

Woodpecker Court

Wigmore lane Eythorne Kent CT15 4BF

Tel: 01304 830958 Mobile: 07720 800391

Email: [dmeehan@woodpeckercourt.com](mailto:dmeehan@woodpeckercourt.com)

Registered company: 9629678 registered in England & Wales

VAT registration number: 218990574



Woodpecker Court

# CHILD PROTECTION

**based on Keeping Children Safe in Education DfE  
guidance September 2021**

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

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

**V3**

## Version control

<b>Version</b>	<b>Reviewed by</b>	<b>Future Review date</b>	<b>Comments</b>	<b>Approved by board</b>
<b>V1</b>	<b>ES</b>	<b>Feb 2021</b>	<b>Policy written and implemented</b>	<b>06/02/2020</b>
<b>V2</b>	<b>ES</b>	<b>Sept 2021</b>	<b>Policy reviewed and updated</b>	<b>17/09/2020</b>
<b>V3</b>	<b>ES</b>	<b>Sept 2022</b>	<b>Version control added. Policy reviewed and updated</b>	<b>30/09/2021</b>

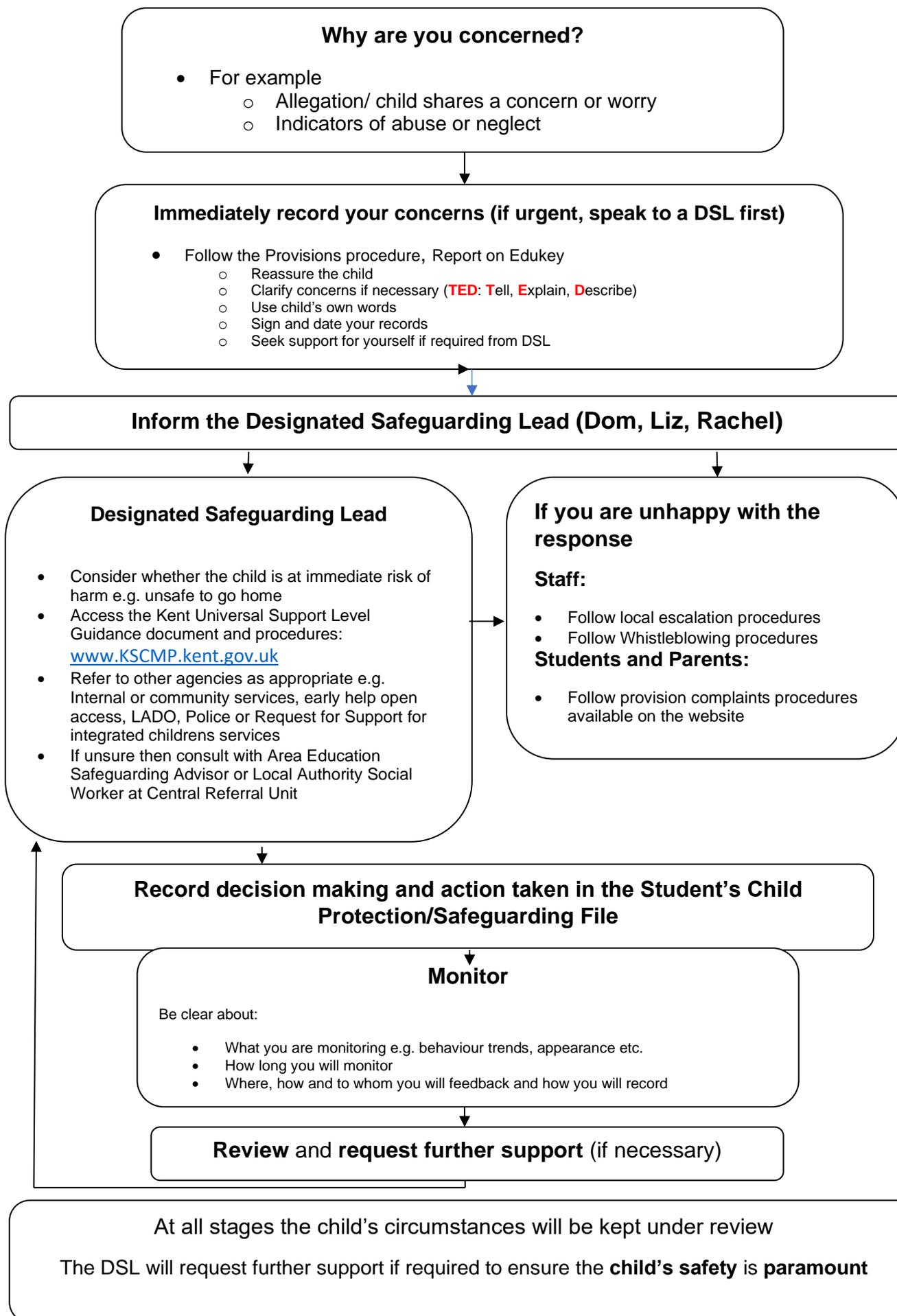
### Key Contacts

	<b>Name</b>	<b>School/College contact information</b>
<b>Designated Safeguarding Lead (DSL)</b>	Elizabeth Shilling	<a href="mailto:eshilling@woodpeckercourt.com">eshilling@woodpeckercourt.com</a>
<b>Deputy Designated Safeguarding Lead</b>	Dominic Meehan	<a href="mailto:dmeehan@woodpeckercourt.com">dmeehan@woodpeckercourt.com</a>
<b>Principal</b>	Dominic Meehan	<a href="mailto:dmeehan@woodpeckercourt.com">dmeehan@woodpeckercourt.com</a>
<b>Safeguarding Governor</b>	David Elliott	<a href="mailto:delliott@woodpeckercourt.com">delliott@woodpeckercourt.com</a>
<b>Other key staff</b>	Rachel Meehan	<a href="mailto:rmeehan@woodpeckercourt.com">rmeehan@woodpeckercourt.com</a>

### Contents

		Page no
	What to do if you have a welfare concern - flowchart	3/4
1	Introduction and Ethos	5
2	Definition of Safeguarding	5
3	Context	6
4	Related Safeguarding Policies	7
5	Key Responsibilities	7
6	Recognition and Types of Abuse and Neglect	9
7	Safeguarding and Child Protection Procedures	10
8	Record Keeping	12
9	Multi-Agency Working	13
10	Confidentiality and Information Sharing	13
11	Complaints	13
12	Staff induction, Awareness and Training	14
13	Safe Working Practice	14
14	Staff Supervision and Support	14
15	Safer Recruitment	15
16	Allegations Against Members of Staff and Volunteers	15
17	<b>Supporting Children Potentially at Greater Risk of Harm</b>	16
18	Peer on Peer Abuse	17
19	Gangs, County Lines, Violent Crime and Exploitation CSEE and CCE	18
20	So-called honour-based abuse and Prevent	18
21	Online Safety	19
22	Nude and/or Semi-Nude Image Sharing by Children	20
23	Curriculum and Staying Safe	21
24	The Use of Provision Premises by Other Organisations	21
25	Security	21
26	Monitoring and Review	21
27	Local Support	22
26	National Support	22/23

# What to do if you have a welfare concern in Woodpecker Court



**FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD**

Designated Safeguarding Lead(s):  
 Dominic Meehan  
 Rachel Meehan  
 Elizabeth Shilling  
  
 Link Governor:  
 David Elliott

Concern recorded on Edukey or put in writing on a Safeguarding concern form

Hand concern form to:  
 Lizzie

The local authority Designated Officer for concerns about adults is:  
  
 Contact details:  
**03000 41 08 88**

Designated Safeguarding Lead reviews concern form and makes a decision about next steps and confirms receipt to the referrer. Any new case must be actioned by the end of the provision day if received by 3.40pm or the next day if received after.

Decision made to monitor the concern.

Decision made to discuss the concern informally with the parents/carers

Decision made to refer the concern to social care

**Monitor**

**Discuss**

**Refer**

Universal Support – Level 1  
 Head of Year or appropriate member of staff asked to monitor child and feedback to the Designated Safeguarding Lead within an agreed timescale consider internal referral to Wellbeing Team or District Services

**Monitor**

Universal Support – Level 2  
 Once discussed with parents The Designated Safeguarding Lead decides to discuss further with parents, monitor or refer to the integrated front door.

**Refer**

Universal Support – Level 3  
 Designated Safeguarding Lead discusses decision with another DSL or the Principal and agree to refer to the integrated front door, Social Services

**Record**

Designated Safeguarding Lead keeps concern form in secure, confidential safeguarding file.

*In exceptional circumstances, anyone may report concerns directly to children's social care.*

*NSPCC Whistleblowing Helpline 0800 028 0285*

Contact Details  
 Central Duty:  
 03000 41 11 11  
 Prevent/Channel Referrals:  
[prevent.referrals@kent.pnn.police.uk](mailto:prevent.referrals@kent.pnn.police.uk)

- Woodpecker Court is a community and all those directly connected (staff, volunteers, governors, parents, families and students) have an essential role to play in making it safe and secure. Woodpecker Court recognises our statutory responsibility to safeguard and promote the welfare of all children.
- Woodpecker Court recognises the importance of providing an ethos and environment within provision that will help children to be safe and feel safe. In our provision children are respected and encouraged to talk openly.
- Staff working with children at Woodpecker Court] will maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.
- Our provision core safeguarding principles are:
  - We are an important part of the wider safeguarding system for children.
  - It is our whole provision responsibility to safeguard and promote the welfare of children.
  - All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
  - All children have a right to be heard and to have their wishes and feelings taken into account.
  - All our staff understand safe professional practice and adhere to our safeguarding policies.

## **2. Definition of Safeguarding**

- “Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to student’s welfare, health and safety.” (Inspecting safeguarding in early years, education and skills, Ofsted, 2019).
- All safeguarding policies will be reviewed on an annual (minimum) basis by the Board which has responsibility for oversight of provision safeguarding and child protection systems. The Designated Safeguarding Lead / Principal will ensure regular reporting on safeguarding activity and systems in the provision to the Board. The Board will not receive details of individual student situations or identifying features of families as part of their oversight responsibility.
- There are four main elements to our child protection policy
  - Prevention (e.g., positive, supportive, safe provision culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
  - Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
  - Support (for all students, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
  - Working with parents and other agencies (to ensure appropriate communications and actions are undertaken).
- The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and board members and are consistent with those of Kent Safeguarding Children Multi-Agency Partnership (KSCMP).

## **3. Context**

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes but is not limited to:
  - Keeping Children Safe in Education 2021 (KCSIE)
  - Working Together to Safeguard Children 2018 (WTSC)
  - Ofsted: Education Inspection Framework' 2021
  - Framework for the Assessment of Children in Need and their Families 2000
  - Kent and Medway Safeguarding Children Procedures
  - Early Years and Foundation Stage Framework 2021 (EYFS)
  - The Education Act 2002
  - The Education (Independent School Standards) Regulations 2014
  - The Non-Maintained Special Schools (England) Regulations 2015
  
- Section 175 of the Education Act 2002 requires provision boards, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are students at a provision, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
  
- Woodpecker Court is currently operating in response to coronavirus (Covid-19), however, our safeguarding principles, remain the same. We will continue to follow government guidance and will amend this policy and our approaches, as necessary.
  - As a result of the Covid-19 pandemic some members of our community may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work with local services, such as health and the local authority, to ensure necessary support is in place.
  
- The provision acknowledges that this policy recognises a range of specific safeguarding issues including (but not limited to):
  - Abuse and neglect
  - Bullying, including cyberbullying
  - Children with family members in prison
  - Children Missing Education (CME)
  - Child missing from home or care
  - Child Sexual Exploitation (CSE)
  - Child Criminal Exploitation (CCE)
  - Contextual safeguarding (risks outside the family home)
  - County lines and gangs
  - Domestic abuse
  - Drugs and alcohol misuse
  - Fabricated or induced illness
  - Faith abuse
  - Gender based abuse and violence against women and girls
  - Hate
  - Homelessness
  - Human trafficking and modern slavery
  - Mental health
  - Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or "Sexting"
  - Online safety
  - Peer on peer abuse
  - Preventing radicalisation and extremism
  - Private fostering

- Relationship abuse
- Serious violence
- Sexual violence and sexual harassment
- So-called 'honour-based' abuse, including Female Genital Mutilation (FGM) and forced marriage
- Upskirting

(Also see Part One and Annex B within 'Keeping Children Safe in Education' 2021)

#### **4. Related Safeguarding Policies**

- This policy is one of a series in the provision's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below:
  - Behaviour Management, linked to the Use of Physical Intervention
  - Behaviour Policy
  - Searching, Screening and Confiscation
  - Online Safety and Social Media
  - Anti-Bullying
  - Data Protection and Information Sharing
  - Image Use
  - Sex & Relationship Education
  - Personal and Intimate Care
  - Health and Safety
  - Attendance
  - Risk Assessments (e.g., Provision trips, use of technology)
  - First Aid and Accidents
  - Managing Allegations Against Staff
  - Staff Behaviour Policy (including Acceptable Use of Technology)
  - Safer Recruitment
  - Whistleblowing

#### **5. Key Responsibilities**

- The board will have read and will follow KCSIE 2021.
- The provision has a nominated board member for safeguarding. The nominated board member will take the lead role in ensuring that the provision has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.
- All staff (including temporary staff and volunteers) will be provided with a copy of this policy and Part One and/or Annex A of KCSIE 2021 as appropriate. This can also be located within the safeguarding files within working offices.
- The Board and Principal will ensure that the DSL is properly supported in their role.

##### **5.1 Designated Safeguarding Lead (DSL)**

- The provision has appointed a member of the leadership team Dominic Meehan as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in provision.

- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSL and any deputy DSL's training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- Deputy DSL's are trained to the same standard as the DSL. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated.
- **It is the role of the DSL to:**
  - Act as the central contact point for all staff to discuss any safeguarding concerns
  - Maintain a confidential recording system for safeguarding and child protection concerns
  - Coordinate safeguarding action for individual children
  - In the case of Children Looked After the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated staff if applicable)
  - Liaise with other agencies and professionals in line with WTSC 2018 and KCSI 2021
  - Ensure that locally established referral procedures are followed as necessary
  - Represent, or ensure the provision is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences)
  - Manage and monitor the provision's role in any multi-agency plan for a child.
  - Be available during term time (during provision hours) for staff in the provision to discuss any safeguarding concerns
  - Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE 2021.

## 5.2 Members of Staff

- **All members of staff have a responsibility to:**
  - Provide a safe environment in which children can learn.
  - Be prepared to identify children who may benefit from early help.
  - Understand the early help process and their role in it.
  - Understand the provisions safeguarding policies and systems.
  - Undertake regular and appropriate training which is regularly updated.
  - Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
  - Know what to do if a child tells them that he or she is being abused or neglected.
  - Know how to maintain an appropriate level of confidentiality.
  - Be aware of the indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
    - Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.

## 5.3 Children and Young People

- **Children and young people (students) have a right to:**
  - Contribute to the development of provision safeguarding policies
  - Receive help from a trusted adult
  - Feel safe, be listened to, and have their wishes and feelings taken into account.
  - Confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.
  - Learn how to keep themselves safe, including online

## 5.4 Parents and Carers

- **Parents/carers have a responsibility to:**
  - Understand and adhere the relevant provision policies and procedures.
  - Talk to their children about safeguarding issues and support the Provision in their safeguarding approaches.
  - Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the provision, or other agencies.

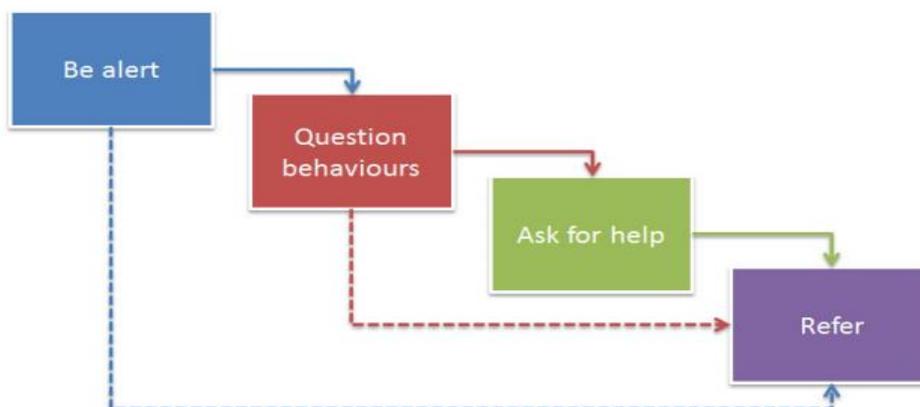
Parents can obtain a copy of the Provision Child Protection Policy and other related policies on request and can view them via the Provision website [www.woodpecker court.co.uk](http://www.woodpecker court.co.uk)

## 6. Recognition and Types of Abuse and Neglect

- All staff in the provision should be aware of the definitions and indicators of abuse and neglect. There are four categories of abuse:
  - Physical abuse
  - Emotional abuse
  - Sexual abuse
  - Neglect
- Members of staff are aware that child welfare concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness.
- The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and will be explored by the DSL on a case-by-case basis.
- Parental behaviours' may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- Children may report abuse happening to themselves, their peers or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.
- Safeguarding incidents and/or behaviours can be associated with factors and risks outside the provision. Children can be at risk of abuse or exploitation in situations outside their families; extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.
- Technology can be a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face and in many cases, abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

## 7. Safeguarding and Child Protection Procedures

- Woodpecker Court adheres to the KSCMP Safeguarding Children Procedures. The full KSCB procedures and additional guidance relating to specific safeguarding issues can be found on the KSCB website [www.KSCMP.kent.gov.uk](http://www.KSCMP.kent.gov.uk)
- All members of staff are expected to be aware of and follow this approach:



- It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Children’s Social Work Services and/or the police.
- In all cases, if staff are unsure, they will always speak to the DSL (or deputy).

**The role of the provision in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

- The DSL may seek advice or guidance from Area Education Safeguarding Advisor from the Education Safeguarding Service before making a decision regarding next steps. They may also seek advice or guidance from a social worker at the Front Door service.
- All members of staff are made aware of the internal and local early help support services. Where a child is being offered or receiving early help support, staff will be supported to understand their role in any early help assessment or intervention. This includes identifying emerging problems, liaising with other professionals, and in some cases acting as the lead practitioner.
- The DSL will keep all early help cases under constant review and consideration will be given to a request for support to the Front Door if the situation does not appear to be improving or is getting worse.
- All staff are aware of the process for making request for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- **In all but the most exceptional circumstances, parents /carers will be made aware of the concerns for their child at the earliest possible stage.** In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought in line with guidance provided by KSCMP, unless there is a valid reason not to do so, for example if to do so would put a child at risk of harm to would undermine a criminal investigation.
- In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Deputy DSL. They may also seek advice from the Education Safeguarding Service or via

consultation with a social worker from the Front Door. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.

- On occasion, staff may pass information about a child to the DSL but remain anxious about action subsequently taken. Staff should feel able to check the progress of a case with the DSL so that they can reassure themselves the child is safe and their welfare is being considered. If following this process, the staff member remains concerned it is the responsibility of that staff member to follow the provision's escalation process.
  
- The DSL or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, a DSL is not available, this should not delay appropriate action being taken. Staff should speak to a member of the senior leadership team and/or take advice from Education Safeguarding Service or via consultation with a social worker from the Front Door. In these circumstances, any action taken will be shared with a DSL as soon as is practically possible.
  
- Woodpecker Court] will respond to concerns in line with the Kent Safeguarding Children Multi-Agency Partnership procedures (KSCMP).
  - The full KSCMP procedures and additional guidance relating to reporting concerns and specific safeguarding issues can be found on their website: [www.kscmp.org.uk](http://www.kscmp.org.uk)
  - Specific information and guidance to follow with regards to accessing Early Help and Preventative Services and/or Children's Social Work Services as part of Integrated Children's Services (ICS) in Kent can be found here: [www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services](http://www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services)
  
- Where a child is suffering, or is likely to suffer from harm, or is in immediate danger, a 'request for support' will be made immediately to Integrated Children's Services (via the 'Front Door') and/or the police, in line with KSCMP procedures.
  - Woodpecker Court recognise that in situations where there are immediate child protection concerns for a child as identified in line with Support Level Guidance, it is NOT to investigate as a single agency, but to act in line with KSCMP guidance which may involve multi-agency decision making.
  - The DSL may seek advice or guidance from their Area Education Safeguarding Advisor from the Education Safeguarding Service before deciding next steps.
  - They may also seek advice or guidance from a social worker at the Front Door service who are the first point of contact for Integrated Children's Services (ICS).
  
- In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by KSCMP and ICS. Parents/carers will be informed of this, unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
  
- Where it is identified a child may benefit from Early Help support (as provided by ICS) , the DSL (or deputy) will generally lead as appropriate and make a request for support via the Front Door.
  - The DSL will keep all early help cases under constant review and consideration will be given to escalating concerns to the Front Door or seeking advice via the Education Safeguarding Service if the situation does not appear to be improving or is getting worse.
  
- If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving or there is a concern regarding decisions made, the DSL will consider following [KSCMP escalation procedures](#) to ensure their concerns have been addressed and, most importantly, that the child's situation improves. DSLs may request support with this via the Education Safeguarding Service.

- Woodpecker Court is an Operation Encompass School. This means we work in partnership with Kent Police to provide support to children experiencing domestic abuse.

## 8. Record Keeping

- Staff will record any welfare concern that they have about a child on the Provision's safeguarding incident/concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. This will be via The Edukey System where they will receive notification directly from a DSL that the referral has been received by them and is being actioned. If The Edukey System is undergoing a technical error then the yellow form system will be implemented with Edukey being updated as soon as possible. All referrals will be completed as soon as possible after the incident/event, using the child's words and will be signed and the member of staff recording will be required to confirm that it is a true and accurate account. If there is an immediate concern the member of staff should consult with a DSL as this needs to take priority.
- All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with DSL.
- **The Edukey System is an online System to which all staff have access to at all times. If required when a technical error occurs Welfare concern yellow forms are kept in the pastoral office.**
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the provision. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent provision/setting, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- Detailed guidance on Record Keeping is found in a separate document "Guidelines for Safeguarding Record Keeping in Schools".
- The Principal will be kept informed of any significant issues by the DSL.

## 9. Multi-agency Working

- Woodpecker Court recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTTSC 2018)
- Provisions are not the investigating agency when there are child protection concerns. Woodpecker Court will however contribute to the investigation and assessment processes as required. Woodpecker Court recognises the importance of multi-agency working and will support attendance at relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.
- The Principal and DSL's will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## 10. Confidentiality and Information Sharing

- Woodpecker Court recognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2021.
- Woodpecker Court recognises that all matters relating to child protection are confidential. The Principal or DSL's will only disclose information about a student to other members of staff on a 'need to know' basis
- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- DfE Guidance on Information Sharing (July 2018) provides further detail. **Available in the red folder in the Pastoral Office.**

## 11. Complaints

- The provision has a **Complaints Procedure** available to parents, Students and members of staff and visitors who wish to report concerns. This can be found **in the pastoral office in the red file or on the website, [www.woodpeckercourt.co.uk](http://www.woodpeckercourt.co.uk) or on the shared Woodpecker Court drive.**
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations against Staff policy**. This can be found **in the pastoral office in the red folder and on the shared Woodpecker Court drive.**
- Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse at school can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

## 12. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of Part One of "*Keeping Children Safe in Education*" (2021) which covers safeguarding information for all staff. Provision leaders will read the entire document. Provision leaders and all members of staff who work directly with children will access Annex A within Keeping Children Safe in Education 2021. Members of staff have signed to confirm that they have read and understood Part One and Annex A. **Recorded on the Single Central**
- **Record**
- The DSL will ensure that all new staff and volunteers (including temporary staff) are aware of the provision's internal safeguarding processes.

- All staff members (including temporary staff) will receive training to ensure they are aware of a range of safeguarding issues.
- All staff members (including temporary staff) will receive regular safeguarding and child protection updates, at least annually.
- All staff members (including temporary staff) will be made aware of the provision's expectations regarding safe and professional practice via the Staff Behaviour Policy (or code of conduct) and Acceptable Use Policy.
- The DSL and Principal will provide an annual report to the board detailing safeguarding training undertaken by all staff and will maintain an up to date register of who has been trained.
- Although the provision has a nominated lead for the board (David Elliott) all members of the board will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

### 13. **Safe Working Practice**

- All members of staff are required to work within clear guidelines on Safe Working Practice / the Provision's Code of Conduct.
- Staff should be aware of the Provision's **Behaviour Management and Physical Intervention Policies**, and any physical interventions must be in line with agreed policy and procedures.
- Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should adhere to the provision's Online Safety and Acceptable Use policies.

### 14. **Staff Supervision and Support**

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- The provision will provide appropriate supervision and support for all members of staff to ensure that:
  - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
  - All staff will be supported by the DSL in their safeguarding role.
  - All members of staff have regular reviews of their own practice to ensure they improve over time.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.

### 15. **Safer Recruitment**

- Woodpecker Court is committed to ensure that develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our students and staff.
- The Board and Principal are responsible for ensuring that the provision follows safe recruitment processes outlined within guidance.  
Woodpecker Court is responsible for ensuring that the provision maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The Board will ensure that there is at least one of the persons who conducts an interview has completed safer recruitment training.
- Woodpecker Court are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in Provisions.
- Woodpecker Court advise all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings.

#### **16. Allegations Against Members of Staff and Volunteers**

- Woodpecker Court recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the Principal or Deputy in their absence who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the Principal then staff are advised that allegations should be reported to the Chair of The Board who will contact the LADO in the first instance.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.
- All members of staff are made aware of the provision's Whistleblowing Procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Woodpecker Court has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at the provision, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or provisions Personnel Service.

**When in doubt – consult**

## 17. Supporting Children Potentially at Greater Risk of Harm

- Woodpecker Court acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.
- Woodpecker Court will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

### Children Missing from Education

- Children missing from education, particularly persistently, can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation.
- Where the school/college have concerns that a child is missing from education, we will respond in line with our statutory duties and local policies. Local support is available via the [PRU, Inclusion and Attendance Service \(PIAS\)](#).

### Children who need a Social Worker

- The DSL will hold details of social workers working with children in the provision so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes.
- Where children have a social worker, this will inform provision decisions about their safety and promoting their welfare, for example, responding to unauthorised absence and provision of pastoral and/or academic support.

### Looked after children, previously looked after children and care leavers

- Woodpecker Court recognises the common reason for children becoming looked after is as a result of abuse and/or neglect and a previously looked after child also potentially remains vulnerable.
- The school has appointed a '[designated teacher](#)' Elizabeth Shilling who works with local authorities to promote the educational achievement of registered pupils who are looked after or who have been previously looked after.
- The designated teacher will work with the DSL to ensure appropriate staff have the information they need in relation to a child's looked after legal status, contact arrangements with birth parents or those with parental responsibility, care arrangements and the levels of authority delegated to the carer by the authority looking after them.
- Where a child is looked after, the DSL will hold details of the social worker and the name of the virtual school head in the authority that looks after the child.
- Where the provision believe a child is being cared for as part of a private fostering arrangement (occurs when a child under 16 or 18 if the child is disabled is cared for and lives with an adult who is not a relative

for 28 days or more) there is a duty to recognise these arrangements and inform the Local Authority via the front door.

- Where a child is leaving care, the DSL will hold details of the local authority Personal Advisor appointed to guide and support them and will liaise with them as necessary regarding any issues of concern.

## **18. Peer on Peer Abuse**

- All members of staff at Woodpecker Court recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including but not limited to, bullying, cyberbullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour, violence and 'sexting'. Staff and leadership are to be mindful that some potential issues may be affected by gender, age, ability and culture of those involved.
- Woodpecker Court believes that abuse is abuse and it will never be tolerated or dismissed as "banter", "just having a laugh", "part of growing up" or "boys being boys" as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.
- Woodpecker Court recognises that even if there are no reported cases of peer on peer abuse, such abuse is still likely to be taking place.
- 'Upskirting' is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person's clothes without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
- 'Sexting' (Youth Produced Sexual Images) will not be tolerated. The provision will respond to cases of 'sexting' in line with UKCCIS "Sexting in Provisions and Colleges" guidance and in line with Kent Safeguarding Children Multi-agency Partnership (KSCMP) guidance.
- Concerns about learner's behaviour, including peer on peer abuse taking place offsite will be responded to as part of a partnership approach with learners and parents/carers. Offsite behaviour concerns will be recorded and responded to in line with existing appropriate policies, for example anti-bullying, acceptable use, behaviour and child protection policies

## **19. Gangs, County Lines, Violent Crime and Exploitation CSEE and CCE**

- Woodpecker Court recognises the impact of gangs, county lines, violent crime and exploitation. It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.
- Woodpecker Court recognises that CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.
- If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy.

## **Serious Violence**

- All staff are made aware of the indicators which may signal children are at risk from or are involved with serious violent crime. These may include unexplained gifts or new possessions, increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.
- Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns.
  - The initial response to child victims is important and staff will take any allegations seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively:
  - Unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
  - Increased absence from the provision.
  - Change in friendships/relationships with others/groups.
  - Significant decline in performance.
  - Signs of self-harm/significant change in wellbeing.
  - Signs of assault/unexplained injuries.
- Woodpecker Court want children to feel able to confidently report abuse and know their concerns will be treated seriously. All allegations of peer on peer abuse will be reported to the DSL and will be recorded, investigated, and dealt with in line with associated provision policies, including child protection, anti-bullying and behaviour. Learners who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

## 20. So-called honour based abuse

- So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.
- All forms of HBA are abuse (regardless of the motivation) and concerns should be responded to in line with section 3 of this policy. Staff will report any concerns about HBA to the DSL (or a deputy).
- Whilst all staff will speak to the DSL (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers.

If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the qualified teacher must report this to the police.

## Preventing radicalisation

- Woodpecker Court is aware of our duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), to have “due regard to the need to prevent people from being drawn into terrorism”, also known as the Prevent duty and the specific obligations placed upon us as an education provider regarding risk assessments, working in partnership, staff training, and IT policies.

- Woodpecker Court recognises that children are vulnerable to extremist ideology and radicalisation and staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.
- Staff will report any concerns to the DSL (or a deputy), who is aware of the local procedures to follow.

## 21. Online Safety

- It is recognised by Woodpecker Court that the use of technology presents challenges and risks to children and adults both inside and outside of Provision.
- The DSL has overall responsibility for online safeguarding within the provision.
- Woodpecker Court identifies that the issues can be broadly categorized into three areas of risk:
  - Content: being exposed to illegal, inappropriate or harmful content. For example pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
  - Contact: being subjected to harmful online interaction with other users. For example peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
  - Conduct: personal online behaviour that increases the likelihood of, or causes, harm. For example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying.
  - Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.

Woodpecker Court recognises that technology, and the risks and harms related to it, evolve and change rapidly. The provision will carry out an annual review of our approaches to online safety, supported by an annual risk assessment which considers and reflects the risks our children face.

- The DSL and Principal have read annex C regarding Online Safety within 'Keeping Children Safe in Education' 2021.
- Woodpecker Court recognises the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2021 and has appropriate policies in place that are shared and understood by all members of the provision community. Further information reading the specific approaches relating to this can be found in the provision's **Online Safety Policy, Acceptable Use Policy and Image Use Policy** which can be found **on the website, in the red folder in the pastoral office.**
- Woodpecker Court will ensure that appropriate filtering and monitoring systems are in place when students and staff access provision systems and its internet provision.
- Woodpecker Court acknowledges that whilst filtering and monitoring is an important part of the provisions' online safety responsibilities, it is only one part of our approach to online safety. Students and adults may have access to systems external to the provision control such as mobile phones and other internet enabled devices and technology and where concerns are identified appropriate action will be taken.
- Woodpecker Court will ensure a comprehensive whole provision curriculum response is in place to enable all students to learn about and manage online risks effectively and will support parents and the wider provision community (including all members of staff) to become aware and alert to the need to keep children safe online.

## 22. Nude and/or Semi-Nude Image Sharing by Children

The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams of/by young people under the age of 18. Creating and sharing nudes and semi-nudes of under-18s (including those created and shared with consent) is illegal which makes responding to incidents complex.

The UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people' guidance outlines how schools and colleges should respond to all incidents of consensual and non-consensual image sharing, and should be read and understood by DSLs working with all age groups, not just older learners.

- Woodpecker Court recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or "sexting") can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).
- When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised to:
  - Report any concerns to the DSL immediately.
  - Never view, copy, print, share, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already viewed the imagery by accident, this will be immediately reported to the DSL.
  - Not delete the imagery or ask the child to delete it.
  - Not say or do anything to blame or shame any children involved.
  - Explain to child(ren) involved that they will report the issue to the DSL and reassure them that they will receive appropriate support and help.
  - Not ask the child or children involved in the incident to disclose information regarding the imagery and not share information about the incident with other members of staff, the child(ren) involved or their, or other, parents and/or carers. This is the responsibility of the DSL.
- DSLs will respond to concerns as set out in the non-statutory UKCIS guidance: Sharing nudes and semi-nudes: advice for education settings working with children and young people' and the local KSCMP guidance. When made aware of a concern involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos:
  - the DSL will hold an initial review meeting to explore the context and ensure appropriate and proportionate safeguarding action is taken in the best interests of any child involved. This may mean speaking with relevant staff and the children involved as appropriate.
  - parents and carers will be informed at an early stage and be involved in the process to best support children, unless there is good reason to believe that involving them would put a child at risk of harm.
  - All decisions and action taken will be recorded in line with our child protection procedures.
  - a referral will be made to ICS and/or the police immediately if:
    - the incident involves an adult (over 18).
    - there is reason to believe that a child has been coerced, blackmailed, or groomed, or there are concerns about their capacity to consent, for example, age of the child or they have special educational needs.
    - the image/videos involve sexual acts and a child under the age of 13, depict sexual acts which are unusual for the child's developmental stage, or are violent.
    - a child is at immediate risk of harm owing to the sharing of nudes and semi-nudes.
  - The DSL may choose to involve other agencies at any time if further information/concerns are disclosed at a later date.

- If DSLs are unsure how to proceed, advice will be sought from the Education Safeguarding Service.

### **23. Curriculum and Staying Safe**

- Woodpecker Court recognise that provisions play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Woodpecker Court's curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and that of others. Online safety is integrated into the curriculum.
- Woodpecker Court's provision systems support children to talk to a range of staff. Children will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

### **24. The Use of Provision Premises by Other Organisations**

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

### **25. Security**

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into the provision as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on the provision site. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The provision will not accept the behaviour of any individual (parent or other) that threatens provision security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the provision site.

### **26. Monitoring and Review**

- All provision staff (including temporary staff and volunteers) will have access to a copy of this policy. The policy will also be available to parents/carers.
- The policy forms part of our provision development plan and will be reviewed annually.

### **27. Local Support**

- All members of staff in Woodpecker Court are made aware of local support available.

### **Contact details for Area Safeguarding Advisor (Education Safeguarding Service)**

- East Kent: Brook House, Reeves Way, Whitstable, Kent, CT5 3SS  
03000 41 85 03

#### **Contact details for Online Safety in the Education Safeguarding Service**

- Rebecca Avery, Education Safeguarding Advisor (Online Protection):
- Ashley Assiter, Online Safety Development Officer
- 03000 415797
- [esafetyofficer@kent.gov.uk](mailto:esafetyofficer@kent.gov.uk) (non-urgent issues only)

#### **Contact details for the LADO**

- Telephone: 03000 410888
- Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

#### **Children's Social Work Services**

- Front door: 03000 411111
- Out of Hours Number: 03000 419191

#### **Kent Police**

- 101 (or 999 if there is an immediate risk of harm)

#### **Kent Safeguarding Children Multi-agency Partnership (KSCMP)**

- [kscmp@kent.gov.uk](mailto:kscmp@kent.gov.uk)
- 03000 421126

## **26. National Support**

#### **Support for staff**

- Education Support Partnership: [www.educationsupportpartnership.org.uk](http://www.educationsupportpartnership.org.uk)
- Professional Online Safety Helpline: [www.saferinternet.org.uk/helpline](http://www.saferinternet.org.uk/helpline)

#### **Support for Students**

- NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)
- ChildLine: [www.childline.org.uk](http://www.childline.org.uk)
- Papyrus: [www.papyrus-uk.org](http://www.papyrus-uk.org)
- Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)
- The Mix: [www.themix.org.uk](http://www.themix.org.uk)

#### **Support for adults**

- Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)
- Crime Stoppers: [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)
- Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)
- Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)
- The Samaritans: [www.samaritans.org](http://www.samaritans.org)
- Mind: [www.mind.org.uk](http://www.mind.org.uk)
- NAPAC (National Association for People Abused in Childhood): [napac.org.uk](http://napac.org.uk)
- MOSAC: [www.mosac.org.uk](http://www.mosac.org.uk)
- Action Fraud: [www.actionfraud.police.uk](http://www.actionfraud.police.uk)

## Support for Learning Disabilities

- Respond: [www.respond.org.uk](http://www.respond.org.uk)
- Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

## Domestic Abuse

- Refuge: [www.refuge.org.uk](http://www.refuge.org.uk)
- Women's Aid: [www.womensaid.org.uk](http://www.womensaid.org.uk)
- Men's Advice Line: [www.mensadviceline.org.uk](http://www.mensadviceline.org.uk)
- Mankind: [www.mankindcounselling.org.uk](http://www.mankindcounselling.org.uk)
- Domestic abuse services: [www.domesticabuseservices.org.uk](http://www.domesticabuseservices.org.uk)

## Honour based Violence

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

## Sexual Abuse and CSE

- Lucy Faithfull Foundation: [www.lucyfaithfull.org.uk](http://www.lucyfaithfull.org.uk)
- Stop it Now!: [www.stopitnow.org.uk](http://www.stopitnow.org.uk)
- Parents Protect: [www.parentsprotect.co.uk](http://www.parentsprotect.co.uk)
- CEOP: [www.ceop.police.uk](http://www.ceop.police.uk)
- Marie Collins Foundation: [www.mariecollinsfoundation.org.uk](http://www.mariecollinsfoundation.org.uk)
- Internet Watch Foundation (IWF): [www.iwf.org.uk](http://www.iwf.org.uk)

## Online Safety

- Childnet International: [www.childnet.com](http://www.childnet.com)
- UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)
- Parents Info: [www.parentinfo.org](http://www.parentinfo.org)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Net Aware: [www.net-aware.org.uk](http://www.net-aware.org.uk)
- ParentPort: [www.parentport.org.uk](http://www.parentport.org.uk)
- Get safe Online: [www.getsafeonline.org](http://www.getsafeonline.org)

## Radicalisation and hate

- Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)
- Counter Terrorism Internet Referral Unit: [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)
- True Vision: [www.report-it.org.uk](http://www.report-it.org.uk)