

Child Protection and Safeguarding Policy

This policy must be read in conjunction with:

1. Mossbourne Federation Code of Conduct for Teaching and Support Staff
2. Keeping Children Safe in Education 2023 Part 1 and Part 5
3. Mossbourne Federation Whistle Blowing Policy
4. Your Academy's Behaviour Policy
5. Your Academy's Visiting Speakers Policy
6. Your Academy's Attendance Policy (if not included the Behaviour Policy)
7. Mossbourne Federation COVID-19 Risk Assessment (available and updated on each academy's website)

The electronic version of this document is the only version that is maintained. Any printed versions should therefore be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

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1. Introduction

Everyone in the Mossbourne Federation who comes into contact with children and their families has a role to play in safeguarding children. A whole school approach is particularly important in safeguarding and promoting the welfare of children as we are in a position to identify concerns early, provide help for children and to prevent concerns from escalating. Mossbourne Federation staff form part of the wider safeguarding system for children. Children in the federation are taught about safeguarding, including online safety, and explicitly taught about how to access and seek support both within and outside of school. The Mossbourne Federation will work with the three safeguarding partners (the local authority (social care), the police, clinical commissioning groups (health services)) and other services to promote the welfare of children and protect them from harm.

This policy applies to all adults, including volunteers, working in or on behalf of the Mossbourne Federation and provides information about the actions the Federation expects from all staff members. It will be updated annually and known to everyone working in the Federation and the governing bodies. It will be available to parents on request and via our website.

This policy is in line with statutory guidance for schools and colleges; Keeping Children Safe in Education 2023 (KCSIE 2023), Working Together to Safeguard Children 2018 (updated 2020), Charity Commission Guidance 2017 and London Child Protection Procedures (6th Edition).

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2. The Mossbourne Federation's Commitment to Safeguarding

The Mossbourne Federation is committed to safeguarding and promoting the welfare of all of our pupils. Each pupil's welfare is of paramount importance. Children includes everyone under the age of 18.

Safeguarding and promoting the welfare of children 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 children to have the best outcomes.

Child Protection refers to procedures and actions undertaken regarding children who are at risk of being seriously harmed or have been significantly harmed.

As schools we recognise that:

- some children may be especially vulnerable to abuse, including but not limited to, those missing education, or have a social worker. or have a SEN or disability;
- children 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; subsequently whilst at school their behaviour may be challenging;
- children can be both victims and perpetrators of abuse;
- children who harm others may have been maltreated themselves;
- allegations can be made against staff, however careful and safe our recruitment practices.

Everyone working in the Mossbourne Federation shares an objective to help keep children and young people safe by:

- providing a safe environment for children and young people to learn and develop in our academies;
- adopting robust systems which are well promoted, easily understood and accessible for children to confidently report abuse;
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our academies;
- maintaining a culture of vigilance and an attitude of 'It could happen here'.
- take the child's wishes and feelings into account when determining what action to take whilst

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working with the child's best interests at heart.

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3. Our Approach to Safeguarding Children

3.1 Information about Safeguarding for Pupils

As part of providing a broad and balanced curriculum, including through personal, social, health and economic (PSHE) education lessons, and mandatory Relationships Education and Relationships and Sex Education, pupils are taught to recognise when they are at risk and how to get help when they need it. They are regularly reminded about e-safety and bullying procedures and also taught how to conduct themselves and behave in a responsible manner outside of the school setting.

All pupils know there are Designated Safeguarding Leads (DSLs) in their academy responsible for their safety and welfare. They know who they are and that they have a right to speak to these members of staff. There is a display in each academy identifying the DSLs and pupils are made aware of this. They are reminded that confidentiality cannot be guaranteed, but that they will be listened to, heard and informed of what steps can be taken to protect them from harm and that feedback will be sought, so that their views about actions are known. Pupils will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why. All pupils will be given clear instruction that they can speak to any member of staff they feel comfortable talking to, whether that be a DSL or not.

3.2 Partnership with Parents

Federation schools share a purpose with parents and carers to keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents and carers are treated with respect, dignity and courtesy. We respect parents' and carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Federation schools will, in most circumstances, endeavour to discuss all concerns with parents and carers about their children. However, there may be exceptional circumstances when the schools will discuss concerns with social care and/or the police without parental knowledge (in accordance with the London Child Protection Procedures). Federation schools will aim to maintain a positive relationship with all parents and carers. The Mossbourne Federation's Child Protection and Safeguarding Policy is available on request and via each Academy's website.

3.3 Partnerships with Others

The Mossbourne Federation recognises that it is essential to establish positive and effective working relationships with all relevant external agencies but especially our local safeguarding partnerships (the local authority, police, and clinical commissioning groups). There is a joint responsibility on all relevant agencies to share information to ensure the safeguarding of all children. The Mossbourne Federation will contribute to multi-agency working in line with statutory guidance Working Together to Safeguard Children 2018. This includes providing a coordinated offer of early help when additional needs of children are identified and allowing access to the three safeguarding partners where appropriate. DSLs

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will contribute to inter-agency plans to provide additional support to children subject to child protection plans and to Section 17 and Section 47 assessments.

3.4 Identifying children who may have been significantly harmed

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs, which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

All staff must read and follow the statutory guidance for schools and colleges 'Keeping Children Safe in Education (2023) – Part One: Safeguarding information for all staff'. It is not the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one label. In most cases, multiple issues will overlap with one another. Safeguarding incidents and/or behaviours can be associated with factors outside the school and all staff, but especially DSLs, should assess the risks and issues in the wider community (contextual safeguarding) when considering the well-being and safety of pupils, acknowledging that extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms. Behaviours which may put children at risk of harm could include, but are not limited to; drug or alcohol misuse, deliberately missing education and the consensual/non-consensual sharing of nude or semi-nude/videos.

All staff should be aware of the indicators of abuse and neglect and if they are unsure, they should speak to a DSL.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

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

Physical Abuse 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.

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Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse involves forcing or enticing a child 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.

Neglect 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. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, 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);
- Ensure access to appropriate medical care or treatment;
- It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

3.5 Taking action to ensure that children are safe at school and home

All concerns regarding the welfare of pupils must be recorded using the 'Mossbourne Federation Initial Concern Referral Record' (Appendix 1) and passed to a DSL via CPOMS prior to any discussion with parents.

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3.5.1 What all staff must report

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play;
- Any explanation given which appears inconsistent or suspicious;
- Any behaviours which give rise to suspicions that a child may have suffered harm;
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment;
- Any concerns that a child is presenting signs or symptoms of abuse or neglect;
- Any significant changes in a child's presentation, including non-attendance;
- Any hint or disclosure of abuse about or by a child / young person;
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present);
- Any concerns that relate to any of the safeguarding areas covered in Section 8 of this policy.

3.5.2 Managing disclosures

Disclosures or information that a child has been harmed may be received from pupils, parents or other members of the public. Federation schools recognise that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Staff will be mindful that children may not be ready or know how to disclose but this should not prevent staff having a professional curiosity and speaking with a DSL where there is a concern. Accordingly, all staff will handle disclosures with sensitivity. All staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm;
- not promise secrecy;
- clarify the information without asking leading or probing questions;
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?';
- try not to show signs of shock, horror or surprise;
- try not to express feelings or judgements regarding any person alleged to have harmed the child;
- explain sensitively to the child or young person that they have a responsibility to refer the information to a DSL;
- reassure and support the child or young person as far as possible;
- explain that only those who 'need to know' will be told;
- explain what will happen next and that the child will be involved as appropriate;
- after the disclosure consider the child's social sphere and settings beyond school;
- after the disclosure, make a written record of what the child has said using the CPOMS system;
- follow up any verbal conversations held with a DSL in writing using the initial concern form in CPOMS;
- inform the most senior member of staff on site of the disclosure/concern if no DSL is on site.

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3.5.3 Actions by a Designated Safeguarding Lead (DSL)

Following any information raising concern a DSL will:

- act upon all new alerts on the CPOMS dashboard on the day of receipt;
- consider the child's wishes and feelings, but not promise confidentiality;
- consider any urgent medical needs of the child;
- consider all contextual safeguarding elements surrounding a child and include this detail in referrals and conversations with social care;
- make an immediate referral to social care if there has been a disclosure and/or allegation of abuse or there are clear grounds for concerns about the child's safety and well-being;
- consult with social care if they are uncertain whether or not a referral is required;
- decide if further monitoring is necessary and agree how this will be undertaken;
- decide if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral or pass information to other services;
- where the DSL is different from the SDSL, keep them informed of the concern and its outcome;
- record all information and actions taken, including the reasons for any decisions made, on the child's CPOMS File.

3.5.4 Actions following a child protection referral to social care or the police

A DSL will:

- maintain contact with the relevant agency/s and assigned person/s;
- contribute to any Strategy Discussion and Strategy Meeting that takes place;
- provide a report for and/or attend and contribute to any 'Initial' and/or 'Review Child Protection Conference';
- provide a report for and/or attend and contribute to any Core Group Meetings for any child subject to a Child Protection Plan or Child in Need Meetings for any child subject to a Child in Need Plan;
- where a child on a Child Protection Plan moves from the school or goes missing, immediately inform the child's Social Worker.
- liaise with the Principal to inform them of issues, especially ongoing enquiries under section 47 of the Children's Act and police investigations. This should include being aware of the requirement for children to have an Appropriate Adult.

3.5.5 Dealing with disagreements and escalation of concerns

Effective 'working together' depends on an open approach and honest relationships between agencies. Problem resolution is an integral part of professional co-operation and joint working to safeguard children. Occasionally situations arise when workers within one agency feel that the actions, inaction or decisions of another agency do not adequately safeguard a child.

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Disagreements can arise in a number of areas, but are most likely to arise around: levels of need; roles and responsibilities; the need for action; progressing plans; and communication.

Where professionals consider that the practice of other professionals is placing children at risk of harm, they must be assertive, act swiftly and ensure that they challenge the relevant professionals.

A DSL will:

- Keep the SDSL of their academy informed;
- Contact the line manager in Children's Social Care if they consider that the social care response to a referral has not led to the child being adequately safeguarded and follow this up in writing;
- Contact the line manager in Children's Social Care if they consider that the child is not being adequately safeguarded by the child protection plan and follow this up in writing;

If the above does not resolve the concern then the SDSL will:

- Use the relevant social care escalation policy usually the CHCSB Policy;
- Inform the Principal of their academy that they are using a social care escalation policy;
- Inform the Mossbourne Federation's SDSL that they are using a social care escalation policy;

3.6 Use of Reasonable Force to Safeguard

All staff recognise that there may be circumstances when they may need to make physical contact or use reasonable force to safeguard children, for example guiding a young child to safety by the arm when crossing a road or breaking up a fight. Reasonable means 'using no more force than is needed'. The decision as to whether or not to make physical contact with a child or use reasonable force to safeguard a child is down to the professional judgement of the staff concerned and should always depend on individual circumstances. When making physical contact or using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions staff should consider the additional vulnerability of these groups. The Federation aims to minimise the number of incidents that require the use of reasonable force by planning for positive and proactive behaviour support in its schools. For all other matters pertaining to the use of reasonable force staff should familiarise themselves with the policy of the Academy in which they primarily work.

3.7 Extended School and Off-Site Arrangements

Where extended school activities are provided by and managed by a federation school, the Mossbourne Federation's Child Protection and Safeguarding Policy and procedures apply. If other organisations provide services or activities on a federation school site without our staff present the

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governors will check that they have appropriate procedures in place. This is reflected in the hire/ lease agreements used.

When our pupils attend off-site activities, including day and residential visits and or other activities, we will check that effective safeguarding arrangements are in place. We will also undertake appropriate and robust risk assessments for the venue, location and activity to be undertaken in accordance with each academy's Risk Assessment protocol.

3.8 Online Safety

The Mossbourne Federation recognises that its pupils will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, the use of technology has become a significant component of many safeguarding issues including Child Sexual Exploitation and Radicalisation. We know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, behaviours, web cam photography or face-to-face meetings. Cyber-bullying by pupils via emails and texts will be treated as seriously as any other type of bullying and managed through our Behaviour Policies and anti-bullying procedures regardless of whether it takes place on an academy site. 'E-safety' is covered both as part of PSCHERSE and in other parts of the curriculum.

Social media, chatrooms and social networking sites are the most obvious sources of inappropriate and harmful content and behaviour, which pupils are **not allowed to access in any federation school**. Some pupils will undoubtedly 'chat' on mobiles or social networking sites at home and the school will encourage parents to consider measures to keep their children safe when using social media.

Online safety can be categorised into four areas of risk:

- *content*: being exposed to illegal, inappropriate or harmful material e.g. pornography or fake news;
- *contact*: being subjected to harmful online interaction with other users e.g. adults posing as children;
- *conduct*: personal online behaviour that increases the likelihood of, or causes, harm e.g. sending explicit images or online bullying.
- *Commerce*: risks such as online gambling, inappropriate advertising, phishing and/or financial scams

SDSLs, relevant Senior Leaders and PSHE Leads have familiarised themselves with the DfE guidance ['Teaching online safety in school'](#) which outlines how schools can ensure their pupils understand how to stay safe and behave online as part of existing curriculum requirements. Further guidance about online safety can be found at:

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- [Education for a connected world](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- [Thinkuknow](#)
- [Every Mind Matters](#)
- [Harmful online challenges and online hoaxes](#)
- [LGFL Undressed](#)

The Mossbourne Federation is doing what it reasonably can to limit our pupils' exposure to online risks through the schools' IT systems. We have appropriate filters and monitoring systems in place to prevent children being exposed to illegal, inappropriate or harmful materials or being subjected to harmful online interaction with other users. The academy will annually audit the filtering and monitoring processes in line with guidance from the DfE- '[Meeting digital and technology standards in schools and colleges](#)'. This audit will ensure any gaps in the identification of staff, their roles and responsibilities are identified. This will also act as a monitoring process of the systems in place to filter content and ensure the relevant standards are met. All staff, including senior staff and governors, will receive appropriate training around the expectations in relation to filtering and monitoring. **More information can be found in the site specific appendices.**

The Federation Head of IT Services will have responsibility for ensuring that there is an appropriate level of security protection and that these are reviewed periodically. All staff complete training in cyber security and forwarded regular updates regarding the potential risks, eg phishing emails. This work is overseen and monitored by the governance of the risk and controls committee.

3.9 Photography and Images

The vast majority of people who take or view photographs or videos of children do so for entirely understandable and acceptable reasons. However, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect pupils we:

- seek their consent (where appropriate) for photographs to be taken or published;
- seek parental consent;
- ensure pupils are appropriately dressed;
- only use school equipment to store images of children;

3.10 Safeguarding Children at greater risk of abuse

We recognise that some groups are more vulnerable than others and for this reason and staff should familiarise themselves with and be mindful of these groups at all times in relation to child protection and safeguarding.

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3.10.1 Safeguarding Children with SEND or certain health conditions

All staff will recognise that there are additional safeguarding challenges for children with SEN and disabilities including:

- Higher risk of peer group isolation;
- Disproportionate impact of bullying;
- Difficulties with communication;
- Assumptions that indicators of possible abuse such as behaviour, mood, and injury may relate to their SEN or disability without further exploration

With the above in mind Federation schools ensure that children on the SEND Register receive a greater availability of mentoring and support. It is essential that staff never make assumptions that indicators of possible abuse relate to a child's SEND or disability and should always complete an Initial Concern Referral Record if they are concerned. The staff working with responsibility for working with children with SEND will be mindful of the further guidance and information:

[SEND Code of Practice 0-25 Years](#)

[Supporting Pupils at School With Medical Conditions](#)

[Find your local IAS service](#)

[Mencap](#)

3.10.2 Safeguarding Children with Family Members in Prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including but not limited to: poverty; stigma; isolation; and poor mental health. As such, should a staff member become aware that a pupil has a parent or close family member in prison, they should report this to a DSL through the normal procedures. DSLs will refer to the guidance from the National Information Centre on Children of Offenders (NICCO) to mitigate the negative consequences for those children.

3.10.3 Safeguarding Children involved in the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them, crimes they are accused of, or for crimes they have witnessed. Children are also sometimes involved in the family courts e.g. when child arrangements are being made. This can be stressful for children. As such, should a staff member become aware that a pupil is involved in the court system, they should report this to a DSL through the normal procedures.

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3.10.4 Safeguarding Children with a Social Worker

We recognise that when a child has a social worker, it is an indicator that the child is more at risk than most pupils. This may mean that they are more vulnerable to further harm, as well as facing educational barriers in relation to attendance, learning, behaviour and mental health. Every academy in the Mossbourne Federation has a team of DSLs who take these needs into account when making plans to support pupils who have a social worker. Should staff become aware that a child has a social worker they must not presume that a DSL is already aware of this and should report this to a DSL through the normal procedures.

3.10.5 Safeguarding Looked After Children (LAC) and Previously Looked After Children (PLAC)

We recognise that the most common reason for children becoming looked after is as a result of abuse and/or neglect. LAC and, potentially, PLAC remain vulnerable and can face educational barriers in relation to attendance, learning, behaviour and mental health. When dealing with LAC and PLAC we recognise that it is important that all agencies work together and prompt action is taken when necessary to safeguard this particularly vulnerable group. To this end every academy has a Designated Teacher who works with the local authorities to promote the well-being and educational achievement of this group. The Designated Teacher (and the SDSL where different) has full regard for the statutory guidance on [The Role and Responsibilities of the Designated Teacher](#). Should staff become aware that a child is a LAC or PLAC they must not presume that the academy in which they work is already aware of this and should report this to a DSL through the normal procedures.

3.10.6 Safeguarding Children who are Homeless or at Risk of Becoming Homeless

We recognise that being homeless or being at risk of becoming homeless presents a real risk to a pupil's welfare. As such, should a staff member become aware that a pupil is homeless or at risk becoming homeless, they should report this to a DSL through the normal procedures. In most cases DSLs will be considering homelessness in the context of children who live with their families; it is also recognised for Years 11-13 this may not be the case and so DSLs are best placed to ensure referrals are made based on the child's circumstances.

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4. Providing a safe and supportive environment

4.1 Safer Recruitment and Selection

The Mossbourne Federation pays full regard to the statutory guidance for schools and colleges 'Keeping Children Safe in Education (2023) – Part Three: Safer Recruitment' including the addition that Section 128 checks also apply to departmental heads and governors. We also acknowledge that 'Disqualification by Association 2018' now only applies in domestic settings and not schools. Relevant people include, anyone working with children of reception age or younger, and children between five and eight years old in an out of school setting e.g. breakfast clubs or afterschool care, this includes managers who are responsible for the staff that directly supervise the children. All relevant staff are required to complete the 'Federation Early Years Disqualification Disclaimer Form' (appendix 5).

We ensure that all appropriate measures are applied in relation to everyone who works in a Mossbourne Academy and who is therefore likely to be perceived and experienced by the children as a safe and trustworthy adult. This includes volunteers, supervised volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, conducting online searches, verifying identity and academic/vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checks with the Disclosure and Barring Service (DBS) and additional checks for individuals who have lived or worked outside the UK. Candidates are informed that these checks will be carried out. Each academy within the Mossbourne Federation keeps an up to date Single Central Record.

4.2 Safe Practice

The Mossbourne Federation adopts safe working practices for the protection of students and staff. These are detailed in the Mossbourne Federation Code of Conduct for Teaching and Support Staff that all staff must read, understand and agree to comply with. Staff must also note that if there are any changes to their relationships and associations (including online) which may have an implication for the safeguarding of children then they must inform the Federation of these.

4.2.1 Identification

All staff must have their Staff Photo Identification on their person at all times when on the site of a Mossbourne academy. When they are working in a Mossbourne academy, other than the one they usually work in, this photo identification must be worn using the green coloured lanyard with 'staff' written on it. It is for individual Principal's to decide if their staff must always wear the staff lanyard.

Visitors to a Mossbourne academy who are DBS 'cleared' must wear the orange 'visitor' lanyard at all times when on site, indicating that they are not an employee of the Mossbourne Federation but that they may walk freely around the site without supervision.

Visitors to a Mossbourne academy who do not have DBS 'clearance' must wear the red 'visitor' lanyard at all times when on site, indicating that they not an employee of the Mossbourne

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Federation and **must** be supervised at all times by a staff member. If a visitor wearing the red lanyard does not appear to be supervised then staff must approach the visitor and enquire who they are with etc.

The coloured lanyard system is a visual guide to aide in the identification of potential intruders but is not to be fully relied upon. Staff should always remain vigilant and challenge any adult they do not recognise, especially if their behaviours cause concern, regardless of the colour of their lanyard.

4.3 Training and Staff Induction

The Mossbourne Federation's DSLs and Governors with designated responsibility for safeguarding have undertaken the child protection training for Designated Safeguarding Leads. They will undertake the refresher training for Designated Safeguarding Leads at two yearly intervals and the SDSL will undertake Prevent awareness training. In addition, all DSLs will update their knowledge and skills at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

All other federation staff, including non-teaching staff, will undertake mandatory appropriate safeguarding/child protection training at induction to enable them to carry out their responsibilities for safeguarding effectively. This mandatory online training will include: the Child Protection and Safeguarding Policy; the Staff Code of Conduct; the Behaviour Policy; Children Missing Education; the role of the SDSL and DSLs. They will then receive regular safeguarding and child protection updates as required but at least annually.

All governors will complete the same mandatory online safeguarding training as other school staff. Governors will be provided with updates pertinent to their context at each Local Governing Board meeting.

Children are taught about safeguarding in line with a broad and balanced curriculum and age appropriate/ individual needs. PSCE co-ordinators ensure that Relationships Education (Primary), Relationships and Sex Education (Secondary) and Health Education (all schools) is delivered in line with [Statutory Guidance: relationships education, relationships and sex education and health education](#). More guidance and resources can be found at [DfE One Stop Shop](#).

All staff (including temporary staff, volunteers, supervised volunteers and staff employed by contractors) are provided with the Mossbourne Federation's Child Protection and Safeguarding Policy and informed of the safeguarding arrangements for the academy in which they are working, on induction.

4.4 Visiting Speakers' Procedure

Under the Prevent Duty schools are expected to have clear guidance on the management of visiting speakers.

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“Specified authorities will need to...[have] robust safeguarding policies in place to identify children at risk...These policies should set out clear protocols for ensuring that any visiting speakers – whether invited by staff or by children themselves – are suitable and appropriately supervised. (Prevent Duty Guidance in England and Wales HM Government July 2015)

Each academy operates its own ‘Visiting Speakers Procedure’ which staff must refer and adhere to. The Mossbourne Federation’s approach to equality is based on seven key principles (Appendix 2).

4.5 Educational Visits

All staff who wish to run a visit/trip must have undergone training from the Educational Visits Co-ordinator at the Academy in which they work. Staff should refer to Educational Visits Policy of the Academy in which they work for further information. All staff should be aware that if children are staying with parents from overseas as part of an exchange they need to have an enhanced DBS check.

4.6 Support, advice and guidance for staff

All staff are aware that should they need advice or guidance in relation to a safeguarding or child protection matter they must speak with a DSL. If staff need personal support following a child protection or safeguarding matter DSLs will be able to assist or know how to signpost staff appropriately.

DSLs are aware that should they need support they can receive this from a fellow DSL or the SDSL at either their academy or another Mossbourne academy. SDSLs are aware that should they need support they can receive this from the Mossbourne Federation’s SDSL or the Principal of their Academy. If they are the Principal of their academy they can also seek support from the Mossbourne Federation’s CEO.

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5. Confidentiality and Child Protection Files

The Mossbourne Federation operates with regard to 'Information Sharing: Advice for practitioners providing safeguarding services'. All DSLs must read and understand this guidance. In addition, the Mossbourne Federation has full regard for the 'General Data Protection Regulation 2018', and the 'Data Protection Act 2018'. Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration and indeed KCSIE 2023 paragraph 85 says *'The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe.'*, this includes allowing practitioners to share information without consent in certain circumstances.

DSLs will ensure:

- information is shared where a child is or may be at risk of significant harm;
- pupils' and/or parents' confidentiality is respected;
- that any information shared is necessary, proportionate, relevant, adequate, accurate, timely and secure.

In order to keep children safe and provide appropriate care for them, each academy requires and requests from parents and carers accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives;
- names and contact details of all persons with parental responsibility (if different from above);
- emergency contact details (if different from above);
- any relevant court orders in place including those, which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.);
- name and contact details of GP;
- any other factors which may impact on the safety and welfare of the child.

All child protection documentation is collated and securely stored by DSLs in a 'Child Protection' file, separate from the child's main school file, only accessible to the DSLs of that academy, the Principal of that academy, the Mossbourne Federation's SDSL, and the CEO. DSLs maintain a 'Safeguarding Register' that identifies which pupils have child protection files. These records will be transferred to any school the pupil moves to, clearly marked for the attention of the DSL. Electronic notes will be archived. If Mossbourne Community Academy or Mossbourne Victoria Park Academy are the last school that a child attends then they will adhere to current guidance from the Data Commissioner regarding safe retention and destruction of the child protection file. We will seek advice from our lawyers in respect of forwarding child protection files abroad.

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6. Roles and Responsibilities

6.1 Governing Bodies

Governing bodies will ensure that:

- each academy has a child protection and safeguarding policy and procedures in place that are in accordance with statutory guidance;
- the policy is made available to parents on request and via our website;
- each academy operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- a senior member of the school's leadership team at each academy is designated to take lead responsibility for safeguarding;
- there is a named governor lead for safeguarding;
- staff undertake appropriate safeguarding/child protection training, at regular intervals;
- they remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the CEO;
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and liaises with the school on these matters where appropriate;
- policies and procedures for child protection and safeguarding are reviewed annually;
- they are aware of their obligations under the Human Rights Act 1998, the Equality Act 2010 and their local multi-agency safeguarding arrangements;
- due consideration is given to the filtering and monitoring of the IT systems; this is done through the Federation Risks and Controls Committee.

6.2 Principals

Principals will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the SDSL and DSLs to carry out their roles effectively including the assessment of pupils and attendance of strategy discussions and other necessary meetings e.g. Child Protection Conferences and Core Group meetings;
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with the Whistle Blowing Policy;
- all pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online;
- they have completed Safer Recruitment training;
- the procedure for managing allegations against staff is known to staff;

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- they operate the procedure for managing allegations effectively and refer relevant concerns to the Local Authority Designated Officer (LADO);
- that anyone who has harmed or may pose a risk to a child is referred to the DBS;
- a senior manager is appointed to deal with allegations against staff in their absence;
- they obtain a written statement, from any alternative provision in which children are placed, that confirms the alternative provision has completed all the vetting and bring checks that are necessary on their staff.

6.3 Senior Designated Safeguarding Leads (SDSLs) and Designated Safeguarding Leads (DSLs)

DSLs will:

- recognise how to identify signs of abuse and know when it is appropriate to make a referral to Children's Social Care;
- have knowledge of relevant escalation policies, the Local Authority Designated Officer (LADO) role, conduct of a child protection case conference and be able to attend and contribute to these;
- refer cases of suspected abuse or allegations to Children's Social Care and maintain a record of all referrals;
- act as a source of support, advice and expertise within each academy utilising updated guidance, resources and information provided in KCSIE 2023;
- keep detailed, accurate and secure written records of actions, decisions and outcome;
- obtain access to resources and attend any relevant or refresher training courses every two years;
- be aware of children who have a social worker;
- meet with parents and liaise with Hackney Education when a parent chooses Elective Home Education to ensure that it is in the best interest of the child.

In addition, SDSLs will:

- liaise with the Principal (and where appropriate the CEO) to inform them of any issues and ongoing investigations and ensure in their absence there is always cover for the role;
- ensure that all staff have access to and understand the Mossbourne Federation's Child Protection and Safeguarding policy;
- liaise with the virtual school heads to promote educational achievement of previously looked after children;
- ensure that all staff have induction training;
- help promote educational outcomes by sharing relevant information about the welfare, safeguarding and child protection issues for a student and/or cohort with all staff and/or individual teachers and/or the Senior Leadership Team;
- where a child leaves the establishment, ensure the child protection file is transferred to the new institution in a timely manner and separately from the main pupil file, as well as ensure any relevant external agencies working with the child are informed;
- liaise with the Mossbourne Federation's Senior Designated Safeguarding Lead to ensure the child protection and safeguarding policy is updated and reviewed annually and the Governing

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Body has been consulted on this;

- link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements;
- consult with the Mossbourne Federation's Senior Designated Safeguarding Lead prior to making any changes to their academy's child protection and safeguarding procedures or practices;
- ensure parents are made aware of the child protection and safeguarding policy which alerts them to the fact that referrals may be made and the role of the school in this to avoid conflict later;
- take the lead responsibility for online safety and understand the filtering and monitoring systems and processes which are in place.

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6.4 All staff and volunteers

All staff and volunteers must:

- fully comply with the Mossbourne Federation Child Protection and Safeguarding Policy and all safeguarding procedures;
- attend appropriate training;
- always complete the Mossbourne Federation Initial Concern Referral Record to inform a DSL of any child protection or safeguarding concern about a child.

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7. Safeguarding Concerns and Allegations Made About Staff (including supply teachers, volunteers and contractors)

7.1 Allegations regarding person(s) working in or on behalf of the Mossbourne Federation (including volunteers)

The Mossbourne Federation pays full regard to the statutory guidance for schools and colleges 'Keeping Children Safe in Education (2023) – Part Four: Allegations of abuse made against teachers, and other staff, including supply teachers and volunteers'.

The same principles as in the rest of this document will apply. Whilst we acknowledge such allegations may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly, in line with agreed procedures and outcomes are recorded. All staff will maintain a culture of vigilance based on the notion that 'it could happen here'.

Staff are expected to maintain highly professional behaviours and appropriate professional boundaries at all times in line with the Mossbourne Federation Code of Conduct for Teaching and Support Staff. Staff will be encouraged to use the Whistle Blowing Policy for their academy if they have concerns regarding the conduct or behaviour of a colleague and they feel that the matter has not been addressed appropriately by the school.

All staff must inform the Principal immediately if they believe another adult, including governors, volunteers, supply teachers, and agency staff, working in a federation academy 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 would pose a risk of harm to children;
- behaved or may have behaved in a way, including outside of school, that indicates they may not be suitable to work with children
- engaged with a child on a one-to-one basis in a secluded area or behind a closed door without a valid reason for doing so.

Inappropriate behaviour by staff/volunteers could take but is not limited to the following forms:

- Physical - for example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
- Emotional -for example intimidation, belittling, scapegoating, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.
- Sexual - for example, sexualised behaviour towards pupils, sexual harassment, sexual assault

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and rape.

- Neglect -for example, failing to act to protect a child or children, failing to seek medical attention or failure to carry out an appropriate risk assessment.

If a child makes an allegation about a member of staff, governor, visitor or volunteer the Principal of the relevant academy should be informed immediately or in the Principal's absence the member of staff deputising for them. The Principal should carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Principal should not carry out the investigation themselves or interview pupils.

The Principal must exercise, and be accountable for, their professional judgement on the action to be taken, as follows:

- if the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns the Principal will notify the Local Authority Designated Officer (LADO) Team. The LADO will advise about action to be taken and may initiate internal referrals within Children's Social Care to address the needs of children likely to have been affected.
- if it is not clear whether the actions of the member of staff raise child protection concerns, the Principal must immediately seek advice from the Local Authority Designated Officer
- if the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns or meet the harms threshold (low level concern), but do raise other issues in relation to the conduct of the member of staff or the pupil(s), these should be addressed through the school's own internal procedures. 'Low level concerns' 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.
- if the Principal decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child protection file.
- After any allegations of abuse have been made the Principal should be aware that there are a range of specified outcomes: substantiated; malicious; false; unsubstantiated; unfounded.

Where an allegation has been made against a Principal, then the CEO takes on the role of liaising with the LADO team in determining the appropriate way forward. Where an allegation has been made against the CEO then the Chair of the Central Governing Body takes on the role of liaising with the LADO team in determining the appropriate way forward. For details of these specific procedures refer to the City and Hackney Safeguarding Children's Board.

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7.2 Concerns about safeguarding practices within a specific academy or the Mossbourne Federation

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the safeguarding regime and know that they will be taken seriously by the senior leadership team. Staff and volunteers should familiarise themselves with the whistleblowing procedures.

Where a staff member feels unable to raise an issue about safeguarding practice/s with the SDSL in their academy, and it is not an allegation against a member of staff, they may raise this with the Mossbourne Federation's SDSL and/or the Mossbourne Federation's CEO.

Where a staff member feels unable to raise an issue internally or feels that their genuine concerns are not being addressed they should be aware of the following:

- advice on Whistleblowing www.gov.uk/whistleblowing;
- the NSPCC's helpline 0800 028 0285 which is available as an alternative route.

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8. Further Information on Specific Safeguarding Areas

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety, bullying, arrangements for meeting the medical needs of children providing first aid, school security, drugs and substance misuse, gang related activity and promoting positive behaviour. Further information on some of the specific safeguarding areas that are relevant to children in the Mossbourne Federation can be found in this section. All staff who work directly with children should also read Annex A of KCSIE 2023.

8.1 Children Missing Education (CME) and Absent from Education

All staff should be aware that children going missing, particularly repeatedly, can act as vital warning sign of a range of safeguarding possibilities including CSE and CCE. CME are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life. As such early intervention is vital and staff will monitor pupils' attendance through the daily registers and refer all cases of concern. We will always follow up with parents/carers when children are not at school and as such The Federation insists that it has at least two emergency contacts, including telephone numbers, for each child.

In response to KCSIE 2023 each academy:

1. Has staff who understand what to do when children do not attend regularly;
2. Has appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions);
3. Has staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage;
4. Has procedures to inform the local authority when we plan to take pupils off-roll when they:
 - a. leave school to be home educated
 - b. move away from the school's location
 - c. remain medically unfit beyond compulsory school age
 - d. are in custody for four months or more (and will not return to school afterwards); or
 - e. are permanently excluded;
5. Ensures that pupils who are expected to attend the school, but fail to take up the place will be referred to the local authority.
6. Makes sure when a pupil leaves the school, that the name of the pupil's new school and their expected start date are recorded.

In addition, all academies will refer any concerns about CME or children who are absent from education to the Education Attendance Service (Synergy) and Children's Social Care. School Leaders will act in accordance with ['Children missing education'](#), Statutory guidance for local authorities, September 2016 and recognise that Hackney Education is responsible for the delivery of CME (Children Missing Education) duties defined by the Education Act Amendments.

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8.2. Serious Violent Crime

All staff should be aware of the associated risks of being a victim or perpetrator of serious violent crime and the indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include but are not limited to:

- increased absence;
- a change in relationships particularly with older individuals;
- a significant decline in performance;
- self-harm or a significant change in wellbeing;
- signs of assault or unexplained injuries;
- unexplained gifts or new possessions.

All staff should recognise that there are a range of risk factors which increase the likelihood of involvement in serious violence. These risk factors include being male, frequent absence from school, permanent exclusion, a victim of child maltreatment, being involved in offending such as theft or robbery. Should staff become aware of an incident involving serious violent crime they must report it to a DSL immediately as they would any safeguarding concern. DSLs will familiarise themselves with the Home Office's ['Preventing youth violence and gang involvement'](#).

8.2.1 Child Criminal Exploitation (CCE)

Child Criminal Exploitation is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. It is important to note that both boys and girls can be the victims of CCE but that they may have very different experiences. It is also important to recognise that a child who is the victim of CCE may be at higher risk of sexual exploitation.

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

Some of the following can be indicators of CCE: children who appear with unexplained gifts or new possessions; children who associate with other young people involved in exploitation; children who suffer from changes in emotional well-being; children who misuse drugs and alcohol; children who go missing for periods of time or regularly come home late; and children who regularly miss school or education or do not take part in education. Should staff become aware of an incident involving CCE they must report it to a DSL immediately as they would any safeguarding concern.

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8.2.1.1 County Lines

County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

The key to identifying potential involvement in ‘county lines’ are missing episodes. Like other forms of abuse and exploitation, county lines exploitation can affect any child under the age of 18 or vulnerable adult over the age of 18, and can still be exploitation even if the activity appears consensual. County line exploitation is typified by some form of power imbalance in favour of those perpetrating the exploitation. Other indicators specific to county line involvement are: being a victim or a perpetrator of serious violence, been linked or involved with any commercial element of drugs, found in accommodation with which the child has no link, owe monies or are subject to a ‘debt bond’ or seem to have multiple or concern around the use of bank accounts.

Should staff become aware of an incident involving County Lines they must report it to a DSL immediately as they would any safeguarding concern. DSLs will familiarise themselves with the Home Office’s [‘Criminal exploitation of children and vulnerable adults: county lines’](#) guidance and the [Home Office and Children's Society County Lines Toolkit](#). If a federation academy becomes concerned that a child is being criminally exploited we will follow the procedures set out in this document and where appropriate make a referral to the National Referral Mechanism (national crime agency human-trafficking).

8.2.1.2 Child Sexual Exploitation (CSE)

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. 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. Child sexual exploitation can occur over time or be a one-off occurrence. It may happen without the child’s knowledge (eg through the sharing of videos on social media).

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Indicators of child sexual exploitation may include: acquisition of money, clothes, mobile phones, etc. without plausible explanation; gang-association and/or isolation from peers/social networks; exclusion or unexplained absences from school, college or work; leaving home/care without explanation and persistently going missing or returning late; excessive receipt of texts/phone calls; returning home under the influence of drugs/alcohol; inappropriate sexualised behaviour for age/sexually transmitted infections; evidence of/suspicions of physical or sexual assault; relationships with controlling or significantly older individuals or groups; multiple callers (unknown adults or peers); frequenting areas known for sex work; concerning use of internet or other social media; increasing secretiveness around behaviours; and self-harm or significant changes in emotional well-being.

Potential vulnerabilities include (although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues): having a prior experience of neglect, physical and/or sexual abuse; lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example); recent bereavement or loss; social isolation or social difficulties; absence of a safe environment to explore sexuality; economic vulnerability; homelessness or insecure accommodation status; connections with other children and young people who are being sexually exploited; family members or other connections involved in adult sex work; having a physical or learning disability; being in care (particularly those in residential care and those with interrupted care histories); and sexual identity.

Should staff become aware of an incident involving CSE they must report it to a DSL immediately as they would any safeguarding concern. If a federation academy becomes concerned that a child is being sexually exploited we will follow the procedures set out in this document and make reference to the guidance provided by both CHSCB and 'Child sexual exploitation: Definition and a guide for practitioners (DfE 2017)'.

8.3 Domestic Abuse

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

Children are victims in their own right of domestic abuse as a result of the impact of seeing, hearing or feeling the effects of abuse. All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

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Should staff become aware of an incident involving domestic abuse they must report it to a DSL immediately as they would any safeguarding concern. The federation has signed up to Operation Encompass which helps police and schools work together to provide emotional and practical help to children. DSLs ensure they are familiar with the additional advice in relation to Domestic Abuse in Annex A of KCSIE 2023, including the National Domestic Abuse Helpline run by Refuge - 0808 2000 247.

8.4 So called 'Honour-based' abuse

So-called 'honour-based' violence (HBA) includes all incidents or crimes which have been committed to protect/defend the honour of the family/community. These include but are not limited to FGM, forced marriage, and breast ironing. HBA often involves a wider network of family or community pressure and so individuals and groups in relevant communities need to be alert to the possibility of a child being at risk of HBA or already having suffered HBA.

Should staff become aware of an incident involving HBA they must report it to a DSL immediately as they would any safeguarding concern. If a federation academy becomes concerned that a child is at risk of HBA or may have suffered from HBA then we will follow the procedures set out in this document and make reference to the guidance provided by CHSCB.

8.4.1 Female Genital Mutilation

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8. Risk factors for FGM include (but are not limited to): low level of integration into UK society; mother or a sister who has undergone FGM; girls who are withdrawn from PSHE or RSE (where they would learn about FGM); visiting female elder from the country of origin; being taken on a long holiday to the country of origin; talk about a 'special' procedure to become a woman. FGM may be likely if parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays). Staff should not assume that FGM only happens outside the UK.

Indications that FGM may have already taken place may include (but are not limited to): difficulty walking, sitting or standing and may even look uncomfortable; spending longer than normal in the bathroom or toilet due to difficulties urinating; spending long periods of time away from a classroom during the day with bladder or menstrual problems; frequent urinary, menstrual or stomach problems; prolonged or repeated absences from school or college, especially with noticeable behaviour changes

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(e.g. withdrawal or depression) on the girl's return; reluctance to undergo normal medical examinations; confiding in a professional without being explicit about the problem due to embarrassment or fear; talking about pain or discomfort between her legs.

Should staff become aware of an incident of FGM they must report it to a DSL immediately as they would any safeguarding concern. In addition, where a **teacher** discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. The duty does not apply in relation to at risk or suspected cases.

8.4.2 Forced Marriage

Forced marriage is a crime and defined as a marriage entered into without the full consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or psychological. We recognise that as educators we can play an important role in safeguarding children from forced marriage.

Should staff become concerned about a child and forced marriage they must report it to a DSL immediately as they would any safeguarding concern. DSLs know to contact the Forced Marriage Unit if they need advice or support and will refer to the relevant multi-agency guidelines. DSLs will have an understanding of the resources which can be found at [The Right to Choose](#). In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

8.5 Preventing Radicalisation and Extremism (Prevent Duty)

As part of the Counter Terrorism and Security Act 2015, The Mossbourne Federation will fulfil the Prevent Duty. It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

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There are three specific objectives to the Government Prevent strategy:

- Respond to the ideological challenge of terrorism and the threat the UK faces from those who promote it;
- Prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- Work with sectors and institutions where there are risks of radicalisation that we need to address.

Mossbourne staff should be aware of the signs and symptoms of a young person being at risk of becoming radicalised:

- spending increasing time in the company of other suspected extremists;
- changing their style of dress or personal appearance to accord with the group;
- their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;
- loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- possession of material or symbols associated with an extremist cause (e.g. the swastika for far-right groups);
- attempts to recruit others to the group/cause/ideology;
- communications with others that suggest identification with a group/cause/ideology.

The examples above are not exhaustive and vulnerability may manifest itself in other ways.

We aim to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. We encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject in the school and where political issues are brought to the attention of the pupils, reasonably practicable steps will be taken to offer a balanced presentation of opposing views to pupils. Each academy also has a robust 'Visiting Speakers' procedures.

The Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, federation schools will provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

Should staff become aware of an incident involving radicalisation or extremism they must report it to a DSL immediately as they would any safeguarding concern. If a federation school is concerned about a pupil we will follow the procedures set out in this document, make reference to the guidance provided by CHSCB, and where appropriate make a referral to the Channel programme.

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8.6 Child on Child Abuse

The Mossbourne Federation recognises that the harm caused to children by the harmful and bullying behaviour of other children can be significant. It is noted that this abuse can happen both inside and outside of school or online. Children who harm others should be held responsible for their harmful behaviour and school staff alerted to the fact that they are likely to pose a risk to other children in the school, home and community. Child on child abuse can take many forms including but not limited to; bullying (including cyber-bullying, prejudice based and discriminatory bullying); abuse in intimate personal relationships between peers; physical abuse; sexual violence and sexual harassment; causing someone to engage in sexual activity without consent; consensual and non-consensual sharing of nudes/semi-nude photographs and/or videos and initiation type rituals.

The sharing of images is sometimes referred to as 'Sexting' which is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude or nearly nude images and/or sexual acts. It is also referred to as 'youth produced sexual imagery'. Sexting does not include the sharing of sexual photos and videos of under 18-year olds with or by adults as this is a form of child sexual abuse.

Should staff become aware of an incident involving sexting they must:

- report it to a DSL immediately as they would any safeguarding concern;
- never view, download or share the imagery themselves, or ask a child to share or download it –this is illegal;
- report to a DSL if they have viewed the imagery by accident (e.g. the child shows it to them before they could tell the child not to);
- not delete the imagery or ask the child to delete it;
- not ask the child/ren involved in the incident to disclose information regarding the imagery;
- not share information about the incident with other members of staff or the child/ren's parents/carers;

Staff can find more information via the UKCCIS Guidance: Sexting in schools and colleges, responding to incidents and safeguarding young people.

Abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up". We believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students. All staff must act on any concern informing a Designated Safeguarding Lead via an initial concern form on CPOMS. This concern may not be a result of a direct disclosure but may be raised as a result of other avenues of concern such as a change in behaviour or an overheard conversation.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under each academy's Behaviour Policy. Where this harm

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involves sexual abuse, serious physical or serious emotional abuse, the safeguarding procedures set out in this policy will be applied.

We recognise that children who harm others are likely to have considerable needs themselves and may have experienced or be experiencing significant harm themselves. Where a child has caused significant harm to another child, through sexual abuse or serious physical or emotional abuse, the school will make separate referrals to Children's Social Care of the victim(s) and perpetrator(s).

We will support victims of child on child abuse by reassuring them that they are being taken seriously, that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting child on child abuse nor ever be made to feel ashamed for making a report.

We will be mindful of the sections in the London Child Protection Procedures concerning 'Harming Others' and 'Sexually Active Children' and work closely with social care, the police and other agencies following a referral. It will be explained to children that the law is in place to protect children and young people rather than criminalise them. This will be explained in a way that aims to avoid alarming or distressing them.

8.6.1 Sexual Violence and Sexual Harassment between children in schools and colleges

All staff should recognise that sexual violence and sexual harassment: can occur between two children of any age and sex; exist on a continuum and may overlap; can occur online and offline. All victims must be taken seriously and offered appropriate support. Staff must note that evidence shows some groups are more at risk than others including girls, children with SEND, and LGBT children. Staff must:

- make clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- challenge all behaviours that are potentially criminal in nature including grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts;
- not tolerate or dismiss incidents as being "banter", "just having a laugh", "boys being boys" or "part of growing up";
- read the additional information pertaining to child on child abuse, sexual violence and sexual harassment found in this document and in part five of Keeping Children Safe in Education 2023;
- reiterate and ensure that young people have open lines of communication to adults, especially young people who are LGBT
- act in line with their Academy's Behaviour Policy and report any incidents of this nature using the Initial Concern Referral Record (Appendix 1).

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DSLs will have full regard to Part 5: Child on child sexual violence and sexual harassment of Keeping Children Safe in Education 2023 when dealing with incidents of this nature.

8.6.2 Upskirting (Voyeurism (Offences) Act 2019)

The Criminal Prosecution Service (CPS) defines ‘upskirting’ as a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person’s clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses, and equally applies when men or women are wearing kilts, cassocks, shorts or trousers. It is often performed in crowded public places, for example on public transport or at music festivals, which can make it difficult to notice offenders. The Voyeurism (Offences) Act 2019 was changed to criminalise upskirting.

Should staff become aware of an incident involving upskirting they must:

- report it to a DSL immediately as they would any safeguarding concern;
- never view, download or share the imagery themselves, or ask a child to share or download it;
- report to a DSL if they have viewed the imagery by accident (e.g. the child shows it to them before they could tell the child not to);
- not delete the imagery or ask the child to delete it;

8.6.3 Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is obviously a school’s first priority but emotional bullying can be more damaging than physical bullying.

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, can have a significant effect on a child’s wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying, including cyber-bullying and prejudice-based bullying must be reported and will be managed through the anti-bullying procedures. All pupils and parents are informed of what to do about bullying should they become aware of it. The subject of bullying is addressed at regular intervals. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the Principal and the SDSL will consider implementing safeguarding procedures.

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8.7 Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins. Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

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

Schools (usually the DSL) have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. We take steps on admission to verify the relationship of the adults to the child who is being registered.

Should staff have a concern that a child is being privately fostered they must report it to a DSL immediately as they would any safeguarding concern.

8.8 Mental Health

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. School staff are not expected or trained to diagnose mental health conditions or issues, indeed, non-professional diagnose, however well meant, can exacerbate or promote mental health problems, but we are well placed to observe and notice behaviours that may suggest a child is experiencing a mental health problem or be at risk of developing one.

Negative experiences and distressing life events can affect mental health in a way that can bring about changes in a child's behaviour or emotional state, displayed in a range of different ways, all of which can be an indication of an underlying problem. These include (but are not limited to): becoming fearful; becoming withdrawn; developing a low self-esteem; becoming aggressive; developing a habitual body rocking; affection seeking; over-friendliness; excessive clinginess; failing to accept support from an appropriate person when significantly distressed; demonstrating coercive or controlling behaviours; and demonstrating a lack of ability to understand and recognise emotions.

Certain groups and individuals are more at risk of developing mental health problems than others. Risk factors are cumulative i.e. children exposed to multiple risks such as social disadvantage, family adversity and cognitive problems are much more likely to develop behavioural problems. Known risk factors for mental health problems include (but are not limited to): having a low IQ; having a physical

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illness; academic failure; communication difficulties; autism; being a LAC or PLAC; being a Child In Need; family breakdown; inconsistent or unclear discipline in the family home; rejecting relationships; parental psychiatric illness; parental criminality, parental substance abuse; death and loss (including loss of friendship); bullying; discrimination; deviant peer influences; child on child abuse; poor teacher relationships, being socio-economically disadvantaged; being homeless; gang involvement; overwhelming events e.g. moving house, changing schools, birth of a sibling, accidents, disasters and war.

There is a complex interplay between the risk factors in children's lives and the protective factors that promote their resilience. The more risk factors there are the more protective factors are needed to act as a counterbalance. We recognise that as schools we play a pivotal role in promoting the resilience of our pupils, particularly for the children with less supportive home lives, who may not have a trusted adult they can talk to. There are two key elements that enable us to identify and support pupils at risk of mental health problems: effective use of data (so that changes in pupils' patterns of attainment, attendance or behaviour are noticed and can therefore be acted upon; along with staff adhering to our effective safeguarding and pastoral systems which include ensuring at least one member of staff knows a pupil well e.g. class teacher or form tutor, having a large number of DSLs, and having policies, including this one, that provide a structure through which staff can escalate concerns. Every academy in the Mossbourne Federation has a Mental Health Lead, employs an external counselling service, and The Mossbourne Federation is part of the Hackney WAMHS (Well-being And Mental Health in Schools) initiative. This initiative shares aims with the guidance found in [mental health and behaviour in schools guidance](#).

Whilst it is recognised that not all mental health problems constitute a safeguarding concern, they frequently do, and as such, should staff have a mental health concern about a child they must report it to a DSL immediately as they would any safeguarding concern. Further information is provided to staff and pupils about the maintenance of good mental health.

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Appendix 1 – Mossbourne Federation Initial Concern Referral Record

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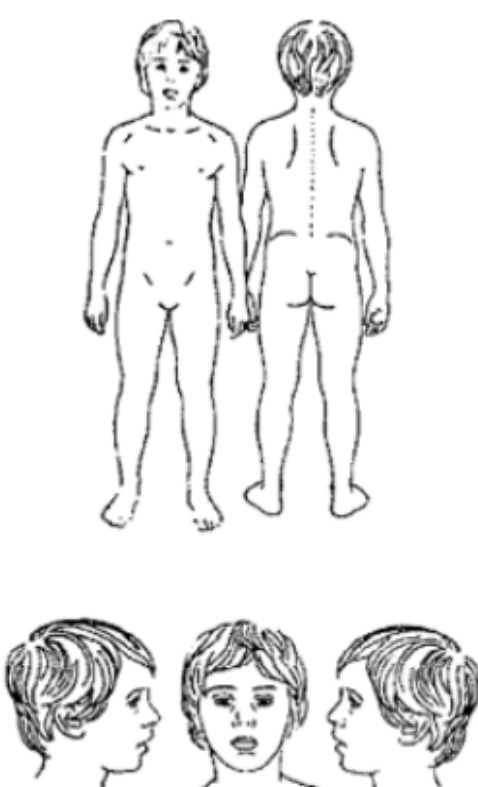
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Mossbourne Federation Initial Concern Referral Record

If you are worried about a [child](#) please complete this form and immediately pass to a Designated Safeguarding Lead (DSL).

| | | | | |
|---|-----|------|-----|-----|
| Name of child | | | | |
| Name of Academy (circle/highlight as appropriate) | MCA | MVPA | MPA | MRA |
| Name of Reporter | | | | |
| Date of incident/concern | | | | |
| Time of incident | | | | |
| Time of report | | | | |
| Context e.g. PHSCE lesson on... | | | | |
| Area of Concern/ Details of incident: | | | | |
| | | | | |
| Please complete both sides of this form | | | | |

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| | |
|--|-------------------------------|
| <p>Indicate any injury on the appropriate section of the diagrams below – DO NOT PHOTOGRAPH IT</p>  | <p>Description of injury:</p> |
|--|-------------------------------|

If hard copy please complete the section below:

| Signed (reporter) | Signed (DSL) | Date | Time of report handover |
|-------------------|--------------|------|-------------------------|
| | | | |

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Appendix 2 – Mossbourne Federation’s approach to equality; seven key principles

All learners are of equal value, whether or not they are disabled, whatever their ethnicity, culture, national origin or national status, whatever their gender and gender identity, whatever their religious or non-religious affiliation or faith background and whatever their sexual orientation.

In the Mossbourne Federation, difference is recognised, respected and valued and diversity is regarded as a strength. The Federation takes account of differences and strives to remove barriers and disadvantages which people may face, in relation to disability, ethnicity, gender, religion, belief or faith and sexual orientation. The Federation believes that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

Positive attitudes and relationships are fostered. The Mossbourne Federation actively promotes positive attitudes and mutual respect between groups and communities that are different from each other.

A shared sense of cohesion and belonging is fostered. The Federation wants all members of its community to feel a sense of belonging and to feel that they are respected and able to participate fully in school life.

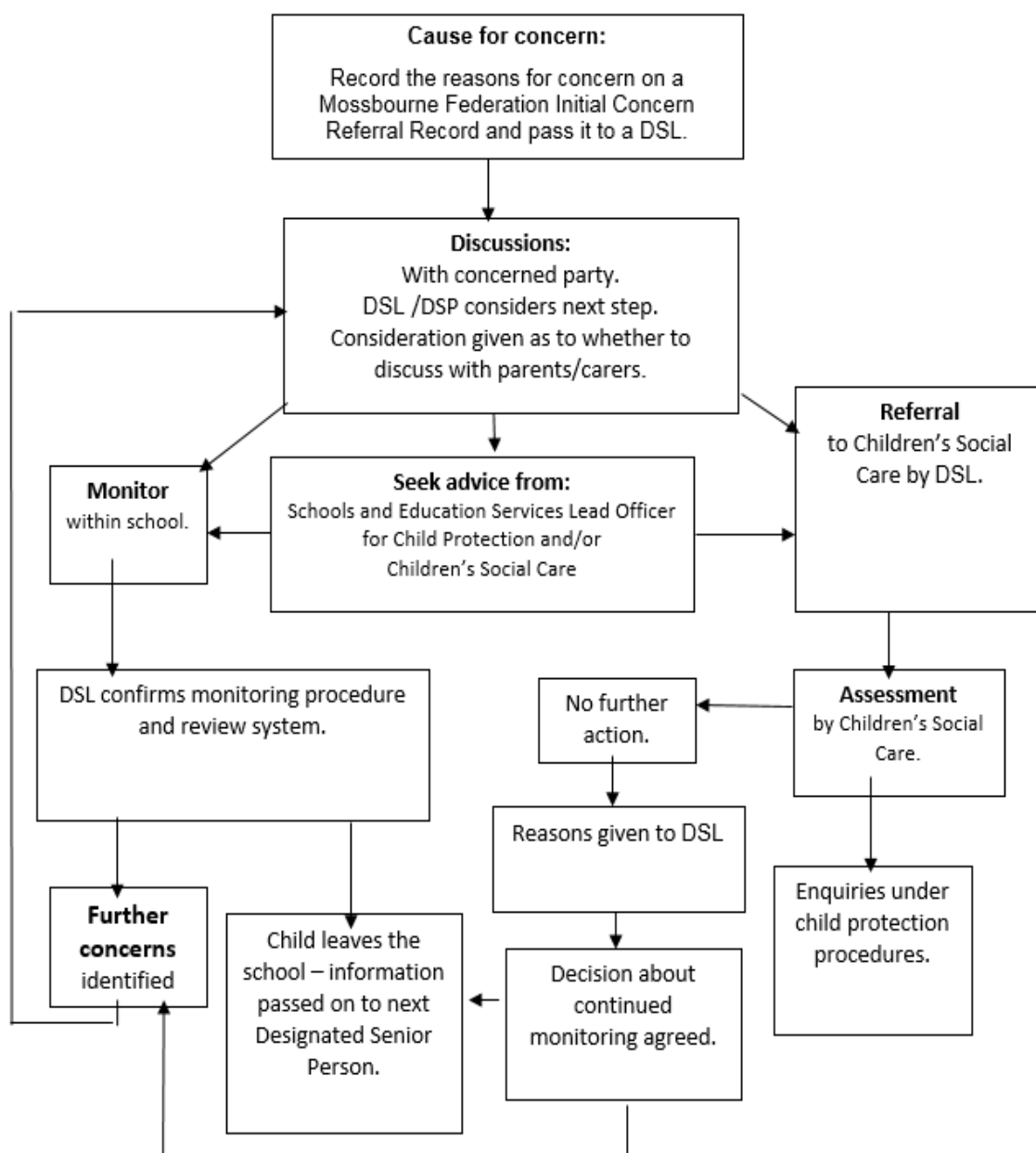
Good equalities practices are observed for staff. The Federation seeks to ensure that policies and procedures benefit all employees and potential employees in all aspects of their work, including in recruitment and promotion, and in continuing professional development.

There are the highest expectations for all our children. The Federation expects that all pupils can make good progress and achieve to their highest potential.

The Federation works to raise standards for all pupils, but especially for the most vulnerable. The Academy believes that improving the quality of education for the most vulnerable groups of pupils raises standards across the whole Academy.

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Appendix 3 – Chart: responding to concerns about a child in a federation school



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Appendix 4 – Confirmation of compliance form

Your Name: _____

Your Position: _____

The academy you normally work in: _____

All staff who work in a Mossbourne Federation Academy, both teaching and non-teaching, are required to read the Mossbourne Federation Child Protection and Safeguarding Policy and to adhere to the guidance and procedures in relation to child protection. Staff must also read the Mossbourne Federation Code of Conduct for Teaching and Support Staff, the Behaviour Policy for the Academy in which they work, and the Visiting Speakers Policy for the Academy in which they work.

- I have read the Mossbourne Federation Child Protection and Safeguarding Policy and am familiar with the policy and procedures related to safeguarding.
- I received appropriate child protection and safeguarding training at induction including information about the Behaviour Policy and managing children who are missing education.
- I know I should receive relevant updates as required but at least annually.
- I will speak to a DSL if at any point I am concerned about my training needs in this area.
- I know that _____ is the Senior Designated Safeguarding Lead (SDSL) for child protection and safeguarding at the academy I normally work in.
- When/if I attend another Mossbourne academy I will ensure I know the details of the SDSL for that academy.

Please sign below to indicate that you understand the details above and that you accept your duties in relation to child protection and safeguarding.

Signed: _____ Date: _____

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Appendix 5 - Federation Early Years Disqualification Disclaimer Form

Federation Staff Self Declaration

All staff who meet any/all of the following criteria within any Federation Academy should complete this declaration;

- **Staff Involved in the provision of childcare for children up to reception age.**
- **Staff involved with childcare provision outside of school hours with children up to 8 years of age.**
- **Staff in direct management of the above provisions.**

This is a statutory form, required by the Department for Education on the application of Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("the 2018 Regulations") and Obligations under the Childcare Act 2006 in schools.

This declaration is compliant with Section 175 of the Education Act 2002, Paragraph 7(b) The Education [independent Schools Standards] Regulations 2014, and Paragraph 3 of the schedule to the Education [non Maintained Special Schools] (England) Regulations 2011.

NB: Providing information found to be false, may lead to dismissal and possible criminal charges.

1. Have you ever had Child Care Registration Refused for a child in your care

- ☐ Yes
☐ No

If yes, please give details:

2. Have you ever had a child in your care placed under a care order?

- ☐ Yes
☐ No

If yes, please give details:

3. Have you ever received any criminal convictions either in the United Kingdom, or Overseas?

- ☐ Yes
☐ No

If yes, please give details:

I hereby certify that the above information is truthful and accurate to the best of my knowledge.

| Full Name | Signature | Date |
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| Written by | Katherine Duller | Ratified by the Trustees | |
| Completed | September 2023 | Next Review Date | August 2024 |

Appendix 6- Low Level Concerns Procedure

If the actions of a member of staff, and the consequences of the actions, do not raise credible child protection concerns or meet the harms threshold (low level concern), but do raise other issues in relation to the conduct of the member of staff or the pupil(s), these should be addressed through the school's own internal procedures. 'Low level concerns' 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.

The Federation endeavours to create an environment where staff are encouraged and confident to self-refer should they have found themselves in a situation which may have been 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.

Low level concerns should be confidentially shared with either the SDSL or the Principal in a timely fashion. The Principal is the ultimate decision maker in respect of all low-level concerns. All concerns will be recorded in writing by the Principal or the SDSL. The name of the individual sharing should be noted, if the individual wishes to remain anonymous then that can be respected as far as reasonably possible. These records will be stored securely in line GDPR and data protection guidance. These records will be stored until the individual leaves their employment. The recording document should include:

| Date concern was raised | Concern raised by | Concern raised about | Details of the concern | Context of the concern | Action(s) taken | Notes/ Rationale |
|-------------------------|-------------------|----------------------|------------------------|------------------------|-----------------|------------------|
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These records should be reviewed regularly by the SDSL and Principal so that patterns of concerning behaviour can be identified. Where patterns are identified, further action including a referral to the LADO should be considered. It should also be considered if there is a wider, academy based cultural issue that enables this behaviour and whether actions should be taken to address this.

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Appendix 7 – Mossbourne Federation DSLs and Nominated Safeguarding Governor

| Mossbourne Community Academy | | |
|-------------------------------------|--|--|
| Name | Role | Email |
| Katherine Duller | Head of Pastoral Care Senior Designated Safeguarding Lead | kduller@mca.mossbourne.org |
| Jane Sames | Senior Vice Principal Deputy Senior Designated Safeguarding Lead | jsames@mca.mossbourne.org |
| Rebecca Warren | Principal | rwarren@mca.mossbourne.org |
| Sophie Metcalf | Assistant Vice Principal and Head of Inclusion Deputy Senior Designated Safeguarding Lead | smetcalf@mossbourne.org |
| Athena Yennaris | Assistant Vice Principal | ayennaris@mca.mossbourne.org |
| Marziya Hussain | Senior Administrative Officer | mhussain@mca.mossbourne.org |
| Jade Kohter | Pastoral Administrator | jkohter@mca.mossbourne.org |
| Benjamin Haines | Head of Lower School and Year 7 | bhaines@mca.mossbourne.org |
| Thomas Bagley | Head of Year 8 | tbagley@mca.mossbourne.org |
| Sharon Abraham | Head of Year 9 | Sabraham@mca.mossbourne.org |
| Matilda White | Head of Year 10 | mwhite@mca.mossbourne.org |
| Dan Smith | Head of Year 11 | dsmith@mca.mossbourne.org |
| Zoe D'Souza | Head of Year 12 | zdsouza@mca.mossbourne.org |
| Karis Dow Habbick | Head of Year 13 | Kdowhabbick@mca.mossbourne.org |
| Ian Deledicq | Head of Sixth Form | ideledicq@mca.mossbourne.org |
| Matthew Farley | Head of Upper School | mfarley@mca.mossbourne.org |
| Neil Robinson | Assistant Vice Principal | nrobinson@mca.mossbourne.org |
| Stefania Connell | SENCO | sconnell@mca.mossbourne.org |
| Donna Hamilton | Alternative Provision Centre | dhamilton@mca.mossbourne.org |
| Joanna Street | Curriculum Support Department | jstreet@mca.mossbourne.org |
| Jane Reynolds | Head of ASD Provision | jreynolds@mca.mossbourne.org |
| Jodie Smallwood | Learning Support Teacher | jsmallwood@mca.mossbourne.org |
| Harri Court | Learning Support Teacher | hcourt@mca.mossbourne.org |
| Janey Elcock | Learning Support Teacher | jelcock@mca.mossbourne.org |
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Mossbourne Parkside Academy

| Name | Role | Email |
|----------------|--|--|
| Laura Green | Principal Deputy Senior Designated Safeguarding Lead | lgreen@mpa.mossbourne.org |
| Dawn Barnard | PA to the Principal and SAO Designated Safeguarding Lead | dbarnard@mpa.mossbourne.org |
| Claire Russell | Associate Vice Principal Senior Designated Safeguarding Lead | crussell@mpa.mossbourne.org |

Mossbourne Victoria Park Academy

| Name | Role | Email |
|------------------|--|--|
| Samuel Wells | Vice Principal Senior Designated Safeguarding Lead | swells@mvpa.mossbourne.org |
| Andrew John | Extended Leadership Team – Pastoral Lead Deputy Senior Designated Safeguarding Lead | Ajohn@mvpa.mossbourne.org |
| Susana Dafonte | Extended Leadership Team – Pastoral Lead Deputy Senior Designated Safeguarding Lead | sdafonte@mvpa.mossbourne.org |
| Claire Way | Pastoral Liaison Senior Mental Health Lead Designated Teacher for LAC and PLAC | cway@mvpa.mossbourne.org |
| Micheal Rose | Head of Year 7 | mirose@mvpa.mossbourne.org |
| Mathew Johnston | Head of Year 8 | mjohnston@mvpa.mossbourne.org |
| Ayse Yuksel | Head of Year 9 | ayuksel@mvpa.mossbourne.org |
| Holly Jebb | Head of Year 10 | hjebb@mvpa.mossbourne.org |
| Seauntelle Brady | Head of Year 11 | sbrady@mvpa.mossbourne.org |

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| Maya Dowling | Head of SEN Inclusion | mdowling@mvpa.mossbourne.org |
| Atter Kalsi | Head of the Alternative Provision Centre | akalsi@mvpa.mossbourne.org |
| Nancy Bettis | Pastoral and Safeguarding Administrator | nbettis@mvpa.mossbourne.org |

| Mossbourne Riverside Academy | | |
|-------------------------------------|--|--|
| Name | Role | Email |
| Amy Wood | Principal Senior Designated Safeguarding Lead | awood@mra.mossbourne.org |
| Ben Bignall | Designated Safeguarding Lead | bbignall@mca.mossbourne.org |
| Sophie Oliver | Associate Vice Principal Deputy Designated Safeguarding Lead | soliver@mra.mossbourne.org |

| Mossbourne Federation's Senior Designated Safeguarding Lead | | |
|--|---------------------|--|
| Name | Role | Email |
| Katherine Duller | Vice Principal, MCA | kduller@mca.mossbourne.org |

| Mossbourne Federation's Nominated Governor for Child Protection and Safeguarding | |
|---|--|
| Maggie Kalnins | |

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Appendix 8 - Specific Safeguarding Information for Mossbourne Community Academy

1. Site Information

| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
|--|--|--|
| Entry & Egress | | |
| Main Gate | Pupils accessible to public | <ul style="list-style-type: none"> Gates only open at specific times- and always staffed by senior staff when open Duties run during opening Duty teams communicate issues to SLT Leader Pupils use specific crossing places- pelican or island |
| Reception | | |
| Vehicle Gate | Unauthorised persons entering with those authorised Low fence to playground/bike rack area | <ul style="list-style-type: none"> Buzzer system with camera Swipe card entry to school Reception emergency call to SLT procedure Staff to wait for internal gate to close after entry Internal pedestrian gate padlocked when not in use so entry and exit only by turnstile |
| Entry via BR land | Entry to school on swipe card Unauthorised persons able to enter with those authorised including sixth form | <ul style="list-style-type: none"> Delivery to site reporting procedure Pupils briefed regarding safety measures |
| | Unauthorised persons able to enter rear of site via wall/fence to BR land | <ul style="list-style-type: none"> Pupils always supervised when using rear of building Rear door swipe card entry |
| Corridors on balconies above 3-floor atrium areas | Pupils falling/being pushed off balcony Pupils climbing on balcony Pupils throwing items from balconies | Code of Conduct and Behaviour policy: <ul style="list-style-type: none"> Pupils not permitted to look/climb/lean over balconies Clear sanctions for throwing items |
| Exterior fire stairs and walkways accessible via upper classroom doors | Risk of falls due to unauthorised access either deliberate or accidental | <ul style="list-style-type: none"> Clear codes of behaviour Walkways and stairs used only by staff Walkways fully staffed for fire escape and drills Clear signage prohibits access to external stairway |

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2. Contextual/Local Vicinity Information

| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
|---|---|--|
| Downs Park Road | Road traffic-unauthorised parking, turning, driving past, general congestion poses risk to pupils on pavements, when crossing road, when walking on pavements or riding bikes | <ul style="list-style-type: none"> Gate area is staffed when open Pupils cross at pelican crossing or island only Signs alert drivers to dangers posed to pupils by illegal parking Safer schools police support duty team on request Parents and pupils advised regarding the wearing of bike helmets |
| Downs Park-sited directly opposite main gates | Downs Park accessible to public at all times including pupils from other schools at the end of the school day | <ul style="list-style-type: none"> Code of Conduct requires pupils to walk straight home via quickest route Pupils not permitted to meet friends on way home Pupils not permitted to carry mobile phone (except sixth form) Main gate and local area re duty areas at start and end of school days PE lessons, sports fixtures and events held in Down's Park are well staffed Spectator areas clearly defined and separated during fixtures/events all events/fixtures subject to risk assessments Safer Schools Police-strong links with MCA ensures support available |
| Railway lines-MCA sited between railway lines | -unauthorised persons accessing site -pupils accessing via rear of academy | <ul style="list-style-type: none"> CCTV Pupils supervised when accessing rear of building |
| Gang Activity-known gang related activity near academy site | -pupils drawn into gang activity | <ul style="list-style-type: none"> PHSCE programme Robust safeguarding procedures ensure that suspected gang related is reported via Initial Concern and onward referral to relevant agency CSC, Young Hackney etc. Safer Schools police Assembly and letter to parents to advise on 'how to be safe' |
| Serious Crime | Pupils at risk being a target Pupils posing a risk to others | <ul style="list-style-type: none"> Random search policy within the academy |

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| | | <ul style="list-style-type: none"> • Code of Conduct: no physical contact rule and pupils not permitted to congregate in large groups • Concerns re pupils perceived at logged by staff via safeguarding procedures • Referrals to agencies made for pupils viewed to be at risk of posing harm to others/self • PSHE and assembly programme to highlight issues |
| SEND | -MCA includes a large proportion of SEND pupils, 5% of pupils have an EHCP; over 50 pupils have a diagnosed autistic spectrum disorder; pupils with SEND are statistically more at risk of abuse | <ul style="list-style-type: none"> • Staff training raises awareness of SEND issues including ASD awareness training • Specialist staff work support pupils to keep safe through specific strategies including PSD course and via specific strategies including social stories |
| Rowing Academy | MCA includes a large proportion of pupils who take part in a significant number of trips and water-based activities | <ul style="list-style-type: none"> • Involvement of experienced staff at MCA and London youth Rowing • Risk assessments undertaken by the Senior Master and DSL |
| Combined Cadet Force | Pupils involved in a range of activities and training including use of replica weapons | <ul style="list-style-type: none"> • Supervision by fully-trained officers • Full risk assessments undertaken for all activities including use of replica weapons • Mossbourne Federation's SDSL, to review the safeguarding as this initiative grows |
| Mossbourne Sixth Form | Sixth Form may leave and enter the academy via the pedestrian gate adjacent to the vehicle entrance. Set times are set for this i.e. lunchtime during the majority of the school year; pupils use swipe cards to access the site but it is possible for unauthorised persons to gain admittance with pupils. Throughout study leave/examination periods, sixth form access times are increased to allow students to enter and leave during the day; this poses more a greater risk of unauthorised entry to site | <ul style="list-style-type: none"> • Students are taught to enter and leave safely and are made fully aware that unauthorised persons may not enter • Students wear identity swipe cards on a sixth form lanyard to enable ready identification • Student wearing of the lanyard is rigorously monitored and enforced |
| Use of mobile phones /devices in the Mossbourne Sixth Form | Sixth form pupils may use mobile phones/ devices on academy site. This means that some children, when on academy site, may use these devices for harmful means or be at risk of harm. | <ul style="list-style-type: none"> • Use of mobile phones is limited to confined areas; • Mobile phone usage in public areas is restricted to work related only; • The behaviour policy regarding harassment and bullying includes behaviours demonstrated online; • Messages regarding online safety, legalities and appropriate behaviour are |

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| | | shared via assembly and pastoral notices. |
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3. Current Academy Focus: **Mental Health**

- Raising awareness of mental health understanding of what it is a how to maintain via From Tutors, assemblies, speaker slots, PHSCE days, mental health week
- Rigorous reporting via Safeguarding procedures of all concerns (mental health concern/self-harm) via initial concern and onward referrals

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Appendix 9 - Specific Safeguarding Information for Mossbourne Parkside Academy

1. Site Information

| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
|---------------|---|---|
| Main Gate | Pupils accessible to public | <ul style="list-style-type: none"> Gates only open at specific times (8:40-8:55 and 3:30-3:40) and always staffed by senior staff when open at several key areas to prevent unknown adults entering the site. Duties run during opening |
| Reception | Unauthorised persons entering with those authorised | <ul style="list-style-type: none"> Buzzer system used at all times. Admin team control entry Swipe card entry to school Reception emergency call to SLT procedure All internal doors to the school can only be accessed with swipe card |
| Nursery Gate | No electronic access control Is visible through the fencing Items being thrown over | <ul style="list-style-type: none"> Staffed at all times when open by SLT Padlocked when not open Staff on duty are vigilant to passers-by Outdoor displays not to contain pupils' names Site Manager checks the playground every morning for undesirable items |
| Car Park Gate | Pupils accessible to public Unauthorised persons entering with those authorised | <ul style="list-style-type: none"> Staff are advised to avoid opening and closing gates between 08:00 and 17.00 Staff must lock the gates behind them during academy hours. Support staff to ensure gates on pitches are closed and no pupil enters car park if gates are being opened. Potential danger has been highlighted to staff and premises team. |
| Kitchen | Kitchen door is opened in hot weather | <ul style="list-style-type: none"> Kitchen and playground staff are on duty and vigilant to the risk |

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| | | <ul style="list-style-type: none"> Pupils have been briefed about never going into the kitchen Barriers to prevent entry to the kitchen |
| Playground | Can be viewed by public | <ul style="list-style-type: none"> Staff trained to challenge any member of the public who attempts to interact with pupils and then report to a DSL Pupils have been trained and instructed to refrain from any conversations with the public. |

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2. Contextual/Local Vicinity Information

| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
|---|--|---|
| Hackney Downs Train Station | Pupils are swiftly connected to national travel links via the train to Liverpool Street, enabling a significant distance from the academy to be travelled in a relatively short time frame | <ul style="list-style-type: none"> All pupils are taught about the danger of talking to strangers and must receive consent from teacher to be dismissed. Safeguarding procedures in place for dismissal and entry timings and parents informed of this. SLT always present by main entry points and a member of SLT to be stationed on Sigdon Road at all times. |
| Sigdon Passage/Amhurst Road | There is no pedestrian crossing after the passage despite it crossing a busy main road | <ul style="list-style-type: none"> Pupils are informed of how to cross at pelican crossings and traffic lights as part of PHSE curriculum. |
| Gang Activity-known gang related activity as the academy sits on the borders of six different gangs | Pupils drawn into gang activity | <ul style="list-style-type: none"> Staff safeguarding training scheduled throughout the year focused upon this issue. PHSE programme Robust safeguarding procedures ensure that suspected gang related is reported via Initial Concern and onward referral to relevant agency CSC, Young Hackney etc. Safer Schools police for Year 6 |

3. Current Academy Focus: Online Safety and Child on Child Abuse

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Appendix 10 - Specific Safeguarding Information for Mossbourne Riverside Academy

| 1. Site Information | | |
|---|--|---|
| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
| Car Park Gate | Unauthorised persons entering site. Danger posed by cars to pupils. | Staff Pass needed to open gates. All staff informed to wait until gates close behind them. Timer on gates adjusted to ensure closing time is reduced. Potential danger has been highlighted to staff and premises team. Risk is highlighted in Safeguarding briefing. |
| Pitches adjacent to the academy are let via agency. | Unauthorised persons having contact with pupils. | Staff trained to be vigilant where lettings take place before 18:00. Gates from pitches into car park are locked at 17.00. |
| Internal main academy doors | Pupils leaving site. Unknown persons entering site. | Internal pass access control fitted. Staff briefed to be vigilant that they are not followed by anyone. Staff sign in. Office staff always present and vigilant, front office always manned. |
| Playgrounds | Can be viewed with relative ease by public. | Staff trained to challenge any member of the public who attempts to interact with pupils and then report to a DSL. Pupils trained and instructed to refrain from any conversations with the public. Fences screened in the EYFS area. CCTV on road area in front of academy. |

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1. Contextual/Local Vicinity Information

| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
|---|---|--|
| Canal | Pupils falling or knocked into the canal by cyclists. Lack of lighting in the winter months. | Parents have been advised to be vigilant when using this path with their children. |
| Bars and Local Business | Local business attract public to consume alcohol, pupils may witness this on journey to and from school through Hackney Wick. | PSHE lessons to challenge culture around alcohol and to promote healthy lifestyles. |
| Safety of Queen Elizabeth Olympic Park. | Safety of women and girls in the area. | Pupils learn about independent travel. All independent travel must be authorised by SLT after parents agree to terms. Safer Spaces information from LLDC shared with parents. |

2. Current Academy Focus: **Online Safety**

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Appendix 11 - Specific Safeguarding Information for Mossbourne Victoria Park Academy

1. Site Information

| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
|---|---|---|
| Entry & Egress | | |
| Main Student Gate | Pupils accessible to public | <ul style="list-style-type: none"> Gates only open at specific times-and always staffed by senior staff when open Duties run during opening Duty teams communicate issues to SLT |
| Reception | Unauthorised persons entering with those authorised | <ul style="list-style-type: none"> Buzzer system with camera Swipe card entry to school Reception emergency call to SLT procedure Staff do not use reception as entry or exit Parents not allowed in reception without and appointment |
| Vehicle Gate | Unauthorised persons able to enter with those authorised as automatic gates take a long time to close after opening | <ul style="list-style-type: none"> Delivery to site reporting procedure Only staff who drive to the academy have access cards for the vehicle gate Staff who have access to the vehicle gate receive specific training and have the access removed if they do not follow procedures Gates only open on exit when vehicle is detected |
| Lodge Entrance | Unauthorised persons entering with those authorised | <ul style="list-style-type: none"> Swipe card entry for staff only Students only allowed to use when under supervision of staff Gates only open at specific times-and always staffed by senior staff when open Duties run during opening or specific staff member greets student at lodge gate as student cannot enter without staff pass. Duty teams communicate issues to SLT |
| | Pupils accessible to public | |
| Community Entrance | Unauthorised persons entering with those authorised | <ul style="list-style-type: none"> PE staff advised to remain vigilant to unauthorised use Turnstile only rotates one way and limits to single person use Side gate needs staff swipe card entry to school Duties run during student exiting Students only allowed to use when under supervision of staff Staff swipe card required to open community exit during academy day Duty teams communicate issues to SLT |
| | Pupils accessible to public | |
| Corridors on 2 nd Floor of Huguenot Building | Pupils falling/being pushed off balcony Pupils climbing on balcony Pupils throwing items from balconies | <ul style="list-style-type: none"> Student Code of Conduct Pupils not permitted to look over or throw things over balconies |

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| Steep narrow stairwells in Huguenot Towers that go up five storeys | Risk of falls due to unauthorised access either deliberate or accidental Risk of falls during emergency evacuation procedure | <ul style="list-style-type: none"> • Clear codes of behaviour and one way system • Walkways and stairs used only by staff • Clear signage prohibits pupil access except when accompanied by staff or in an emergency • Dangers highlighted to pupils |
| Entry to CP02 | Entry to CP02 is via CA02 where a DSL works. Safeguarding and confidentiality issues. | <ul style="list-style-type: none"> • Clear codes of behaviour by site and IT personal. • Only enter when DSL not on phone or with student. |
| Site leased out after-school | Pupils accessible to public | <ul style="list-style-type: none"> • Public only allowed to enter after 18:00 • During whole school events, site is not leased. • Area that public can use is kept totally separate by electronic access control system. |

2. Contextual/Local Vicinity Information

| Focus | Specific Risk Factors | Procedures in place to mitigate risk |
|--|--|--|
| Penshurst Road | Unauthorised parking, turning, general congestion poses risk to pupils on pavements, when crossing road, when walking on pavements or riding bikes | <ul style="list-style-type: none"> • Parents/Carers written to about not using this road for drop off or collection • Duty staff challenge parents/carers who are parking waiting for children |
| Victoria Park Road | Busy one-way main road but cyclists may ride on the pavement the other way, vehicles rarely adhere to 20mph speed limit, bus stop right opposite school but pedestrian crossing is further down the road | <ul style="list-style-type: none"> • Pupils told to cross at pedestrian crossing only; enforced by duty staff • Students can only cycle to the academy if they have the highest level of cycling proficiency; verified by certificate |
| Well Street Common - sited directly opposite main gates Victoria Park – sited very close to school and is the route home for a minority of pupils | <p>Accessible to public at all times including pupils from other schools at the end of the school day</p> <p>Well Street Common is poorly lit and no CCTV- risk of being victim of crime</p> | <ul style="list-style-type: none"> • Code of Conduct requires pupils to walk straight home via quickest route • Pupils not permitted to meet friends on way home • Duty teams after school walk through common to support students in returning safely home • Pupils not permitted to carry mobile phones or any valuables • Main gate and local area are duty areas at start and end of school days • PE lessons on the common are staffed at all times and emergency procedures known to PE Staff and Reception • all uses of Well Street Common are subject to risk assessments • Students not allowed in Victoria Park unless it is the quickest route home and challenge students on this |

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| | | <ul style="list-style-type: none"> Strong links with Safer Schools Police Officer and Police support at end of day on request. Staying safe in the community delivered as part of the PSHCSE curriculum |
| Gang Activity-known gang related activity near academy site | Pupils drawn into gang activity | <ul style="list-style-type: none"> PSHSRCE programme Robust safeguarding procedures ensure suspected gang activity is reported via Initial Concern and onward referral to relevant agency CSC, Young Hackney etc. Liaison with Safer Schools police and Local Authority |
| Serious Crime | Pupils at risk of being a target Pupils posing a risk to others | <ul style="list-style-type: none"> Random search policy within the academy Code of Conduct: no physical contact rule and pupils not permitted to congregate in large groups Concerns logged by staff via safeguarding procedures Referrals to agencies made for pupils viewed to be at risk of harm or posing harm to others PSHSRCE and assembly programme to highlight issues Strong link with Safer School Officer |
| SEND | MVPA includes a large proportion of SEND pupils, just under 5% of pupils have an EHCP; pupils with SEND are statistically more at risk of abuse | <ul style="list-style-type: none"> Staff training raises awareness of SEND issues Specialist staff work to support pupils to keep safe through specific strategies including social stories |
| Rowing Academy | MVPA includes a growing proportion of pupils who take part in a significant number of trips and water-based activities | <ul style="list-style-type: none"> Liaison between Mossbourne Federation's SDSL, the Head of the Rowing Academy, the EVCs for MVPA and MCA and London Youth Rowing's Safeguarding lead. Risk assessments in place |
| Combined Cadet Force | Pupils involved in a range of activities and training including use of replica weapons | <ul style="list-style-type: none"> Supervision by fully-trained officers Full risk assessments undertaken for all activities including use of replica weapons Mossbourne Federation's SDSL, to review the safeguarding as this initiative grows |

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3. Current Academy Foci: **Online Safety/Wellbeing and Consent**

- Raising awareness of online safety and wellbeing via From Tutors, assemblies, speaker slots, PSHCERSE days, Parent/Carer information evenings
- Raising awareness of consent at age appropriate points, via assemblies and PSHCERSE days for all students.
- Mental health and wellness focus with implementation of WAMHS.

Appendix 12 – Safeguarding in relation to COVID-19 (this appendix is not live but remains as part of the policy in case of need for use in the academic year 2023-2024)

Scope, definitions and review

Unless specifically referenced elsewhere in this document this appendix applies only during a period of school closure and reflects any updated advice from our 3 local safeguarding partners. This appendix sets out changes and additions to the rest of this policy and unless stated otherwise in this appendix, the rest of this policy continues to apply. This appendix will be reviewed, as guidance from the 3 local safeguarding partners, the LA or DfE is updated, by the Mossbourne Federation's SDSL, and approved by the Chair of the Central Governing Body.

We still have full regard to the statutory safeguarding guidance, Keeping Children Safe in Education (Part 1). Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- 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 children to have the best outcomes

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order

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- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
- care leavers
- other children and young people at the provider and local authority's discretion including pupils who need to attend to receive support or manage risks to their mental health

Reporting Concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

The reporting procedures in section 3.5.2 remain in place but if staff are unable to complete an Initial Concern Referral Record and ensure a DSL receives it, staff must contact the reception of the academy where the child attends and ask to speak to the DSL on site. The DSL on site should then complete an Initial Concern Referral Record based on the information provided by the member of staff reporting the concern and take appropriate action. Should the academy reception be closed and there is an urgent concern, then the staff member must still act by contacting either Children's Social Care or the Police directly, depending on the nature of the concern, and they then must update the DSL at the earliest possible opportunity.

SDSL and DSL Arrangements

The aim is to have a trained DSL on every academy site every school day wherever possible. Details for the DSLs in the Federation can be found in Appendix 6. If an occasion arises where there is no DSL on site, a senior leader will take responsibility for co-ordinating safeguarding on site and they will liaise with the off-site SDSL (or deputy) to make sure they (the senior leader) can:

- Identify the most vulnerable children in school
- Access the child protection files, where necessary
- Liaise with children's social workers where they need to

Staff who are on site will be informed as to who the DSL, or in the absence of a DSL, the senior leader responsible for coordinating safeguarding, on site is that day and how to contact them. Staff who are off site can contact the DSL, or in the absence of a DSL, the senior leader responsible for coordinating safeguarding, on site by calling the academy reception and asking to speak to the DSL.

Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked after and previously looked after children. We will update this appendix where necessary to reflect any additional guidance from our 3 local safeguarding partners.

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Health and Safety

Whilst there has always been overlap between the Federation's Child Protection and Safeguarding Policy and the academies' health and safety policies that overlap is now more crucial than ever and to that end all staff **must** familiarise themselves with the Federation's COVID-19 Risk Assessment (the most up to date version is available on each academy's website). In drawing up the aforementioned Risk Assessment the Federation is guided by the DfE guidance.

Monitoring Attendance

As most children will not be attending school the Federation academies will be operating both their normal attendance registers (most students will be coded X except for vulnerable children who when they are present will be coded present (/) and when they are absent for a non-COVID related reason will be coded as an authorised absence (C)), and completing the Department for Education's daily online attendance form to keep an accurate record of who is attending school. Parents and carers will not be penalised if their child does not attend educational provision during a period of school closure. Where a child an academy expects to attend, does not attend, or stops attending, the academy will follow its usual attendance procedures.

Safeguarding for 'vulnerable children'

Where a child should be attending an academy during a closure i.e. they are vulnerable as defined by the DfE, but are not attending because either, it has been agreed by the academy, parent/carers, and social worker that it would not be in the child's best interests, or because they are having to self-isolate, then the following will take place:

- An appropriate member of staff from the academy will contact home and speak to the parent/carers at least twice a week on the telephone (it may be more frequent based on the individual child's circumstances)
- During these contact telephone calls, if appropriate (based on the age and circumstances of the child), the member of staff will also speak to the student
- If contact cannot be made then a DSL will inform the social worker or in the case of a vulnerable student who does not have a social worker, a referral to social care will be made

Safeguarding all children

This difficult time potentially puts all children at greater risk, in particular, children are likely to be spending more time online. Staff must continue to be alert to any signs of abuse, or effects on children's mental health that are also safeguarding concerns, and act on concerns immediately in line with this policy.

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During a closure and where a child does not attend in person, the aim is for all children's parents/carers to be contacted once a week on the telephone to check on children's well-being and, where possible, staff should try and speak directly to the child to help identify any concerns. If no response to this telephone contact is received from parents/carers for a week then the parents/carers will be contacted via PAM Parent and asked to provide alternative contact numbers. If no response to this PAM Parent contact is received within three days then an Initial Concern Referral Record must be completed and passed to a DSL. These timeframes will be escalated if there has also been no evidence of a child completing their remote learning.

Online Safety and Remote Education

Each academy will continue to have appropriate filtering and monitoring systems in place on each site. If IT staff are unavailable for a particular academy then support will be sought from one of the other academy's in the Federation.

Keeping students and staff safe during remote education is essential. Staff must continue to adhere to the Mossbourne Federation Code of Conduct for Teaching and Support Staff and, in the current circumstances, have particular regard for Section 11, 'Communication with students (including the use of technology)'.

The Federation has full regard for *Safeguarding and remote education during coronavirus (COVID-19)* <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19> and [The Coronavirus Act 2021 Provision of Remote Education \(England\) Temporary](#). In addition, in accordance with the later, each academy has its own Remote Education Policy which staff of that academy must adhere to.

Whilst it is recognised how helpful and reassuring it can be for children to hear and see their teachers during school closures this must be carefully balanced against the potential risks. In line with government guidance, caution must always be exercised when considering using livestreaming services, which are generally recommended for staff interactions during the period of school closures rather than interactions with students. For this reason, there is no requirement for schools to use audio and video for real-time online teaching.

The decision to use livestreaming in a Mossbourne Academy will be made by the Principal of that academy, in consultation with the SDSL of that academy, and be based on the resources available, the age, needs, and home circumstances of the children involved, and the size of the groups. If the decision to use livestreaming is made, the following will apply:

- Legal requirements in relation to GDPR (this also applies to pre-recorded audio and video data).

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- Staff will not use personal devices or personal communication accounts. Only approved software and children's school provided accounts e.g. email addresses will be used.
- Livestreaming that involves interactions between adults and children, audio or visual, will either have two members of staff in the 'room' or it will be recorded. If it is recorded the recording must be stored in line with that academy's retention policy.
- Live video lessons where children can view other children (and therefore one another's home environments) will not take place unless it is absolutely necessary for learning or safeguarding, the Principal has discussed it with the Federation's Senior Designated Safeguarding Lead, and a risk assessment to mitigate the risks has been completed.
- Live video lessons where the staff member is recording from an academy site and viewable by children, but the children cannot view each other, will take place only if approved by the Principal and the member of staff has received sufficient training.
- Live video lessons where the staff member is at home will not take place unless unavoidable e.g. the member of staff is clinically extremely vulnerable or the risk of travelling to the academy is significant. Where it is unavoidable, this will be approved by the Principal, the member of staff must have received sufficient training, use a plain coloured 'green screen' as their background, and ensure they are in a suitable location in their home.
- Live audio lessons will generally involve the students being muted and participating via the chat function. The chat function which enables children to directly message each other (and not include the teacher) must be disabled. In some circumstances it may be appropriate for the children to unmute themselves but the teacher must at all times retain the ability to mute or unmute individual children or the class as a whole.

All parents and carers and children will continue to be reminded or informed:

- Of the potential risks to children online and the importance of staying safe online
- About what their (child's) academy is asking them to do online e.g. what websites or apps they are expected to access and what if any communication they will have with staff online
- That they can still contact their (child's) academy on its usual phone number if they have concerns
- Of other sources of advice to support them in keeping safe online such as Childline, UK Safer Internet Cafe and CEOP.

Mental Health

Where possible, each academy will continue with its current offer of support in relation to children's mental health. In addition, the Federation has expanded its use of A-Space Counselling Service to include a telephone service. The exact provision will continue to be flexible because of the nature of

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the current circumstances. During the period of closure children, parents and carers, and staff will be signposted to other resources to support good mental health at this time.

When setting expectations for children's learning remotely and they are not attending school, staff will bear in mind the potential impact of the current situation on both children's and adults' mental health. If staff are concerned about a child's mental health from a safeguarding perspective then they must act immediately and in line with this policy.

Allegations and Concerns about staff (including volunteers) working on behalf of the Mossbourne Federation

We will continue to follow the principles set out in Part 4 of Keeping Children Safe in Education. Staff should continue to act immediately, in line with Section 7 of this policy, if they have any concerns. The CEO, Principals and SDSs recognise that for the duration of the COVID-19 period, in line with government guidance, potential cases of teacher misconduct must be reported to the Teaching Regulation Agency using the email address Misconduct.Teacher@education.gov.uk.

Staff Recruitment, training and induction

The Federation has no plans to recruit new staff or volunteers specifically to manage the temporary closures of its academies, nor to have staff 'on loan' from other schools outside the Federation. Should this change then this section of the appendix will be updated to reflect this. The Federation continues to have full regard for its safer recruitment procedures, and Part 3 of Keeping Children Safe in Education. All existing staff including volunteers will be made aware of this update (Appendix 11) via their academy email address.

Help and Support

Advice for the education sector continues to be updated regularly and as such the DfE Coronavirus helpline is available to answer questions: 0800 046 8687. Lines are open from 8am to 6pm, Monday to Friday, and 10am to 4pm at weekends.

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