



**EK Outreach Services
Safeguarding Children and Young People
Child Protection Policy Summary and Procedure**

Date adopted	June 2019
Date Reviewed	May 2020
Next Review	May 2021 or in line with DfE updates

* Please also refer to: SCR Policy, Recruitment Policy, and Anti-Radicalisation Policy.

Our Policy

EK Outreach Services is committed to safeguarding and promoting the welfare of children and young people in accordance with the following legislation and guidance and we expect all staff and volunteers to share this commitment:

- Equalities Act 2010
- The Independent Schools Standards Regulation 2019
- The Counter-Terrorism and Border Security Act 2019
- Keeping Children Safe in Education 2019
- Working Together to Safeguard Children 2018
- Protection of Freedoms Act 2012 •
- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (section 175)
- Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures for the Local Authorities who place children with the school
- The Education Regulations 2005

It is everyone's responsibility to ensure that pupils are cared for appropriately and safeguarded from any harm and we have a duty of care to promote the health, safety and welfare of all members of the school community.

EK Outreach Services Safeguarding Procedure gives clarity to the measures needed to ensure that all employees and pupils can work within and enjoy being part of a safe and caring environment.

It is acknowledged that the vast majority of employees behave appropriately whilst working with our learners. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in education are in a position of trust and their conduct is therefore governed by specific laws and guidance and the policies and procedures agreed.

The following is, therefore, a code of appropriate conduct for all adults working in EK Outreach Services, and in other settings on behalf of EK Outreach Services. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

Training

EK Outreach Services is committed to ensuring that all our working staff are fully trained in Safeguarding. We have the following expectations:-

- All staff will attend at least the basic training before they have access to students.
- Every 3 years staff will attend a further training course which will include domestic violence and e-safety, as well as other aspects of safeguarding. (See keeping Children safe in Education).

General principles - Dos and Don'ts

You should always:

- Adhere to all service policies, many of which are specifically written with safeguarding in mind. For example: Child Protection, Behaviour, Physical Intervention, Anti Bullying, Equal Opportunities, Health and Safety.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and "positive role model" to the pupils.
- Observe other people's right to confidentiality (Unless you need to report something to the appropriate authority especially with regard to concerns about a child protection issue).
- Treat all children equally; never confer favour on a particular child, or build "special relationships" with an individual child except where working one to one with a child where this has been agreed as part of your contract or working plan.

Report to a Designated Officer for child protection as soon as possible:

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation against yourself.
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the setting which gives you cause for concern or breach of this code of conduct or other service policies and procedures.

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text, email or telephone except for agreed work purposes using work IT, or make arrangements to contact, communicate or meet children outside of work.
- Develop "personal" or sexual relationships with children.
- Push, hit, kick, slap, throw missiles at or smack a child or threaten to do so.
- Be sarcastic, embarrass and make remarks or "jokes" to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature.
- Give or receive gifts unless arranged through your manager.
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner e.g. smoking or drinking alcohol.
- Behave in an unsafe manner when transporting children. (E.g. exceeding the speed limit, being under the influence of drugs or alcohol, using a mobile phone when driving, failing to use seatbelts)
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so.

Our Child Protection Procedure

EK Outreach Services recognises all staff have a vital role to play in detection of child abuse and are well placed to observe physical and behavioural indicators of abuse. It is to be hoped that the caring and trusting relationships which have been built up with students will enable them to make disclosures or allegations of ill treatment in the knowledge that all members of staff will be able to respond promptly and professionally with due regard to issues of confidentiality.

Child abuse is the outcome of a highly complex set of interacting factors, both psychological and social and will need to be dealt with by a multi-disciplinary team. It is, therefore, particularly important to subscribe to the local authority policy on this issue and to be clear about the local authority's working definition of abuse. All members of staff should be aware of procedures for reporting child abuse as any member of staff may be subject to disclosures about abuse.

EK Outreach Services will provide adequate training for staff.

What is Child Abuse?

Child Abuse is a term, which describes all the ways in which a child's development and health are damaged by the actions, or inactions of others. Usually this means by the actions of adults but sometimes it may be by the actions of other children. This can be face to face, but internet safety is an important aspect of safeguarding.

There are four broad categories of abuse, physical, sexual, neglect and emotional. Often the different categories overlap and children suffer a range of abusive behaviours.

Definitions

There are four types of child abuse. They are defined in the UK Government guidance *Working Together to Safeguard Children 2010* (1.33 – 1.36) as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

Bullying is not defined as a form of abuse in *Keeping Children Safe in Education* (April 2014, March 2015, September 2019) but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason, it has been included in this policy.

Physical abuse:

This is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse:

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

Sexual abuse:

This 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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect:

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying:

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

Other forms of abuse that may be encountered include:

Domestic violence and abuse

Domestic violence and abuse are 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
- emotional

Abusive behaviours may include controlling behaviour, coercive behaviour and forced marriage.

Child sexual exploitation

Child sexual exploitation is a form of child abuse which involves children and young people (male and female, of a range of ethnic origins and ages, in some cases as young as 10) receiving something in exchange for sexual activity.

Perpetrators of child sexual exploitation are found in all parts of the country and are not restricted to particular ethnic groups.

Female genital mutilation

FGM involves procedures that include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in the future.

Radicalisation

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations. The safeguarding policy should be read in conjunction with the school anti radicalisation policy 2015

Trafficking

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

Specific safeguarding issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example NSPCC offers information for schools and colleges on the [TES website](#) and also on its own website www.nspcc.org.uk. Government guidance on the issues listed below can be found in the document, ***Keeping children safe in education, Statutory guidance for schools and colleges September 2019*** (available on the school MIS and website). Colleagues and parents should also refer to the service's policy on [Radicalisation](#).

- [child sexual exploitation \(CSE\)](#) – see also above
- [bullying including cyberbullying](#)
- [domestic violence](#)
- [drugs](#)

- [fabricated or induced illness](#)
- [faith abuse](#)
- [female genital mutilation \(FGM\)](#) – see also above
- [forced marriage](#)
- [gangs and youth violence](#)
- [gender-based violence/violence against women and girls \(VAWG\)](#)
- [mental health](#)
- [private fostering](#)
- [radicalisation](#)
- [sexting](#)
- [teenage relationship abuse](#)
- [trafficking](#)

Staff must follow the procedures below if they have any concerns.

Referral Procedure

It is your responsibility to know who the Designated Child Protection Officers are.

Your named Designated Officers for EK Outreach Services are:

1. Dayo Adeagbo (Director)
2. Annie McGowan – Head of EK Outreach Services
3. Natasha Chalk – Curriculum Manager

Record precise descriptions of physical injury, signs of neglect and circumstances of the case using the school's child protection referral form where possible.

- Send original report to Designated Officer and keep a copy.
- EK Outreach Services will then follow the Child Protection and Safeguarding procedures taking any action necessary to ensure the child's safety.
- If you are not satisfied that the concerns raised have been appropriately dealt with, you must refer to Social Services in your own right. In addition, you must record the action taken and reasons for taking it and inform the Designated Officer/Managing Director.

What to Say When A Child First Tells

- Tell the child you take seriously what they are saying and you are sorry that this has happened to them
- Reassure the child s/he is not to blame
- Tell them you understand how difficult it is to tell and that they are not to blame
- Be calm and reassuring
- Say you take what they say very seriously and will involve a social worker to work towards making the child safe and that you will continue to support them
- Don't make false promises/reassurances which may not be able to be fulfilled
- Don't make assumptions
- Find out just enough to be sure of the need to refer and keep questions open
- Make accurate records

Reporting Concerns

Staff must follow the following procedures if they have any concerns:

Initial Concern



Inform EK Outreach Services Child Protection Designated Officer



Write up a report as soon as possible



Submit report to Designated Officer within 24 hours of hearing disclosure



Designated Officer will decide whether referral to Social Care is required



If yes



If no



- i. Duty Social Worker called
- ii. Confirmation email with report is sent securely
- iii. Copy on file

Notes placed on child's file

If You Witness An Incident That Gives Cause For Concern

Staff must follow the following procedures if they have any concerns:

You witness an incident

EK Outreach Services Child Protection Designated Officer



Write up a report as soon as possible



Submit report to Designated Officer within 24 hours of hearing disclosure



Designated Officer will decide whether a follow-up is required



If yes



If no



- i. Duty Social Worker called
- ii. Confirmation email with report is sent securely
- iii. Copy on file

Notes placed on child's file

Making Accurate Records

In the case of a disclosure

- Written recording during the interview – only if child agrees/if it feels comfortable
- Written record immediately after the interview records words exactly even if you don't understand
- Record your own responses - verbal and non-verbal
- Record the context of the disclosure
- Record the emotional context of the disclosure
- Record any repetitions
- Record date and time of interview plus your name

(This initial statement could be very important evidence if a court case ensues.)

In the case of an incident you witness:

- Write a report, giving a clear and accurate account of what you witnessed
- Record the staff or children involved (where possible)
- Record any actions that may have been taken by others
- Record the date and time of the incident

Allegations against staff

- We understand that a pupil, parent or another party may make an allegation against a member of staff.
- If such an allegation is made, the member of staff receiving the allegation will immediately inform their Outreach Services Manager. Failure to do so will be an act of gross misconduct.
- The Outreach Services Managers, on all such occasions, will discuss the content of the allegation with the Services Director, who will then consult with the relevant LADO (Local Authority Designated Officer for Managing Allegations Against Adults Working with Children), where appropriate.
- If the allegation concerns the Managing Director, they should be reported to the head of EK Outreach Services who will immediately consult with the LADO where appropriate.
- If the allegation concerns one of EK Outreach Services Outreach Managers then the member of staff must inform the Managing Director, who will immediately consult with the LADO
- Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress.
- If a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned, this will be referred to the Disclosure and Barring Service, OFSTED and the Department for Education will be informed.

Whistleblowing

- We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.
- Failure to raise concerns may be treated as gross misconduct.

EK Outreach Services Staff should ensure that they are aware of and follow the expectations of the service policies.

A copy of this policy and our complaints procedure are available on request and on our website.

Safeguarding Children and Young People **Safe Working Policy**

EK Outreach Services believe that the welfare of all children and staff is paramount and will ensure that:

- all children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- all suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff working have a responsibility to report concerns to the appropriate officer

In the first instance EK Outreach Services Staff will report concerns to the designated lead/Officer:

1. Dayo Adeagbo – Director
2. Annie McGowan – Head of EK Outreach Services
3. Natasha Chalk

EK Outreach Services is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. It has a duty of care to safeguard all children from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. EK Outreach Services will ensure the safety and protection of all children through adherence to the Child Protection guidelines. This policy covers all staff and students at EK Outreach Services.

It is everyone's responsibility to ensure that pupils are cared for appropriately and safeguarded from any harm and we have a duty of care to promote the health, safety and welfare of all members of the school community.

Our Child Protection Procedure gives clarity to the measures needed to ensure that all employees and pupils can work within and enjoy being part of a safe and caring environment.

It is acknowledged that the vast majority of employees behave appropriately whilst working with our pupils. Whilst it is recognised that the individual members of an organisation may hold differing values and opinions, adults working in education are in a position of trust and their conduct is therefore governed by specific laws and guidance and the policies and procedures agreed by the Head of Service and The Director.

Staff occasionally express uncertainty as to what is and is not acceptable and should seek guidance regarding those behaviours which, whilst most probably innocent, may be perceived by others as inappropriate.

The following is, therefore, a code of appropriate conduct for all adults working in EK Outreach Services. Adherence to this code should ensure that both children and adults are safe from misconduct or unfounded allegations of misconduct.

You should always:

- Adhere to all service policies, many of which are specifically written with safeguarding in mind. For example: Child Protection, Behaviour, Physical Intervention, Anti Bullying, Equal Opportunities, Incident Reporting, Health and Safety, Disciplinary/Grievance, Whistle Blowing etc.
- Behave in a mature, respectful, safe, fair and considered manner at all times.
- Provide a good example and "positive role model" to the pupils.
- Observe other people's right to confidentiality (Unless you need to report something to the appropriate authority especially with regard to concerns about a child protection issue)
- Treat all children equally; never confer favour on a particular child, or build "special relationships" with an individual child except where working one to one with a child where this has been agreed as part of your contract or working plan.

Report to EK Outreach Services Managers as soon as possible

- Any behaviour or situation which may give rise to complaint, misunderstanding or misinterpretation against yourself
- Any difficulties that you are experiencing, for example, coping with a child presenting particularly challenging behaviour; situations where you anticipate that you may not be sufficiently qualified, trained or experienced to deal with or handle appropriately.
- Any behaviours of another adult in the school which gives you cause for concern or breach of this code of conduct or other school policies and procedures.

You should never:

- Behave in a manner that could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch children in a manner which is or may be considered sexual, threatening, gratuitous or intimidating.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details, text, email or telephone except for agreed work
- purposes using work IT, or make arrangements to contact, communicate or meet children outside of work.

- Develop “personal” or sexual relationships with children.
- Push, hit, kick, slap, throw missiles at or smack a child or threaten to do so.
- Be sarcastic, embarrass, make remarks or “jokes” to children of a personal, racist, discriminatory, intimidating or otherwise inappropriate or offensive nature.
- Give or receive gifts unless arranged through your manager.
- Allow, encourage or condone children to act in an illegal, improper or unsafe manner eg smoking or drinking alcohol.
- Behave in an unsafe manner when transporting children. (Eg exceeding the speed limit, being under the influence of drugs or alcohol, using a mobile phone when driving, failing to use seatbelts)
- Undertake any work with children when you are not in a fit and proper physical or emotional state to do so.

Recruitment and training of staff

EK Outreach Services recognise that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks will include the following:

- All staff will complete an application form. The application form will elicit information about an applicant's past and a self-disclosure about any criminal record.
- Consent will be obtained from an applicant to seek information from the Disclosure and Barring Service. (DBS) any disclosure will be studied carefully and advice will be sought from local LADO and other relevant bodies to ensure the duty of keeping children safe.
- Two confidential references, including one regarding previous work with children. Written references must be taken up and confirmed through telephone contact if necessary.
- Evidence of identity (passport or driving licence with photo).
- New staff must attend the relevant Safeguarding course before working with children and attend additional courses as required.
- EK Outreach Services will undertake medical fitness checks once the job offer is accepted.
- EK Outreach Services will conduct all of the required vetting checks and include such information in the school’s Single Central Record.

Interview and Induction

All employees will be required to undergo an interview carried out to acceptable protocol and recommendations during which:

- A check to be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Their qualifications to be substantiated.
- The job requirements and responsibilities to be clarified.

All employees should receive an induction, during which:

- Child protection procedures are explained and training needs are identified.
- They will read and sign to say that they have read and understood the organisation's safeguarding policy.

Prevention

We recognise that our service should play a significant part in the prevention of harm to students by providing students with good lines of communication with trusted adults, supportive friends and an ethos of protection. As a member of staff you should:

- Maintain an attitude of 'it could happen here' where safeguarding is concerned.
- When concerned about the welfare of a child, staff members will always act in the interests of the child.
- Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty
- Include in the curriculum opportunities for PSHE in the curriculum which will equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

Health & Safety

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the service environment and when undertaking educational trips and visits. EK Outreach staff are required to ensure that they are aware of the Health and Safety Policies of the settings they are working with.

Application and Review of the Policy

- The policy applies to all staff, directors and visitors to the service. We recognise that child protection is the responsibility of all staff within our service.
- We will ensure that all parents and other working partners are aware of our child protection policy by mentioning it in our publicity documents, displaying appropriate information in our offices and by raising awareness at initial meetings with parents of new pupils as well as regular parent-staff meetings.
- Where services or activities are provided separately by another body, the Staff will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the service on these matters where appropriate.

CHILDREN MISSING FROM EDUCATION

A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The DSL will monitor unauthorised absence, particularly where children go missing on repeated occasions. We follow the DfE legal requirements for schools in respect of recording and reporting of children who leave our service without any known destination and will work closely with the relevant Education Welfare Service (EWS) where appropriate.

Where a student has 10 consecutive school days of unexplained absence and all reasonable steps* have been taken by the service to establish their whereabouts without success, the service should make an immediate referral to the relevant local authority and follow their procedures.

*Reasonable steps include:

- Telephone calls to all known contacts
- Letters home (including recorded delivery)
- Contact with schools where siblings may be registered
- Possible home visits where safe to do so
- Enquiries to friends, neighbours etc. through known contacts
- Enquiries with any other Services known to be involved with the student/family
- All contacts and outcomes to be recorded on the student's file.

Local Authority Designated Officer (LADO) for the relevant authorities:

Barnet: 0208 359 6056

Brent: 0208 937 4300 (option 1)

Enfield: 0208 379 2746/2850

Refer to DSL to contact Central Referral Tasking Unit (CRTU).

If issues relate to a young person: Refer to DSL to contact CRTU.

If issues relate to a visitor: Refer to DSL to contact CRTU.

This policy will be reviewed and updated on an annual basis or as needed in line with government safeguarding guidance.