff. If the disclosure, concern or allegation is about the Principal it **must** be reported immediately to the Chair of Governors.
- d) On receiving a concern the DSL/ADSL will decide whether the threshold for a referral to social care has been met. In making this decision he/she will take into account any other safeguarding and contextual information known about the young person.

In the case of urgent safeguarding concerns the DSL/ADSL will immediately refer to Suffolk Children and Young People's Service using Customer First on **0808 800 4005** and the police where appropriate. This will be confirmed in writing by completing a Multi-Agency Referral Form (MARF) within 24 hours. Essential information 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, the name of person who initially received the disclosure plus any advice given. Contextual information will be included in the referral where this is known. This written confirmation will be emailed securely to Customer First.

In cases where the child is not at immediate risk of harm then the referral will be made using a MARF. The DSL/Alternate DSL may telephone the MASH Professional Consultation Line on **03456 061 499** when it is not clear whether the threshold has been met for a referral.

- e) Where a safeguarding concern does not meet the threshold for completion of a MARF, the (A)DSL should record how this decision has been reached and should consider whether additional needs of the child have been identified that might be met by a coordinated offer of early help.
- f) Academy staff might be required to contribute to multi-agency plans to provide additional support to children. This might include attendance at child protection conferences or core group meetings. The academy is committed to providing as much relevant up to date information about the child as possible, including submitting reports for child protection conference in advance of the meeting in accordance with SSCB procedures and timescales.
- g) Academy staff will always undertake to share with parents and carers our intention to refer a student to Children and Young People's Service unless to do so could place the student at greater risk of harm or impede a criminal investigation.
- h) Where reasonably possible, the school is committed to obtaining more than one emergency contact number for each pupil.
- i) Academy staff are aware that they too should make a referral to Customer First when the situation warrants it. If such a referral is made the member of staff will let the DSL know as soon as possible.
- j) A statement in the academy prospectus informs parents and carers about our academy's duties and responsibilities under child protection procedures. Parents can obtain a copy of the academy Child Protection policy on request.
- k) Suffolk Safeguarding Children Board's Keeping Children Safe in Education leaflet will be sent to parents and carers when a child joins the academy.

6. TRAINING AND SUPPORT

- a) The Principal and all other staff who work with students will undertake appropriate safeguarding and child protection awareness training to equip them to carry out their responsibilities for child protection effectively. This certified training will be undertaken every two years. In addition to this staff will receive updates during termly safeguarding training sessions as well as during briefings, via email and through leaflets and displays.
- b) The academy will ensure that the DSL and ADSLs also undertake training in interagency working that is provided by Schools Choice. The DSL and ADSLs will undergo this training every 2 years and will receive updates at least annually to keep them up to date with the latest changes to legislation and procedures. The DSL and

an alternate DSL will also undergo Training for Trainers training in order that they can provide the Introduction to Safeguarding for School Based Staff training to all of the academy's staff. Temporary staff and occasional volunteers who work with students in the academy will be made aware of the academy's arrangements for child protection and their responsibilities through safeguarding induction training. Those who will be working with us on a longer-term basis will be included in the Introduction to Safeguarding for School Based Staff Training.

- c) Support will be available for staff from the DSL in the first instance, and from members of the academy's leadership team and/or alternate DSLs where there are concerns about child protection.
- d) All staff have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in **Guidance for Safer Working Practice for Adults who work with Children and Young People in Education 2015** as well as in the ATT Code of Conduct which is included in the Staff Handbook.

7. PROFESSIONAL CONFIDENTIALITY

- a) Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a student nor should they agree with a student to keep a secret. Where there is a child protection concern this must be reported to the DSL or an ADSL and it may require further investigation by appropriate authorities.
- b) Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held confidentially to themselves.

8. RECORDS AND MONITORING

- a) Well-kept records are essential to good child protection practice. Staff are clear about the need to record any concern held about a student or students within our academy, the status of such records and when these records should be passed over to other agencies.
- b) Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and stating the date, time and location. The record must be made using CPOMS and other related documents such as initial notes should be signed, dated and given to the DSL. Where a serious disclosure is reported the CPOMS entry will be printed by the DSL and signed by the person reporting the disclosure. All records will include the action taken. (Paper Safeguarding Concerns Recording Forms will be available for contract staff, cleaners and visitors as they do not have access to CPOMS.)

- c) These file notes are kept in a confidential file, which is separate to other files, and are stored in secure offices at both sites. In the same way, notes are kept for any student who is being monitored for child protection reasons.
- d) If a student transfers from the academy, safeguarding files including CPOMS records will be forwarded securely to the student's new educational setting marked confidential and for the attention of the receiving school/academy's Designated Safeguarding Lead. The academy will seek confirmation of receipt of the safeguarding records from the receiving organisation.

9. ATTENDANCE AT CHILD PROTECTION CONFERENCES & CORE GROUPS

- a) It is the responsibility of the DSL to ensure that the academy is represented, and a report is submitted to any child protection conference called for students on the academy roll. Whoever attends should be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions at the conference.
- b) If a child is made subject to a Child Protection Plan, it is the Designated Safeguarding Lead's responsibility to ensure that the child is monitored regarding their academy attendance, welfare and presentation. If the academy is part of the core group, then the Designated Safeguarding Lead will ensure that the academy is represented at these meetings and that there is a record of attendance and of issues discussed entered on CPOMS. All concerns about the child protection plan and/or the child's welfare will be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the Designated Safeguarding Lead will inform the child's key worker **immediately** and record on CPOMS that they have done so, and the actions agreed.

10. SUPPORTING STUDENTS AT RISK

Any student may benefit from **early help**, but academy staff should be particularly alert to the potential need for early help for a student who:

- 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;
- 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, domestic abuse, homelessness or a family member in prison;
- 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.

Early Help Offered in the Academy

Pastoral System – Form Tutors and House Leaders.
 BEST Mentors
 Mentoring – Teacher, Teaching Assistant, Fire Liaison Officer and Peer
 Community Support Worker
 Education – Lessons, tutor time, assemblies
 Forest Heath School Nursing Team – via drop in or referral
 Access to Interpersonal Counselling – via referral
 Suffolk PCSOs
 Family Support Worker if one has been allocated
 Suffolk Young Carers and Young Carers Mentoring
 Mark Shaftoe – Specialist Youth Support Worker
 Educational Psychologists
 CISS – County Inclusive Support Service (ASC/Behaviour)
 Common Assessment Framework (CAF)/Assessment Referral Tool (ART)
 Team Around the Child (TAC)

Our academy recognises that students who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.

This academy may be the only stable, secure and predictable element in the lives of students at risk. Nevertheless, whilst in the academy, their behaviour may be challenging and support will be available for them.

This academy will endeavour to support students through:

- a) The curriculum to encourage self-esteem and self-motivation.
- b) The academy ethos which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued.
- c) The implementation of the academy's behaviour management policies.
- d) A consistent approach agreed by all staff which will endeavour to ensure the student knows that some behaviour is unacceptable, but s/he is valued.
- e) Regular liaison with other professionals and agencies that support the students and their families.
- f) A commitment to develop productive, supportive relationships with parents, whenever it is in the student's best interest to do so.
- g) The development and support of a responsive and knowledgeable staff, trained to respond appropriately in child protection situations.
- h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse, so staff who work in any capacity with students with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems are particularly sensitive to signs of abuse.
- i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

The academy has signed up to the Suffolk County Council **Information Sharing Agreement**. This means that the Designated Safeguarding Lead is notified when police have attended an incident involving domestic violence. A copy of this agreement can be found on the academy website and is available on request.

11. SAFE ACADEMY, SAFE STAFF

- a) It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly **displayed when members of staff are accused of abuse**.
- b) Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the child(ren) simple, nonleading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.
- c) The Principal or the most senior member of staff present should, in the first instance, contact the Local Authority Designated Officer (LADO) without delay. Where the allegation is against the Principal, the Chair of Governors will take this action. Through discussion and consultation, a decision will be made whether to make a referral to Suffolk Children's Social Care Services and/or the police. In all cases of an allegation against a member of staff or a volunteer, the ATT Safeguarding Lead will be notified and updated as appropriate.
- d) If for any reason it is decided by the LADO that a referral to Suffolk Social Care Services or the police is not appropriate, matters will be addressed in accordance with the academy's disciplinary procedures in liaison with the ATT's HR Advisor.

12. USE OF THE ACADEMY PREMISES BY OTHER ORGANISATIONS

Where services or activities are provided separately by another body, using the academy premises governors will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

13. WHISTLEBLOWING

- a) We recognise that students cannot be expected to raise concerns in an environment where staff fail to do so.
- b) All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues. They should take their concerns to the Principal or to the Chair of Governors. If necessary they should speak to the nominated 'whistleblowing' governor, Mr A. Sheldrick or Ms. C. Pritchard at ATT. If staff feel that their concerns have not been addressed and that a child or children are being put at risk they should contact the NSPCC Whistleblowing Advice Line on **0800 028 0285**.
- c) The Whistleblowing Policy can be found on the academy website and the intranet.

14. POLICY REVIEW

The proprietor is responsible for ensuring:

- a) The annual review of this policy.
- b) The list of key contacts on the cover sheet is kept up to date.

Appendix 1

Mildenhall College Academy Procedures

Procedures – What to do if you are concerned

If a student makes an allegation or disclosure of abuse against an adult or another child or young person, it is important that you:

- Do** stay calm and listen carefully.
- Do** reassure them that they have done the right thing in telling you.
- Do not** investigate or ask leading questions.
- Do** let them know that you will need to tell someone else.
- Do not** promise to keep what they have told you a secret.
- Do** inform your DSL as soon as possible unless the allegation is about a member of staff. In this instance follow the procedures for managing allegations against members of staff.
- Do** make a record of the allegation, disclosure or incident using your own log in on CPOMS. You must remember to include the date and time of the disclosure. Any handwritten notes which you made at the time or soon after must be signed, dated and handed to the DSL for filing.
- Do not** include your opinion without stating it is your opinion.
- Do** refer without delay.

Procedures for Managing Allegations against members of staff

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or who may come into contact with students whilst in our academy. Allegations can be made by students or other concerned adults and can be made for a variety of reasons.

Any allegation made against an adult in a position of trust whether they are members of staff or volunteers must be brought to the immediate attention of the Principal or in her absence the most senior member of staff in the academy. In the case of the allegation being made against the Principal this will be brought to the immediate attention of the Chair of Governors. No statements should be taken unless directed to do so by the LADO.

Safeguarding procedures will need to be followed if the allegation suggests that a member of staff or volunteer 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; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

In such situations the Principal/Chair of Governors must:

- Refer to the LADO immediately and follow this up in writing. LADOs can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk or by using the LADO central telephone number: **0300 123 2044**
- Inform ATT Safeguarding Lead – Pat Hunt on **07867 451 805** or Amy Hodgkins on **0121 6322345**. If required, Browne Jacobson should be contacted.
- Consider the safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the LADO.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Ensure that the appropriate disciplinary procedures are followed including whether to suspend a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in any strategy meeting or evaluation meeting.
- Advise the Disclosure and Barring Service where a member of staff has been disciplined, dismissed or has resigned as a result of the allegations being founded.

Procedures for Managing Allegations Against Students

At Mildenhall College Academy we believe that all children have a right to attend the academy and learn in a safe environment. Children should be free from harm by adults in the academy and from other students.

We recognise that the behaviour of some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the academy's Behaviour, Anti-Bullying and Safeguarding policies.

Safeguarding Allegations

All staff are aware that safeguarding issues can manifest themselves via **peer on peer abuse**.

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

The allegation:

- is made against an older or more powerful student and refers to their behaviour towards a younger or a more vulnerable student
- is of a serious nature, possibly including a criminal offence. This includes the sending of indecent images often referred to as sexting.
- raises risk factors for other students in the academy
- indicates that other students may have been affected by this student
- indicates that young people outside the academy may be affected by this student.

Allegations of Peer on Peer Abuse will not be tolerated as 'banter' and will always be treated seriously. The Assistant Principal (Behaviour) is also an Alternate Designated Safeguarding Lead and the BEST Mentors are trained to raise abusive behaviours as safeguarding concerns.

Examples of safeguarding issues against a student could include:

Physical Abuse

- violence, particularly pre-planned or gender based
- forcing others to use drugs or alcohol

Emotional Abuse

- blackmail or extortion
- threats and intimidation

Sexual Abuse

- indecent exposure, indecent touching or sexual assaults
- forcing others to watch pornography or take part in sexting

Sexual Exploitation

- encouraging other children to attend inappropriate parties
- photographing or videoing other children performing indecent acts

In areas where gangs are prevalent, older students may attempt to recruit younger ones using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

Minimising the risk of safeguarding concerns towards students from other students

It may be that on occasions, some students will present a safeguarding risk to other students. These students will have an individual risk management plan to ensure that other students are kept safe and they themselves are not laid open to malicious allegations. There is a need to balance the tension between privacy and safeguarding.

What to do

When an allegation is made by a student against another student, members of staff must consider whether the complaint raises a safeguarding concern. **If there is a safeguarding concern the Designated Safeguarding Lead (DSL) must be informed.** At this point, the Designated Safeguarding Lead or one of the alternates will deal with the situation following procedures laid down in the Safeguarding Policy.

A factual record must be made of the allegation, but no attempt at this stage should be made to investigate the circumstances. No statements should be taken.

A member of the Safeguarding Team will contact Customer First or the MASH Professional Consultation Line to discuss the case. It is possible that social services will already be aware of

safeguarding concerns around this young person. We will follow through the outcomes of the discussion and make a social services referral where appropriate.

A record of the concern, the discussion and any outcome will be kept in both students' safeguarding files.

If the allegation indicates a potential criminal offence has taken place, the police will be contacted at the earliest opportunity and, unless we are advised otherwise, parents will be informed (of both the student being complained about and the alleged victim).

It may be appropriate to exclude the student being complained about for a period of time according to the academy's Behaviour Policy and procedures.

Where neither social services nor the police accept the complaint, a thorough academy investigation will take place into the matter using the academy's usual disciplinary procedures.

In situations where the academy considers a safeguarding risk is present, a risk assessment will be prepared along with a preventative, supervision plan. The plan will be monitored and a date set for a follow-up evaluation with everyone concerned.

Victims and alleged perpetrators will be supported through having a named mentor in the academy. Adjustments to class groups will be made when appropriate so that victims and perpetrators are not taught alongside each other when a serious allegation has been made.

Mildenhall College Academy Referral Form
(To be used when CPOMS cannot be accessed)

Name of student	Date of Birth	Tutor Group	Your name (and position in academy)

Nature of Concern / Disclosure

Remember to only record fact DO NOT add your own opinion

Was there an injury?	yes	no	Did you see it?	yes	No
Describe the injury:					
Have you filled in a body plan to show where the injury is and its approximate size?	yes	no			
Was anyone else with you?	yes	no	Who?		
Where were you?					
Has this happened before?	yes	no			
Did you report the previous incident?	yes	no	To whom?	Date:	
Does the safeguarding concern involve a technological device?	yes*	no			
*If yes, discuss this with your e-Safety Lead, follow the e-safety reporting flow chart and ensure that this is recorded on the e-Safety Lead's log.					
SAP level – discuss with e-Safety Lead (Please tick in the box the level that applies)	Level 1	Level 2	Level 3	Level 4	Level 5
Who are you passing this information on to?					
Name:	Time:		Date:		
Your signature:			Date:		
Print Name:					

Action taken by DSL

Referred to...?

**Education
Attendance
Service**

Police

School Nurse

Social Services

MASH Consultation

Parents

Parents informed? Yes / No (If no state reason)

Feedback given to..

Pastoral Team

Tutor

Student

Person who Recorded Disclosure

DSL Signature

Date: