



BRIGANTIA
LEARNING TRUST
Creating excellence together

The Brigantia Learning Trust

Safeguarding Policy

Including:

- **Child Sexual Exploitation**
- **Prevent**

To be reviewed – Autumn 2018

The Brigantia Learning Trust includes Concord, Hinde House 3-16 and Wincobank Schools.

Every school in the Brigantia Learning Trust views the safety and welfare of all its pupils as of paramount importance. All children/young people have the right to be kept safe from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political status

The Executive Principal takes a strong lead on the promotion of pupil and staff safety, and there is on-going discussion in the Trust and individual School Leadership meetings about strategies to improve safety. Each school has a designated member of staff to oversee safeguarding approaches across the whole school and senior staff have specific responsibilities for aspects, e.g. child protection, maintaining the Central Record, trips and visits, pupil behaviour, pupil and parent/carer voice.

Our aims and objectives are to:

- protect pupils from maltreatment
- prevent the impairment of pupils` health or development
- ensure pupils are growing up in circumstances consistent with the provision of safe and effective care
- help pupils to have optimum life chances and to enter adulthood successfully

Every school will:

- endeavour to keep accurate information about all pupils
- enable staff, volunteers and visitors safeguard and promote the welfare of pupils
- promote a culture that makes the school a safer place to learn
- listen to and respect all pupils
- involve pupils in decisions which affect them
- share information about concerns with agencies who need to know and involve pupils and their parents/carers appropriately
- recruit staff, volunteers and visitors safely, ensuring all necessary checks are made
- adopt a code of conduct for all staff, volunteers and visitors
- provide effective staff induction, support and training
- deal appropriately with allegations/concerns about staff, volunteers or visitors in accordance with government guidelines
- respect confidentiality in line with the Trust policy
- confront bullying, racism, harassment and discrimination
- provide effective first aid by qualified members of staff
- meet the needs of pupils with specific medical conditions including ensuring that any intimate care follows agreed guidance
- ensure medicines are effectively organised

- discuss drug and substance misuse, radicalisation, sexual health, sexual exploitation, peer on peer abuse, honour-based violence, female genital mutilation, protection of children with SEN and other issues affecting health
- promote e-safety
- ensure that each site is secure
- ensure that educational visits are organised thoroughly
- ensure that fire and emergency evacuation plans are effective
- ensure all equipment is regularly inspected
- ensure physical intervention is carried out appropriately

Fire safety:

Every school has a full risk assessment in place and termly fire evacuation practices take place. There are Personal Emergency Evacuation Plans in place for pupils as needed. Designated staff are trained in evacuation plans for pupils unable to manage the normal procedures.

For further information, see Health and Safety Policy.

Safer recruitment and selection:

In line with statutory guidance, the following apply to all staff and volunteers:

- a DBS enhanced disclosure is obtained for all Directors, staff and regular volunteers
- each school holds an up-to-date single central record dealing with a range of checks carried out on staff including identity checks
- all new appointments who have lived outside the UK are subject to additional checks as appropriate
- if volunteer parents/carers accompany pupils on school visits, they are fully supervised by a member of staff at all times and not left alone with pupils
- when recruiting new staff, there is at least one member of staff who has received current safer recruitment training

For further information, see Recruitment Procedures and Child Protection Policy.

Safe practice:

Safe working practices ensure that pupils are safe and that all staff:

- are responsible for their own actions and behaviour, and avoid any conduct which would lead a reasonable person to question their motives and intentions
- have read and understood the Code of Conduct
- work in an open and transparent way
- discuss and/or take advice from the school management over any incident which may give rise for concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender, religion, ethnicity, ability or sexuality

- are aware of the Confidentiality Policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

For further information, see Code of Conduct, Confidentiality Policy, Disciplinary Policy and Whistle-Blowing Policy.

Pupil behaviour including bullying:

There are behaviour policies in every school for pupils and adults. The policies are discussed annually with all classes and the School Councils/pupil groups suggest amendments to the policy. Anti-bullying sessions are held with all year groups in Primary settings and Y7 classes in Hinde House Secondary Phase and reminders are issued to all years at least annually. Anti-Bullying Week is included in the programme and assemblies are used to reinforce key messages.

If there are any allegations of peer on peer abuse, they are investigated and dealt with as all safeguarding issues. The schools will not accept that abuse is viewed as `part of growing up`. Any allegations such as around sexting, girls being sexually touched, girls being assaulted, boys being subject to initiation into gangs will be dealt with seriously. The police are involved in assemblies on sexting and the rights of individuals. In addition, these topics are included in the PSE programmes.

The Trust recognises that children with SEN and disabilities are more likely to be abused or neglected. These children are supported by the Inclusion Team in each school and monitored regularly. The Virtual School Head in Sheffield – Tim Eldridge – is responsible for monitoring the educational progress and his team are advocates for the Sheffield Looked After Children. Each child has a Social Worker from their home LA and there are regular meetings to review any concerns.

The Trust has introduced an on-line system (Sharp system) enabling pupils, parents/carers and the community to log concerns at any time. These concerns are downloaded daily on school days by a member of the Inclusion Team in each school. In addition, pupils are encouraged to talk to adults (particularly the Mentor Team/Home-School Workers) about concerns/worries.

For further information, see Behaviour Policies (pupil and parent/carer), Anti-Bullying Policy, Equality Policy and Inclusion/SEND information on the website.

Safeguarding information for pupils:

The pupils in each school are aware of a number of staff who they can talk to and who are available to them at any time. Early help is provided by the Mentor Teams in particular and is available for all concerns. The aim of this support is to prevent problems becoming more serious.

Every school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that there are staff who are responsible for child protection and who they are.

Every school informs pupils of their right to be listened to and heard, and what steps can be taken to protect them from harm. PSE materials, including SEAL, are used to help pupils learn how to keep safe. Children are involved in reviews of Special Educational Needs and in the construction of their profiles.

A senior member of staff in each school is responsible for the development of opportunities to increase pupil participation in decision-making and pupil voice.

Pupils follow programmes about safety around a range of issues including sex, sexual exploitation, e-safety, drugs, alcohol, food, peer-on-peer abuse, honour-based violence, smoking and harmful substances in PSE sessions. In Hinde House Secondary Phase, there is a weekly Health Drop-In where pupils can receive information and support from a school nurse. This includes testing for pregnancy and is a confidential service, following national guidelines.

A group of pupils meet regularly to discuss school issues, e.g. food with the lunch providers, and work to improve the quality of food offered and the arrangements for lunchtimes.

For further information, see Child Protection Policy, E-Safety Policy, Equality Policy, PSE programmes, Sex Education Policy, Drugs Education and Special Educational Needs & Disability Policy.

Extremism and Radicalisation:

The Brigantia Learning Trust has a statutory duty under the Counter-Terrorism and Security Act 2015 and the statutory Prevent Guidance 2015 to have due regard to the need to prevent people from being drawn into terrorism.

Extremism is defined as vocal or active opposition to fundamental values of our society, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation is defined as the act or process of encouraging extremist views or actions in others, including forms of extremism leading to terrorism.

There are a number of behaviours which may indicate a child or young person is at risk of being radicalised or exposed to extremist views which could include becoming distant or showing loss of interest in friends and activities or possession of materials or symbols associated with an extremist cause.

Staff are expected to be vigilant in protecting pupils from the threat of radicalisation and refer any concerns to the Designated Safeguarding Lead or Deputies. Staff receive appropriate training to ensure they have the knowledge and confidence to identify pupils at risk, challenge extremist ideas, and know where and how to refer concerns.

How should staff cope with difficult questions posed by learners that relate to extremism?

This is about raising awareness of what radicalisation can look like. It is not about asking staff to deal with issues which make them feel uncomfortable. If staff have concerns, they must report them as any other safeguarding issue. No-one has to get into conversations where they feel they are out of their depth, but if staff think a pupil is going through a radicalisation process, it must be reported as there are other people who can have these conversations either within the school or within the Prevent network. The earlier that a concern is shared, the easier it is to intervene and support that person away from a path where they might be committing a criminal act. Referral can just mean having a conversation with the pupil to see if everything is fine. It isn't about criminalising. Anyone who is referred is informed of what is going on.

Partnership with parents/carers:

All schools in the Trust share a purpose with parents/carers to educate and keep pupils safe from harm and to have their welfare promoted.

All staff are committed to working with parents/carers positively and openly. Every school respects parents/carers' rights to privacy and confidentiality, and will not share sensitive information unless permission is given or it is necessary to do so in order to protect a pupil.

Every school will share any concerns they may have about a pupil with parents/carers unless to do so may place the child/young person at risk of harm.

A senior member of staff in each school has the responsibility of seeking ways to improve parent/carer voice.

For further information, see Child Protection Policy and Confidentiality Policy.

Partnership with others:

Every school recognises that it is essential to establish positive and effective working relationships with other agencies. There is a joint responsibility on all agencies to share information to ensure the safeguarding of all children.

For further information, see Child Protection Policy.

School training and staff induction:

The Designated Safeguarding Lead in each school has the lead responsibility for child protection. They ensure that cases are referred to the appropriate agencies – both involving pupils and staff, liaise with the Executive Principal or Headteacher, liaise with staff and parents/carers and provide advice, support and expertise for staff. The deputy DSLs are trained to provide a high standard of support and advice to pupils, staff and parents/carers.

Anne Robson is the Lead for Safeguarding across the Trust and provides support and advice to the DSLs and Deputy DSLs when needed. She leads the Team in producing an effective cross-Trust approach to safeguarding.

The Designated Safeguarding Leads and Deputies attend child protection training and refresher training each year. All other school staff, including non-teaching staff, undertake appropriate induction training and then refresher training every three years. There are updates for all staff at different points within each year. In addition, on-line training is available for any staff joining a Trust school within the three year cycle.

All staff are provided with the Trust`s Child Protection Policy and informed of the schools` Child Protection arrangements on induction. If staff are concerned that the school has not acted appropriately, they can contact the NSPCC Whistle-blowing helpline on 0800 028 0285.

Temporary staff and volunteers are made aware of the school`s arrangements for child protection and of their responsibilities.

For further information, see Child Protection Policy.

Children missing from education:

When pupils on roll are not in school and the school has made enquiries through the daily home-school contact system, school staff may refer the case to the MAST Team and, if appropriate, to the Children Missing from Education Team.

For further information, see Attendance Policies.

Confidentiality:

Staff are informed of the Trust`s approach to confidentiality which follows national guidelines.

For further information on the Trust`s procedures, see the Confidentiality Policy.

Pupil information:

The schools will try to keep accurate information in order to keep pupils safe and provide appropriate care for them including:

- names and contact details of persons with whom the pupil normally lives
- names and addresses of all persons with parental responsibility
- emergency contact details
- details of any person authorised to collect the pupil from school
- any relevant court orders in place including those which affect any person`s access to the pupil
- a pupil who is or has been the subject of a child protection plan
- name and contact details of GP
- any other factors which may impact on the safety and welfare of the pupil

For further information, see Attendance Policies.

Children not collected from school:

Each school has detailed guidance on action to take when children are not collected from school, including the need in some cases to refer to Social Services and/or the Police.

For further information, see Children Not Collected from School Policy.

Pupils leaving school premises without permission:

Pupils are not allowed to leave the sites at lunchtime without parental agreement. The single or few exits from each site are monitored and any pupil thought to have left the premises is reported to parents/carers. Procedures are in place for monitoring pupils staying for extra-curricular activities. Staff are on duty and parents/carers are informed if there are any concerns.

Pupils in need:

A pupil with additional needs where their health, development or achievement may be adversely affected by a range of factors may need the completion of a FCAF (Family Common Assessment Framework) by a member of the Inclusion Team. Every school will involve other services as appropriate.

For further information, see Child Protection Policy.

Pupils with a disability:

All schools work hard to ensure that any pupil with disabilities has full access to the curriculum and all aspects of the school day. Every school ensures that disabled pupils can access school trips, sports facilities and after-school clubs. The Trust promotes positive attitudes towards disabled pupils.

For further information, see Equality Policy.

Child protection:

Responding to disclosure:

Disclosures or information may be received from pupils, parents/carers or others. Every school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they speak.

Accordingly, all staff are encouraged to handle disclosures with sensitivity. Such information cannot remain confidential and staff must immediately communicate what they have been told to the designated officers or the deputies and make, date and sign a written record.

Staff do not investigate but should, wherever possible, elicit enough information to pass on to the designated staff in order that they can make an informed decision on

what to do next. They may choose to take the pupil to a designated member of staff, with the pupil's agreement, instead of listening to the disclosure.

If they choose to listen to the disclosure, staff will:

- listen to, and take seriously, any disclosure or information that a pupil may be at risk of harm
- try to ensure that the person disclosing does not have to repeat the information to another member of staff
- clarify the information
- try to keep questions to a minimum and of an `open` nature
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the pupil
- explain sensitively that they have a responsibility to refer the information to the senior designated staff (before the disclosure)
- reassure and support the person as far as possible
- explain that only those who `need to know` will be told
- never make promises about confidentiality or future actions

Action by the Designated Safeguarding Lead or Deputies:

Following any information raising concern, they will consider:

- the pupil's wishes
- any urgent medical needs of the pupil
- ascertain if the pupil is subject to a child protection plan
- discuss the matter with other agencies involved with the family
- consult with appropriate agencies

Designated Safeguarding Lead or Deputies will:

- decide whether to make a child protection referral to Social Services or not to make a referral at this stage
- wherever possible, talk to parents/carers unless to do so may place a pupil at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- decide if further monitoring is necessary
- decide if it would be appropriate to undertake an assessment/FCAF and/or make a referral for other services
- check all actions with the MAST Team in Sheffield Local Authority
- make sure all information and actions taken, including the reasons for decisions taken, will be fully documented

Action following a child protection referral:

The Designated Lead or Deputies will:

- make regular contact with the Social Worker involved and keep them informed

- wherever possible, contribute to the strategy discussion
- provide a report for, attend and contribute to any subsequent child protection conference
- if the pupil/pupils are made subject to a child protection plan, contribute to the plan and attend core group meetings and review child protection conferences
- where possible, share all reports with parents/carers prior to meetings
- where a disagreement with a decision made, discuss this with the Safeguarding Team (Local Authority)
- immediately inform the key worker where a pupil has a child protection plan and moves from a school or goes missing

For further information, see Child Protection Policy.

E-Safety:

- every school makes pupils aware of the dangers of the internet through curriculum teaching, particularly PSE, assemblies and Internet Safety Week
- software is in place in schools to minimise access and to highlight any person accessing inappropriate sites or information
- pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. If this results in child protection concerns, the school's Designated Safeguarding Lead or Deputies should be informed immediately
- pupils should not give out their personal details, phone numbers, schools, home address or computer passwords
- pupils should adhere to the school policy that mobile phones should not be used in school unless there is a specific agreement with the school
- the police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media

For further information, please see E-Safety Policy.

Work placements/work experience:

Procedures are in place to ensure that pupils are safe on work experience and extended work placements. Staff visit pupils on a regular basis and inform pupils, parents/carers and placements of the need to communicate any concerns immediately and the ways of so doing. Designated staff are responsible for monitoring different types of placements.

For further information, see Work Placement Policy.

Home visits:

There are agreed procedures to ensure the safety of staff when undertaking home visits.

For further information, see Home Visits Procedures.

Allegations against a professional:

The schools understand that pupils can be victims of abuse by those who work with them in any setting. All allegations of abuse will be taken seriously.

Where there is an allegation that a professional has behaved in a way that has harmed a pupil or may have harmed a pupil, possibly committed a criminal offence against or related to a pupil, or has behaved towards a pupil or pupils in a way that indicates s/he is unsuitable to work with pupils, the allegations will be investigated properly and in line with agreed procedures. Staff are encouraged to report any concerns to the Executive Principal, Trust Lead for Safeguarding, Headteacher, SLT or Directors.

Allegations of abuse made against staff will be dealt with by the Executive Principal (or the Chair of Directors if the Executive Principal is accused). The Executive Principal/Chair will contact the Local Authority Designated Officer (LADO) within 24 hours.

For further information, see Child Protection Policy and Whistle-blowing Policy.

Monitoring and recording of any allegations/incidents:

Accurate records of any allegations/incidents will be made as soon as possible and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated. Any information will be recorded verbatim, where possible, and a note made of the location and description of any injuries seen.

All child protection documents are retained in a child protection file, separate from the pupil's curriculum file. Such files are kept securely. These records will be transferred to any school or setting the pupil moves to.

If the pupil goes missing from education or is removed from roll to be educated at home, any child protection file should be copied and the copy retained in the school until official requests are received.

For further information, see Child Protection Policy.

Medicines:

Staff do not administer medication to pupils under normal circumstances. However, in certain exceptional and agreed circumstances, medication may be administered by trained first-aiders. Named staff may store medication in a secure central location for pupils to self-administer.

- Parents/carers sign a permission slip for administration of medication and storage
- Care Plans are in place for any child requiring the administration of medication

For further information, see Medical Policy.

First aid:

- first aid provision is provided during the school day on a rota system by trained first-aiders
- first aid qualifications are kept on file and refreshed as appropriate
- all staff know the procedures in the event of an accident and how to summon help
- up-to-date contact details are sought for all parents/carers
- first aid boxes and their contents are checked regularly
- all serious accidents and assaults are reported to the Local Authority and are investigated. All serious incidents, e.g. breakages, are reported to RIDDOR (Risk of Injury, Disease and Dangerous Occurrences Regulations). A detailed accident log is kept for minor injuries. This log is examined half-termly by SLT for any patterns of events which need further action.

For further information, see the Medical Policies.

Risk assessments:

Risk assessments are held for different aspects of pupil safety including educational visits, specific curriculum activities, individual pupil need and following certain exclusions.

Site security:

- a visitors` book is maintained and all visitors are accompanied around the site
- staff and regular contractors wear identity badges
- there are limited entrances to each school building and doors are locked automatically – only one entrance is for visitors
- pupils who arrive or leave the premises during the day have to report to the relevant office
- as noted previously, there is particular supervision at the start and end of lunchtimes and during breaks. No pupil should leave the site during breaks and lunch, unless arrangements have been made with parents/carers
- pupils` views are sought on safety annually or more frequently

Educational visits:

- a member of each Senior Leadership Team is the Educational Visit Co-Ordinator on each site and has attended training
- a visits file is maintained including approval letters, risk assessments and any evaluations
- all notifiable visits are approved by the Local Authority
- for overnight trips, all staff/volunteers are subject to a current enhanced DBS disclosure

For further information, see Educational Visits Procedures.

Specific issues within the curriculum of the Secondary School:

PE:

- PE equipment is regularly inspected. PE staff undertake specific `safety in PE` training and/or sports injury training
- there are risk assessments in place for PE activities
- pupils and staff have separate changing rooms
- spare PE kit is washed before being loaned

Technology:

- all machines are guarded correctly
- pupils are given guidance and instructed on the safe use of machines and equipment
- personal protective equipment (PPE) is allocated, when needed, and kept in good repair
- machines are regularly serviced

Science:

- all chemicals are locked away in a prep. room
- there is a chemical inventory and safety data sheet for all chemicals
- fume cupboards are serviced regularly at the Secondary Site
- in the Secondary Phase, the radiation cabinet is checked regularly

Art:

- there are safe procedures for using a kiln
- the kiln is in a secure and well-ventilated room
- PPE is issued, as appropriate, and kept in good condition
- displays are well-maintained and secure
- modelling tools are well-maintained and stored safely

For further information, see Health and Safety Policy.

Care and control:

- the Trust has guidelines on physical intervention
- there are central systems for recording any incident involving restraint
- they are kept in a separate file by the Headteacher
- individual pupil risk assessments are being introduced for pupils with a foreseeable risk of needing to be restrained and there is a positive handling procedure discussed with parents/carers when appropriate
- designated staff in each school have been trained in restraint/care and control by Team-Teach trainers.

For further information, see Child Protection Policy.

Personal care:

Guidelines are in place for the personal care needs of young children and those with specific individual needs and disabilities. The Trust strives to maintain personal dignity for each pupil and involve them, as far as possible, in making decisions about their care needs.

For further information, see Personal Care Policy.

Additional information:

Each member of staff will be provided with a copy of the Safeguarding Policy. All linked policies are available, alongside the Safeguarding Policy, in the staff section of the Intranet.

Any further concerns or queries can be addressed to:

Hinde House 3-16 School

Chris French – Executive Principal
Anne Robson – Designated Safeguarding Lead
Janice McWilliam – Headteacher, Primary Phase
Simon Winslow – Headteacher, Secondary Phase
Jacqui Simpson – Business Director

Staff holding relevant responsibilities 2017-8:

- Designated Safeguarding Lead (DSL) – Anne Robson
- Deputy DSL – Charlene Bennett (Primary)
– Sue Flynn, Karole Cotterell (Secondary)
- Attendance – Anne Robson
- Single Central Record – Lynne Gibson
- Educational Visits Co-ordinator – Rachel Thornhill (Primary)
– Simon Winslow (Secondary)
- E-Safety Co-ordinators – Anne Robson, Adam Kubica, Diane Greenwood,
Adrian Keeling
- Extended Work Placements – Mick Jones
- Fire Safety Co-ordinator – Janice McWilliam (Primary),
– Simon Winslow (Secondary)
- Senior Medical Officer – Derek Broadhurst
- Pupil and Parent Voice – Simon Winslow
- Pupil behaviour – Janice McWilliam (Primary), Mark Finnigan (Secondary)
- Vocational courses – Mark Sinclair
- Work Experience – Bo Robshaw

Concord Junior School:

Chris French – Executive Principal
Anne Robson – Trust Safeguarding Lead
Michelle Kouni – Headteacher
Jacqui Simpson – Business Director

Staff holding relevant responsibilities 2017-8:

- Designated Safeguarding Lead (DSL) – Nicola Sherwood
- Deputy DSL – Michelle Kouni, Jack Huckstepp
- Attendance – tbc
- Single Central Record – Jane Taff
- Educational Visits Co-ordinator – Shanie Donohue
- E-Safety Co-ordinator – Adam Kubica, Nicola Sherwood
- Fire Safety Co-ordinator – Michelle Kouni
- First Aid Team Leader – Charlene Stanton, Lucie Harker
- Pupil and Parent Voice – Michelle Kouni
- Pupil behaviour – Michelle Kouni

Wincobank Nursery Infant School:

Chris French – Executive Principal
Anne Robson – Trust Safeguarding Lead
Linda Hoyle – Headteacher
Jacqui Simpson – Business Director

Staff holding relevant responsibilities 2017-18:

- Designated Safeguarding Lead (DSL) – Tracy O'Malley
- Deputy DSL – Linda Hoyle, Denise Marsh, Nicola Naylor
- Attendance – Tracy O'Malley
- Single Central Record – Jane Taff
- Educational Visits Co-ordinator – Linda Hoyle
- E-Safety Co-ordinator – Adam Kubica, Tracy O'Malley
- Fire Safety Co-ordinator – Linda Hoyle
- First Aid Team Leader – Denise Marsh
- Pupil and Parent Voice – Linda Hoyle
- Pupil behaviour – Tracy O'Malley

Child Sexual Exploitation Policy – appendix to Safeguarding Policy:

“The sexual exploitation of children and young people under 18 involves situations, contexts and relationships where young people (or a third person or persons) receive `something` (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities. Child sexual exploitation can occur through use of technology without the child`s immediate recognition. For example, the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.”

Both boys and girls can be exploited.

The Directors of the Brigantia Trust, Executive Principal, Trust Leadership Team, Senior Management of each school are committed to deal effectively with child sexual exploitation.

Each school will ensure that:

- There is a designated lead for CSE who is the Designated Safeguarding Lead in each school.
- All staff are made aware of and understand CSE indicators, and referral pathways.
- Pupils are taught about CSE and how to protect themselves and each other.
- Pupils are taught about healthy (including sexual) relationships, peer pressure, bullying, e-safety, gang activity and how these topics relate to CSE.
- All pupils know who to go to for help and support, and to report CSE concerns to, both within and outside school.
- Relevant staff – DSL and Deputies – work in partnership with other agencies.
- Procedures are in place to continually gather, record and share information with the Sheffield Sexual Exploitation Service as soon as practicable including on-going data on pupils running away or going missing episodes.
- They will consider effective ways of raising awareness of CSE with parents/carers.

On-line Sexual Exploitation includes:

- Befriending through online chat rooms/messaging services.
- On-line grooming techniques, e.g. stalking, identity pre-tense, false promises, meeting celebrities, tickets, gifts.
- Asking children to take and share indecent images of themselves.
- Leverage for further demands, e.g. threat to show other people recorded sexual acts by child/young person.
- Arranging offline meeting for purpose of sexually abusing child.
- Contact from perpetrators in other countries and abused on-line.

NB Speed of grooming can be very quick – leaving little `thinking time`.

The restrained influencing of a child over several months has been largely replaced by rapid escalation to threats, intimidation and coercion.

Vulnerabilities:

All children and young people, including those from supportive families, can be vulnerable to sexual exploitation. However, some children and young people are known to be at greater risk. For example, those that:

- Have a chaotic home/family life.
- Have a history of abuse (including familial child sexual abuse, risk of forced marriage, risk of `honour`-based violence, physical and emotional abuse and neglect).
- Have experienced loss/bereavement.
- Are associated with gangs through relatives/peers or are living in a gang neighbourhood.
- Have friendships with children/young people who are being sexually exploited.
- Have learning difficulties.
- Live in residential care or hostel/bed and breakfast accommodation.
- Have low self-esteem/confidence.
- Are young carers (i.e. have caring responsibilities for parents/family members with mental or physical health problems or who are mis-using substances).

Warning signs:

Children and young people who are being sexually exploited may be:

- Going missing from home or care.
- Absent from school.
- Increasing their use of social media, dating sites, image sharing apps, etc.
- Involved in risky online relationships including new contacts with people out of city.
- Sharing inappropriate/indecent online images with peers, or with people only met online.
- Becoming isolated/estranged from family and friends.
- Meeting people befriended online.
- Involved in offending behaviour.
- Misusing drugs/alcohol.
- Experiencing sexual cyber-bullying.
- Changing their physical appearance.
- Experiencing repeated sexually transmitted infections, pregnancy and terminations.
- In poor mental health and/or self-harming, having thoughts of, or attempting, suicide.
- Receiving money and gifts from unknown sources.

Risk assessment and consent:

In assessing whether a child or young person is a victim of sexual exploitation or at risk of becoming a victim, careful consideration should be given to the issue of consent. It is important to bear in mind that:

- A child under the age of 13 is not legally capable of consenting to sex (it is statutory rape) or any other type of sexual touching.
- Sexual activity with a child under 16 is also an offence.
- It is an offence for a person to have a sexual relationship with a 16 or 17 year old if they hold a position of trust or authority in relation to them.
- Where sexual activity with a 16 or 17 year old does not result in an offence being committed, it may still result in harm or the likelihood of harm being suffered.
- Non-consensual sex is rape whatever the age of the victim, and
- If the victim is incapacitated through drink or drugs or the victim or his or her family has been subject to violence or the threat of it, they cannot be considered to have given true consent and therefore offences may have been committed.

Child sexual exploitation is, therefore, potentially a child protection issue for all children under the age of 18 years and not just those in a specific age group.

What to do next:

- Any member of staff who suspects or receives information that a child or young person may be involved in sexual exploitation (including suspicion that they are being groomed online) should refer their concerns to the Designated Safeguarding Lead or Deputies, who will refer the matter to Children's Social Care.

Hinde House Secondary:

Anne Robson
Sue Flynn
Karole Cotterell

Concord School:

Nicola Sherwood
Michelle Kouni

Hinde House Primary:

Anne Robson
Charlene Bennett

Wincobank School:

Tracy O'Malley
Linda Hoyle

- Children`s Social Care will initiate a child protection enquiry and contact the Sheffield Sexual Exploitation Service to consider convening a Sexual Exploitation Meeting based on the indicators of risks.
- If there are concerns about the involvement of a person who works with children and/or is in a Position of Trust, the Local Authority Designated Officer (LADO) will be informed.
- Where appropriate, the child or young person`s wishes and feelings, as well as those of their parents/carers, will be sought and taken into consideration when deciding how to proceed. However, this may not always be in the child or young person`s best interests and may put them at further risk of harm.
- Some children or young people may have been trafficked and need support to access services. Schools should refer to the Designated Competent Authorities based within the United Kingdom Human Trafficking Centre (UKHTC) and the United Kingdom Border Agency (UKBA).

Contact details:

Social Care (West): 0114 2734491

Safeguarding Children Advisory Service: 0114 2734855

Policy produced following Safeguarding Sheffield Children guidelines and in line with Keeping Children Safe in Education 2016.