

The Tonbridge Children's Workshop

Safeguarding & Child Protection Policy and Procedure

Document Approval:

Name	
Role	
Signature	
Date	

Monitoring and Review:

Member of Staff to Review	Chair of trustees – Joanne Ramsden
Last Review Date	November 2023
Next Review Date	September 2024

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.

Date written: September 2023 (incorporating KCSIE 2023 changes)

Date of last update: September 2023 (incorporating KCSIE 2023)

Date agreed and ratified by trustees: November 2023

Date of next full review: September 2024

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

Key Contacts

	Name	TTCW contact information:
Designated Safeguarding Lead (DSL)	Mike Harrowing	07725 561154
Trustee responsible for Safeguarding	Mrs Jill Beard	07519 713 167
Other key staff		

DOCUMENT OVERVIEW

[Introduction](#)

Children are at the heart of everything we do. This document is an active demonstration of that commitment and our desire to ensure that children with whom we work remain safe when they are with us and protected with all of our capabilities when they are not with us.

This document aims to be a guide to identifying and reporting any form of abuse of any child with whom we work and where necessary escalating that report to higher levels. We are always committed to the safety and protection of children, and as such this document expresses our aims to do that.

The Tonbridge Children’s Workshop (TTCW) is a member of Thirtyone:eight (formerly CCPAS) – membership number 2277.

Document Control

This policy was drawn up by Joanne Ramsden, Chair of trustees at TTCW and approved by the TTCW Trustee Board and the DSL, Mike Harrowing.

Operational Owners

Any concerns with a child, parental behaviour or indeed this document itself must be raised immediately with the TTCW Safeguarding Lead(s), currently held by Jill Beard, with the oversight of the Chair of Trustees, Joanne Ramsden.

Reporting

Any concerns or observations held by any member of TTCW staff or volunteers about children with whom we have any contact must immediately be raised in the following ways. Not to do so will be considered a disciplinary event. It is accepted that:

1. If you are in contact with a client (child or young person) or client group in school or another setting such as a church, the Safeguarding Lead of the school or setting where you are working must be informed verbally *immediately* and in writing the same day (as per their school policy).
2. In addition, TTCW Safeguarding Lead, Jill Beard (07519 713 167), must be informed verbally *immediately* and in writing the same day (using TTCW Confidential Safeguarding Record Form). (Note: filled in form can be photographed and emailed to Jill.)
3. Your Line Manager must also be informed in writing the same day.
4. At least two confirmations of concern must be received, so in Jill Beard's absence, reference should be made to the TTCW Chair of Trustees, Joanne Ramsden (07939 402 696).

SAFEGUARDING PURPOSES, DEFINITIONS & AIMS

Purpose

At TTCW, we believe in children, and we have a fundamental responsibility to ensure that, in every aspect of our work, they are protected and kept safe from harm. All children, without exception, have the right to protection from abuse regardless of their gender, sexual orientation, beliefs, race, ethnicity, or disability.

Safeguarding is a statutory responsibility, and this policy and procedure outlines the core details of that responsibility to ensure compliance with UK government legislation, policy, guidance, research, and good practice.

The Government's Department of Education published guidance 'Keeping Children Safe in Education' in 2023, updated in September 2023. It is available on the Government website:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181962/Keeping_children_safe_in_education_2023_-_part_one.pdf

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Safeguarding children must have three key elements:

1. The creation of a culture in which children are valued and their right to be safe is upheld.
2. The management of risk to minimise circumstances where children experiencing TTCW's services may suffer harm.
3. Working together with other organisations that have a responsibility to safeguard and protect children.

DOCUMENT SCOPE & OPERATIONAL OWNERS

Scope

This policy outlines the 'must do's' for all TTCW staff and volunteers to ensure that they are clear about their role, responsibility, and expectations to ensure that children are protected from harm.

This policy operates in accordance with national legislation and guidance to safeguard and protect children. It provides clear procedures on:

- Responding to a safeguarding/child protection concern
- Referring a child protection concern
- Escalation of child protection concerns with the Local Authority Children's Services where their response is inadequate
- Serious incidents/reporting
- TTCW's role in supporting Child Protection Investigations/Serious Case Reviews
- TTCW's Professional Boundaries
- Managing safeguarding allegations against staff and volunteers
- E-safety and social media
- Communicating safeguarding and child protection responsibilities.

TTCW’s Safeguarding and Protecting Children Policy and Procedure must be followed alongside local inter-agency procedures, protocols & arrangements devised by Local Safeguarding Children’s Boards.

Everyone who works or volunteers for TTCW has a duty to safeguard and promote children and young people’s welfare alongside a duty to recognise, respond and share concerns or worries about possible abuse and harm in a timely fashion. Everyone who works or volunteers for TTCW will be supported to make decisions as to how to proceed in a way that is in the best interests and safety of the child or young person.

Failure to follow this Policy and Procedure could place children at risk of harm and may result in disciplinary action.

TTCW is committed to ensuring that its recruitment and in-house procedures in turn ensure the protection of children. If any circumstances or events come to our attention that suggest a child may be at risk in any way, then:

- The member of staff or volunteer will discuss any child protection issues with the TTCW Safeguarding Lead.
- In the absence of a Safeguarding Lead, reference should be made to the Chair of Trustees.

Contents

	Page
What to do if you have a welfare concern flowchart	6
Reporting Procedures, first response	7-8
Child Protection concerns	9-10
Child Focused Approach to Safeguarding and definition list	11-13
Related policies and policy compliance, key responsibilities of DSL	13-14
Responsibilities of staff. Indicators of abuse	15-16
Confidentiality and information sharing, Complaints.	17
Section 2: specific safeguarding issues	18-22
Section 3: supporting children at greater risk of harm	23-24
Section 4: Online safety	24-26
Section 5: Staff engagement and expectations	26-27
Section 6: Safer recruitment and allegations	28-29
Section 7: Opportunities to teach safeguarding. Also, section 8: Physical	30
Safety and section 9: local support, helplines.	30
Appendix 1: Categories of Abuse	31-33
Appendix 2: Support Organisations	34
Enhanced Disclosure & Barring Service Check for employees and volunteers	37-41
Changes for 2023 to KCSIE 2023 government document	42

What to do if you have a welfare concern about a child

Why are you concerned?

For example

- Something a child has said – e.g. allegation of harm
- Child's appearance – may include unexplained marks as well as dress
- Behaviour change
- Witnessed concerning behaviour

Act immediately. Record your concerns. Tell school DSL.

- Reassure the child
- Clarify concerns, using open questions if necessary (**TED**: **T**ell, **E**xplain, **D**escribe)
- Use child's own words, record facts not opinions.
- Sign and date your records and a record for the school.
- Seek support for yourself if required from TTCW DSL (Jill Beard)

Inform the Designated Safeguarding Lead (varies depending on school)

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Access the Kent Safeguarding Support Level Guidance document and procedures: www.kscmp.org.uk
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support for integrated children's services
- If unsure then consult with Area Education Safeguarding Advisor ([insert local phone number](#)) or Local Authority Social Worker at the Front Door.

If you are unhappy with the response

Staff:

- Follow local escalation procedures
- Follow whistleblowing procedures

Learners and Parents:

- Follow school complaints procedures ([link or information on how to access](#))

Record decision making and action taken in the learner's child protection file

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

Review and request further support if necessary

At all stages, the child's circumstances will be kept under review
The DSL/Staff will request further support if required to ensure the **child's safety is paramount**

SAFEGUARDING REPORTING PROCEDURES – FIRST RESPONSE

Procedure

1. Responding to a safeguarding/child protection concern

1.1 A child or young person discloses information to you about abuse or harm that they are experiencing

Action Required: Person Receiving the Information/With the Concern

- a. Always offer reassurance, listen carefully to, and take seriously what they are saying. Be non-judgmental.
- b. Never promise to keep secrets or be persuaded by the child or family not to take action if you are worried that a child is being harmed or is at risk of harm. Explain that you cannot promise confidentiality as concerns will have to be shared with the school DSL and potentially Integrated Children's Services. If the child is making an allegation against the school DSL, speak to the head teacher. If the school DSL is the head teacher, speak to the LADO (Local Authority Designated Officer) on this number 03000 410 888 or at KCC. via this website:
https://www.kelsi.org.uk/data/assets/pdf_file/0008/36638/LADO-Contact-list.pdf You should also contact the chair of governors as soon as possible.
- c. It is not your job to investigate, verify what is being said or examine the child; this is the statutory responsibility of the local authority/child protection services and/or the Police. However, it is important to have as much relevant information as possible and it may be appropriate to undertake some enquiries before making a referral. For guidance on this, speak to a Safeguarding Lead. Only use open questions to clarify information where necessary, e.g. who, what, where, when or Tell, Explain, Describe (TED).
- d. Be clear about boundaries and about how the report will be progressed.
- e. Explain the process to the child: that you will need to pass this information on, to whom, the reasons why and possible actions, **unless** in your judgement this poses an increased risk to the child's safety. In this case you must advise the child **before** the child is contacted by a third party.
- f. Consult with your Line Manager and/or Safeguarding Lead to agree on the course of action but do not delay if this would place a child at increased risk.
- g. If the child is present and is at immediate risk of harm, take the appropriate course of action to secure the immediate safety of the child unless to do so would put you or others at risk. This could include:
 - calming angry or upset children or adults;
 - Contacting 999 emergency services on their behalf;
 - Contacting local child protection/children services (03000 41 1111) directly or seeking vital medical assistance.

- h. If you receive a call from a child please take as much detail as possible, including full name, age/date of birth, contact details, email address, mobile number, involvement with TTCW services and, if they say they are being abused, a brief outline of what is happening to them. If the child is in immediate danger, advise them to call the Police; you must also contact the Police to check that the concern has been referred to them by the child. If the child is not in agreement with this/not able to do this, you have a duty to call the police and pass on any information you have.
- i. If the child is in receipt of a TTCW service (e.g. Fun Club/other group) and is not in immediate danger, inform them that you will ask one of the TTCW staff to call them back and refer the matter immediately to the setting.
- j. If the child is not in receipt of a service and not in immediate danger, advise them they need to contact:
 - Their local authority for support and advice (03000 41 11 11); or - Childline (0800 1111).

1.1 Recording Concerns

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded in writing on the school safeguarding incident/concern form and passed without delay to the DSL.
- TTCW incident/welfare concern forms are kept in the locked cupboard in the office at Christ Church, URC.
- Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff. Child protection records will record facts and not personal opinions. A body map will be completed if injuries have been observed.
- If there is an immediate safeguarding concern the member of staff will consult with a DSL or church equivalent before completing the form as reporting urgent concerns takes priority.
- If members of staff are in any doubt about recording requirements, they will discuss their concerns with the DSL.

Action Required: Responsible Manager

- a. Children being collected: TTCW worker will check with the school office if a child is about to leave Fun Club with a person who is not a named picker upper.
- b. If your assessment is that the child is suffering, or likely to suffer, significant harm, a referral must be made to the local child protection service. This is the responsibility of the school. Follow up to ensure that this has happened will be undertaken by TTCW workers.

1.2 Working with Children/Young People where there are already safeguarding or child protection concerns

Action Required: Responsible Manager

If it is known that a child/young person is subject to a Child Protection Plan, is on the Child Protection Register, or deemed to be in a high-risk situation (e.g. at risk of sexual exploitation, trafficking or missing), you must consider and record any risks/potential risks to the child/young person and identify any actions required. The reality is that TTCW are not informed of this sort of information.

REFERRING CHILD PROTECTION CONCERNS

Action Required: Responsible Manager

- a. A child or young person's need for protection must always be the primary concern.
 - b. Following consideration of the above, if you assess there is risk, tell the child, as appropriate to their age and understanding, and parent/carer, that the referral will be made.
 - c. Contact must be made with the appropriate child protection services (KENT/SUSSEX) or police following local inter-agency procedures.
 - d. Share with child protection services any other relevant information or known risks about the child and family within the context of their wider family and environment. It is the duty of TTCW to tell the school DSL who will inform child protection services if required.
 - e. Referrals of suspected child abuse must always be confirmed by encrypted email or recorded delivery using local referral protocols to the local child protection service within 24 hours. This will be done by the school DSL or Parish equivalent.
 - f. Ensure you record all actions, decisions, risk assessments and contact.
 - g. If you become concerned that the situation has escalated, and it seems that the child or young person is at increased risk of significant harm you must immediately contact the police and local child protection services to seek guidance on what to do.
 - h. If child protection services do not make further contact with TTCW within three days, you must contact them for an update.
 - i. If you are not satisfied that the child protection service's response adequately safeguards the child, then you must inform your manager/Safeguarding Lead(s) who can make representations to the LADO (**03000 41 0888**) on TTCW's behalf.
- 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. TTCW should speak to school staff who will inform the DSL, if a DSL is not available, or a member of the senior leadership team.

- **TTCW** 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
 - 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
- Where a child is suffering, or is likely to suffer from harm, or is in immediate danger, a 'request for support' will be probably be made by the school immediately to Integrated Children's Services (via the 'Front Door') and/or the police, in line with KSCMP procedures. TTCW will follow up and check that this has happened.

ESCALATION OF CHILD PROTECTION CONCERNS

3. Escalation of Child Protection Concerns with the Local Authority Children's Services where Local Authority response is inadequate

Action Required: Person Making Referral

- a. If the decision of the child protection service does not agree with your assessment of the level of concern this must be recorded.
- b. Discuss with your Line Manager/Safeguarding Lead(s) to clarify what action needs to be taken.
- c. If your Line Manager is not available, you must refer your concerns up the line management chain until you are able to speak to a manager - ultimately the Chair.
- d. If you disagree with your manager's decision and have evidence to suggest that the child is not adequately safeguarded, you should seek advice from a more senior manager. You should do this with your direct line manager's agreement, if possible, but you have the right to raise your concerns regardless of your line manager's consent. This should also be recorded.

Action Required: Responsible Manager

All notes of discussion/dissension must be recorded.

- a. If you disagree with the decision made by the Local Authority Child Protection Services, you must contact the local authority manager for discussion. Any referral would state who the team manager is.
- b. Follow up your concerns in writing within 24 hours.

Child Focused Approach to Safeguarding

- TTCW recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, trustees, families, and children) are an important part of the wider safeguarding

system for children and have an essential role to play in making this community safe and secure.

- TTCW believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account. All children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Staff working with children at TTCW 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.
- TTCW recognises the importance of providing an ethos and environment that will help children to be safe and to feel safe. At the TTCW children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are considered when determining what safeguarding action to take and what services to provide.
- Our core safeguarding principles are:
 - **Prevention**
 - positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.
 - **Protection**
 - following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
 - **Support**
 - for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.
 - **Working with parents and other agencies**
 - to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.
- The procedures contained in this policy apply to all staff, including trustees, temporary or third-party agency staff and volunteers) and are consistent with those outlined within KCSIE 2023.

Policy Context

- This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2023 (KCSIE) which requires individual schools and colleges to have an effective child protection policy.
- 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 2023 (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
- TTCW is mindful of the impact of the coronavirus (Covid-19), and 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 of our service users 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.

Definition of Safeguarding

- In line with KCSIE 2023, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
 - protecting children from maltreatment
 - preventing impairment of children’s mental and physical health or development
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
 - taking action to enable all children to have the best outcomes.
- TTCW acknowledges that safeguarding includes a wide range of specific 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
 - Child on child abuse (**n.b.** this term has changed from ‘peer on peer’, reflecting it’s not age related)
 - 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' 2023)

Related Safeguarding Policies

- This policy is one of a series in TTCW's integrated safeguarding portfolio and should be read and actioned in conjunction with the policies as listed below:
 - Behaviour management and use of physical intervention: see the school's policy
 - Code of conduct/Behaviour policy
 - Online safety: see the school's policy
 - Social media
 - Mobile and smart technology
 - Data protection and information sharing
 - Image use (see image release form) check with school's policy as well
 - Health and safety
 - Risk assessments
 - First aid and accidents (there is a book to fill in)
 - Managing allegations against staff (complaints policy completed)
 - Safer recruitment: see the Church of England website for more on this: <https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance>
 - Whistleblowing (can be actioned under complaints policy)

1.3 Policy Compliance, Monitoring and Review

- TTCW will review this policy at least annually and will update it as needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt. The policy will also be revised following any national or local updates, significant local or national safeguarding events and/or learning, and/or any changes to our own procedures.
- 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 2023 as appropriate. This can be found in the office at Christ Church. KCSIE 2023 can be accessed online.
- Parents/carers can obtain a copy of the TTCW Child Protection Policy and other related policies on request.
- The Designated Safeguarding Lead and trustees will ensure regular reporting on safeguarding activity and systems to the trustees. The trustees will not receive details of individual learner situations or identifying features of families as part of their oversight responsibility.

Key Responsibilities

- The trustees and leader have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation.
- The trustees and DSL have regard to the KCSIE 2023 guidance and will ensure our policies, procedures and training is effective and complies with the law at all times.
- TTCW has a nominated trustee for safeguarding. The nominated trustee will support the DSL and have oversight in ensuring that the charity 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.
- The trustees will ensure that the DSL is supported in their role and is provided with sufficient time so they can provide appropriate support to staff and children regarding any safeguarding and welfare concerns.
- The chair of trustees will ensure that our child protection and safeguarding policies and procedures adopted by the trustees, are understood, and followed by all staff.

1.4 Designated Safeguarding Lead (DSL)

- TTCW has appointed Mike Harrowing, Team Leader as the Designated Safeguarding Lead (DSL).
- The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems (including online safety) at TTCW. 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.
- Th charity is very small and has not appointed deputy DSLs. In the DSL's absence, TTCW workers and volunteers will report concerns to Jill Beard and the chair, having informed the school and/or police, as appropriate.
- It is the role of the DSL to carry out their functions as identified in Annex C of KCISE 2023. This includes but is not limited to:
 - Acting as the central contact point for all staff to discuss any safeguarding concerns
 - Maintaining a confidential recording system for safeguarding and child protection concerns
 - Coordinating/following up safeguarding action for individual children, by liaising with other agencies and professionals in line with KCSIE 2023.
 - Being available for staff to discuss any safeguarding concerns.
 - Ensuring all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE.
 - Informing the trustees of any significant safeguarding issues.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. The DSLs training will be updated formally at least every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.

1.5 Members of Staff

- All members of staff have a responsibility to:
 - Provide a safe environment in which children can learn.

- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection.
- Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
- Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
- Understand each school's safeguarding policies and systems, within reason.
- Undertake regular and appropriate training which is regularly updated.
- Be aware of the local process of making referrals to children's social care and statutory assessment under the Children Act 1989.
- Know how to maintain an appropriate level of confidentiality.
- Reassure children who report concerns that they are being taken seriously and that they will be supported and kept safe.

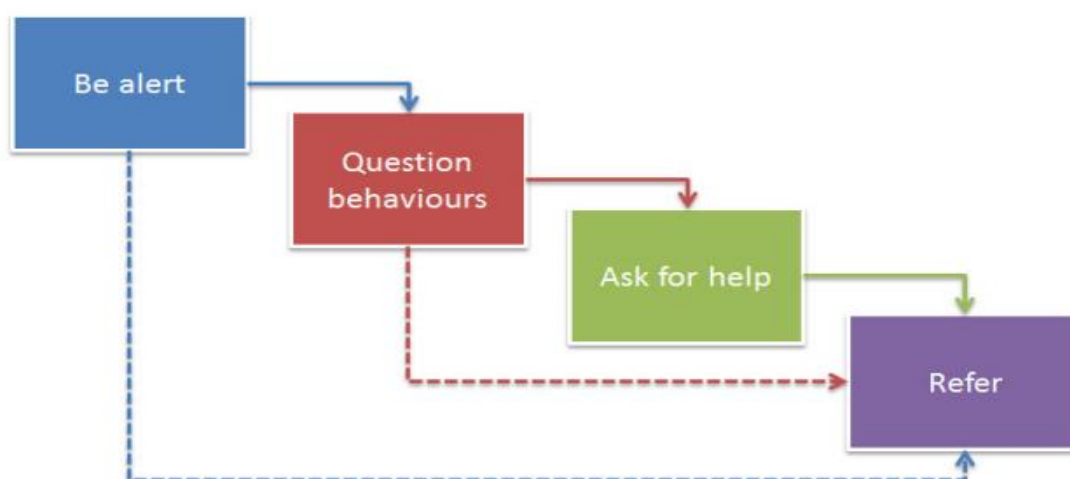
1.6 Children and Young People

- Children and young people (learners) have a right to:
 - 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.
 - Receive help from a trusted adult.

1.7 Recognising Indicators of Abuse and Neglect

- All staff are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018) and Keeping Children Safe in Education 2023. This is outlined locally within the [Kent Support Levels Guidance](#).
- TTCW recognise that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
 - For further detailed information see Appendix 1, pages 31-33.
- TTCW recognises that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children 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.
- TTCW recognises abuse, neglect, and safeguarding issues are rarely standalone events and cannot always be covered by one definition or one label alone. In many cases, multiple issues will overlap with one another, therefore staff will always be vigilant and always raise concerns with a DSL.
- Parental behaviours can indicate child abuse or neglect, so staff will 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 TTCW 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 work of TTCW. 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 (or other children of a different age) online.
- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.
- All members of staff are expected to be aware of and follow this approach if they are concerned about a child:



[‘What to do if you are worried a child is being abused’](#) 2015

- In all cases, if staff are unsure, they will always speak to the DSL (or deputy).
- TTCW recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.

1.8 Confidentiality and Information Sharing

- TTCW recognises its 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 2023.
- TTCW is not required to have an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR). However, we take all steps to ensure that the charity is compliant with all matters relating to confidentiality and information sharing requirements.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children (KCSIE 2023). DfE "[Information sharing advice for safeguarding practitioners](#)" (2018) provides further detail.
- The DSL will disclose relevant safeguarding information about a stakeholder with staff on a 'need to know' basis.
- All trustees, staff, and volunteers must be aware that whilst they have duties to keep information confidential, they also have a professional responsibility to be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of children; this may include sharing information with the DSL and with other agencies as appropriate. All staff are aware they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.

1.9 Complaints

- Staff and volunteers should feel able to raise or report any concerns about children's safety or potential failures in a school's safeguarding regime. TTCW has a complaints procedure available to parents, learners and members of staff and visitors who wish to report concerns or complaints. This can be found on the High Hopes website.
- 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 in a school setting can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: 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.
- The leadership team at TTCW will take all concerns reported to the charity seriously and all complaints will be considered and responded to in line with the relevant and appropriate process.
 - Anything that constitutes an allegation against a member of staff or volunteer will be dealt with in line with section 8 of this policy.

2 Specific Safeguarding Issues

- TTCW is aware of a range of specific safeguarding issues and situations that can put children at greater risk of harm. In addition to Part One, DSLs and staff who work directly with children will read annex B of KCSIE 2023 which contains important additional information about specific forms of abuse and safeguarding issues. Pages 123 to 142. See page 4 for link.
- Where staff are unsure how to respond to specific safeguarding issues, they should follow the processes as identified in section 1 of this policy and speak with the DSL or a deputy.

2.3 Child on child Abuse

- TTCW recognises that children are capable of abusing other children, and that it can happen both inside and outside of school and online.
- TTCW recognises that child on child abuse can take many forms, including but not limited to:
 - Bullying, including cyberbullying, prejudice-based and discriminatory bullying
 - abuse in intimate personal relationships between children.
 - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
 - sexual violence and sexual harassment
 - consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
 - causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
 - upskirting (which is a criminal offence), which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
 - initiation/hazing type violence and rituals
- TTCW 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.
- TTCW recognises that even if there are no reported cases of child on child abuse, such abuse is still likely to be taking place.
- All staff have a role to play in challenging inappropriate behaviours between children. Staff recognise that that some child-on-child abuse issues may be affected by gender, age, ability and culture of those involved, i.e. for gender based abuse, girls are more likely to be victims and boys more likely to be perpetrators.
- Concerns about children's behaviour, including child on child abuse taking place offsite will be reported to the school. TTCW workers should record any concerns. The school will take responsibility to such concerns (as part of a partnership approach with learners and parents/carers) in line with existing appropriate policies, for example anti-bullying, acceptable use, behaviour and child protection policies. TTCW recognises that its workers and volunteers will not be disciplining pupils but will pass on reports of observed behaviour to the DSL or other staff at the school.

- TTCW want children to feel able to confidently report abuse and know their concerns will be treated seriously. All allegations of child on child abuse will be reported to the DSL and will be recorded, investigated, and dealt with in line with associated school policies, including child protection, anti-bullying and behaviour. Students who experience abuse will be offered appropriate support, regardless of where the abuse takes place.

It is important to recognise that child on child abuse might already be taking place between service users of TTCW fun clubs and that the school needs to be aware of what happens in this respect because it might be part of a wider problem. Whenever it is seen, report it to the school. Workers should record that they have done that.

- Alleged victims, perpetrators and any other child affected by child on child abuse will be supported by following strategies:
- Taking reports seriously, listening carefully, working with the class teacher and where necessary informing the DSL.
- - **The specific approaches will vary according to your local context; however, we suggest school/colleges details approaches taken here. This could include taking reports seriously, listening carefully, avoiding victim blaming, providing appropriate pastoral support, working with parents/carers, reviewing educational approaches, following procedures as identified in other policies e.g. the school/college anti-bullying, behaviour and child protection policy, and where necessary and appropriate, informing the police and/or ICS.**

2.4 Child on Child Sexual Violence or Harassment

- When responding to concerns relating to child on child sexual violence or harassment, TTCW will follow the guidance outlined in Part Five of KCSIE 2023 and the DfE [‘Sexual Violence and Sexual Harassment Between Children in Schools and Colleges’](#) guidance.
- TTCW recognises sexual violence and sexual harassment can occur between two children of any age and sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children and can occur online and face to face (both physically and verbally). Sexual violence and sexual harassment is never acceptable.
- All victims of sexual violence or sexual harassment will be reassured that they are being taken seriously and that they will be supported and kept safe. A victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment or be made to feel ashamed for making a report.
- When there has been a report of sexual violence or harassment, the school DSL will make an immediate risk and needs assessment which will be considered on a case-by-case basis which explores how best to support and protect the victim and the alleged perpetrator (and any other children involved/impacted).
 - The risk and needs assessment will be recorded and kept under review and will consider the victim (especially their protection and support), the alleged perpetrator, and all other children, adult students and staff and any actions that are required to protect them.
- Reports will initially be managed internally by the school DSL and where necessary will be referred to Integrated Children’s Services and/or the Police.

- The decision making and required action taken will vary on a case by case basis, but will be informed by the wishes of the victim, the nature of the alleged incident (including whether a crime may have been committed), the ages and developmental stages of the children involved, any power imbalance, if the alleged incident is a one-off or a sustained pattern of abuse, if there are any ongoing risks to the victim, other children, adult students or staff, and, any other related issues or wider context.
- The TTCW DSL is not expected to investigate reports of sexual violence but to report to the school DSL and (possibly) the police. If at any stage the DSL is unsure how to proceed, advice will be sought from the Education Safeguarding Service.

2.5 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.

- TTCW recognises that the sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or “sexting”) in a primary school is 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.
- School 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.

2.6 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

- TTCW 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 TTCW staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the school DSL or a deputy.

2.7 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.

2.8 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 teacher must report this to the police. **This duty only applies to teachers so may not be appropriate to include for all setting types.** If a TTCW worker/volunteer discovers an act of FGM appears to have been carried out on a girl, they must report this to the school DSL. Be aware of this and report immediately any concerns. Training indicates that a girl might sit awkwardly, go to the toilet frequently or may tell you.

2.9 Preventing radicalisation

- TTCW 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.
- TTCW 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 school DSL (or a deputy), who is aware of the [local procedures](#) to follow.

2.10 Cybercrime

- TTCW recognises that children with a particular skill and interest in computing and technology may inadvertently or deliberately stray into ‘cyber-enabled’ (crimes that can happen offline but are enabled at scale and at speed online) or ‘cyber dependent’ (crimes that can be committed only by using a computer/internet enabled device) cybercrime.
- If staff are concerned that a child may be at risk of becoming involved in cyber-dependent cybercrime, the DSL will be informed, and consideration will be given to accessing local support and/or referring into the [Cyber Choices](#) programme, which aims to intervene when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.
- Where there are concerns about ‘cyber-enabled’ crime such as fraud, purchasing of illegal drugs online, child sexual abuse and exploitation, or other areas of concern such as online bullying or general online safety, it is anticipated that the school will respond to such concerns in line with this and other appropriate policies. TTCW staff will report to the school DSL.

3 Supporting Children Potentially at Greater Risk of Harm **Please note that this is a new section**

- Whilst all children should be protected, some groups of children are potentially at greater risk of harm.

3.3 Safeguarding Children with Special Educational Needs or Disabilities (SEND)

- TTCW acknowledges that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and barriers for recognising abuse and neglect.
- TTCW recognises that children with SEND may face additional communication barriers and experience difficulties in managing or reporting abuse or challenges. Children with SEND will be appropriately supported to communicate and ensure that their voice is heard and acted upon. TTCW expects the school to inform workers what support students with SEND require.
- TTCW staff are encouraged to appropriately explore possible indicators of abuse such as behaviour, mood changes or injuries and not to assume that they are related to the child's disability. TTCW staff will be mindful that children with SEND or certain medical conditions may be disproportionately impacted by behaviours such as bullying, without outwardly showing any signs. They will report any concerns to the school DSL.
- Members of staff are encouraged to be aware that children with SEND can be disproportionately impacted by safeguarding concerns, such as exploitation, peer group isolation or bullying including prejudice-based bullying.
- To address these additional challenges, the school should always consider implementing extra pastoral support and attention for children with SEND. The DSL will work closely with the SENDco to plan support as required.

3.4 Children Requiring Mental Health Support

- All staff will be made aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Staff are aware that children's experiences, for example where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, can impact on their mental health, behaviour, and education.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.
- If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

3.5 Children Missing from Education

- TTCW recognises that 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.

In such instances, it is the school's responsibility to respond in line with its statutory duties and local policies. Local support is available via the [PRU, Inclusion and Attendance Service \(PIAS\)](#).

3.6 Children who need a Social Worker

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

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

- TTCW 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.
- TTCW recognises that school should have appointed a '[designated teacher](#)' 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 the school believes 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. If a TTCW worker becomes aware that a child is in a private fostering arrangement, they should speak to the school DSL.

4 Online Safety

- It is essential that children are safeguarded from potentially harmful and inappropriate material or behaviours online. TTCW will follow the approach to online safety of whichever school they are in. TTCW intends to empower, protect and educate all learners and staff in their use of technology, and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.
- TTCW will ensure online safety is reflected as required in all relevant policies. Online safety is considered as a running and interrelated theme when devising and

implementing our policies and procedures and when planning our curriculum, staff training, the role and responsibilities of the DSL and parental engagement.

- **TTCW** identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four 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.
- **TTCW** recognises that technology, and the risks and harms related to it, evolve and change rapidly. The charity will carry out a regular review of its approaches to online safety, supported by an annual risk assessment which considers and reflects the risks our children face.
- The trustees will be informed of online safety concerns by the DSL, as appropriate, including online safety practice and incidents, and outcomes, on a regular basis to the wider governing body.

4.3 Policies and Procedures FOR ONLINE SAFETY

- Often, schools have a policy of no use of mobile phones. The school DSL has overall responsibility for online safety within the school but will liaise with other members of staff, for example IT technicians, curriculum leads etc. as necessary. TTCW policy stipulates that workers and volunteers should follow the policy of the school setting that they find themselves in.
- **Template mobile and smart technology, image use and acceptable use policies can be found on the education people.org: [our website.](#)**
- The TTCW DSL will report any online safety concerns to the school DSL who will respond in line with the school's child protection and other associated policies.
- Many schools use a wide range of technology. This can include computers, laptops, tablets and other digital devices, the internet, a learning platform, intranet and email systems.
 - All TTCW owned devices and systems will be used in accordance with the school's acceptable use policies and with appropriate safety and security measures in place.
- TTCW recognises the specific risks that can be posed by mobile and smart technology, including mobile/smart phones, cameras, and wearable technology. In accordance with **KCSIE 2023**, schools will have an appropriate mobile and smart technology and image use policies in place. These policies should be shared and understood by all members of the school community, including TTCW visitors. TTCW staff should check with the school contact with regard to policy stipulations.

4.4 Staff Training

- TTCW will ensure that all staff receive online safety training as part of induction and that ongoing online safety training and update for all staff will be integrated, aligned and considered as part of our overarching safeguarding approach. There are organisations that provide training for a small fee. e.g. <https://www.onlinesafetyalliance.org/>

4.5 Educating Learners

- If appropriate, TTCW will highlight online risks to students.
- TTCW staff can use [Education for a Connected World Framework](#) and DfE [Teaching online safety in school](#) guidance.

4.6 Working with Parents/Carers

- TTCW is aware of the schools' responsibility to build a partnership approach to online safety and will support parents/carers to become aware and alert of the potential online benefits and risks for children by letting them know of NSPCC online training.
- Home Office prevent online elearning : radicalisation

5 Staff Engagement and Expectations

5.3 Awareness, Induction and Training

- All members of staff have been told how to access a [copy of part one or annex A](#) of 'Keeping Children Safe in Education' 2023 which covers safeguarding information for staff. **Annex KCSIE 2022 is a condensed version of Part one which can be provided instead of Part one to those staff who do not directly work with children, if the governing body or proprietor think it will provide a better basis for those staff to promote the welfare and safeguard children. If schools/colleges opt to use Annex A with some staff due to their role, leaders may wish to document this decision within the policy e.g. 'all members of staff who do not work directly with children will read Annex A. If the school/college requires all staff to read part one, remove the reference to 'annex A'.**
 - [School/college](#) leaders, including the DSL will read KCSIE in its entirety.
 - [School/college](#) leaders and all members of staff who work directly with children will read annex B.
 - All members of staff have signed to confirm that they have read and understood the national guidance shared with them. **List how and where this information is kept e.g. single central record.**
- The DSL (Jill Beard) will ensure that all new staff and volunteers receive safeguarding and child protection training (including online safety), including information to ensure they are aware of the schools' internal safeguarding processes, as part of their induction. **This will be achieved by diocesan training and reading this policy.**

- All staff members will receive appropriate child protection training (including online safety) to ensure they are aware of a range of safeguarding issues; this training will be updated at least annually.
- In addition to specific child protection training, all staff will receive regular safeguarding and child protection updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. **List how this will be achieved for example, via email, e-bulletins, staff meetings.**
- Staff will be encouraged to contribute to and shape any safeguarding arrangements and child protection policies.
- A safeguarding report is given at each trustee meeting. The DSL will provide an annual report to the trustees detailing safeguarding training undertaken by all staff and will maintain an up-to-date register of who has been trained.
- Although the charity has a nominated lead for the trustees (Jill Beard), all trustees will be aware of the safeguarding training within this policy and be able to access additional training via the Kent Safeguarding Children multi-agency partnership.

5.4 Safer Working Practice

- All members of staff are required to work within our clear guidelines on safer working practice as outlined in the [code of conduct](#).
- The DSL will ensure that all staff and volunteers are aware of the expectations regarding safe and professional practice, especially regarding acceptable use of computers.
-
- Staff will be made aware of each school's behaviour management and physical intervention policies. Staff will manage behaviour effectively to ensure a good and safe educational environment and will have a clear understanding of the needs of all children. Physical interventions and/or use of reasonable force will be in line with our agreed policy and procedures and national guidance.
- All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant policies including staff behaviour policy, Acceptable Use Policies, and social media.

5.5 Supervision and Support

- The induction process will include safeguarding training and familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach other organisations that provide support directly.

6 Safer Recruitment and Allegations

6.3 Safer Recruitment and Safeguarding Checks

- TTCW is committed to ensure that they develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.
 - TTCW will follow relevant guidance in Keeping Children Safe in Education 2023 (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS).
 - The trustees and leadership team are responsible for ensuring that the charity follows safe recruitment processes as outlined within guidance.
 - The trustees will ensure that at least one of the persons who conducts an interview has completed safer recruitment training.
- TTCW are 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 schools.
- We 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.

6.4 Allegations/concerns raised in relation to staff, trustees, and volunteers

- TTCW will respond to allegations in line with the COMPLAINTS PROCEDURE (see paragraph 1.8).
- Any concerns or allegations about staff, including those which do not meet the allegation/harm threshold (6.4) will be recorded and dealt with appropriately in line with national and local guidance. Ensuring concerns are dealt with effectively will protect those working in or on behalf of the charity from potential false allegations or misunderstandings.
- Where trustees or staff are unsure of how to respond, for example if they are unsure if a concern meets the harm 'thresholds', advice will be sought via the [Local Authority Designated Officer](#) (LADO) Enquiry Line and/or the [Education Safeguarding Service](#).

6.3 Concerns that meet the 'harm threshold'

- TTCW recognises that it is possible for any member of staff, including volunteers, trustees, to behave in a way that indicates a person will pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school or college. This includes when someone has
 - behaved in a way that has harmed a child, or may have harmed a child and/or
 - possibly committed a criminal offence against or related to a child and/or;
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- Allegations against staff which meet this threshold will be referred immediately to the safeguarding officer who will contact the [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 headteacher/principal of a school, staff are advised that allegations should be

reported to the chair of governors/chair of the management committee/proprietor of an independent school who will contact the LADO. **In the event of concerns/allegations about the headteacher, where the headteacher is also the sole proprietor of an independent school, this should be reported directly to the LADO.**

6.4 Concerns that do not meet the 'harm threshold'

- TTCW may also need to take action in response to 'low-level' concerns about staff, which typically would be behaviours which are inconsistent with the staff code of conduct, including inappropriate conduct outside of work and concerns that do not meet the allegations threshold.

Where low-level concerns are reported to the trustees, these will

- be recorded in writing and reviewed so potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern is identified, the charity will implement appropriate action, for example consulting with [the LADO enquiry line](#) and following our disciplinary procedures.
- Additional information regarding low-level concerns is contained with our [staff behaviour policy/code of conduct](#) – this includes what a low-level concern is and the importance of sharing them.

6.5 Safe Culture

- As part of our approach to safeguarding, the charity has created and embedded a culture of openness, trust and transparency in which our values and expected behaviour as set out in our [staff behaviour policy/code of conduct](#) are constantly lived, monitored and reinforced by all staff and where all concerns are dealt with promptly and appropriately.
- All staff and volunteers should feel able to raise any concerns about poor or unsafe practice and potential failures in the charity's safeguarding regime. The leadership team at TTCW takes all concerns or allegations received seriously.

All members of staff are made aware of the charity's approach to safe practice. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

- Staff can 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.
- TTCW 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 TTCW, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the diocese and [LADO](#).
 -

7 Opportunities to teach safeguarding

- We recognise that TTCW has a role to play 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 support when they are concerned. Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that learners have a range of strategies to ensure their own protection and that of others.

8 Physical Safety

8.3 Use of 'reasonable force'

- There may be circumstances when it is appropriate for staff to use reasonable force in order to safeguard children from harm. Further information regarding this approach and expectations can be found in our school's behaviour policy.

8.4 Site Security

- The charity will not accept the behaviour of any individual (parent or other) that threatens 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 charity's activities.

9 Local Support

- All members of the charity are made aware of local support available.
 - **Education Safeguarding Service**
 - **Area Safeguarding Advisor**
 - [Insert local details here: www.theeducationpeople.org/our-expertise/safeguarding/safeguarding-contacts/](http://www.theeducationpeople.org/our-expertise/safeguarding/safeguarding-contacts/)
 - **Online Safety in the Education Safeguarding Service**
 - 03301 651500
 - onlinesafety@theeducationpeople.org (non-urgent issues only)
 - **LADO Service**
 - **Telephone: 03000 410888**
 - Email: kentchildrenslado@kent.gov.uk
 - **Integrated Children's 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
 - 03000 421126
 - **Adult Safeguarding**

- Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

- **Rochester Diocese Safeguarding**

- 01634 560000
-

Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women, and children.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent, or excessively plausible explanations or a delay in seeking treatment should signal concern.

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

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention, and affection

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

care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Support Organisations

Thirtyone:eight Christian safeguarding charity

<https://thirtyoneeight.org/>

0303 003 1111

NSPCC 'Report Abuse in Education' Helpline

- [0800 136 663](tel:0800136663) or help@nspcc.org.uk

National Organisations

- NSPCC: www.nspcc.org.uk
- Barnardo's: www.barnardos.org.uk
- Action for Children: www.actionforchildren.org.uk
- Children's Society: www.childrenssociety.org.uk

Support for Staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- Harmful Sexual Behaviour Support Service: <https://swgfl.org.uk/harmful-sexual-behaviour-support-service>

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- Victim Support: www.victimsupport.org.uk

Support for Adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org
- Advice now: www.advicenow.org.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk
- Council for Disabled Children: <https://councilfordisabledchildren.org.uk>

Contextual Safeguarding Network

- <https://contextualsafeguarding.org.uk/>

Kent Resilience Hub

- <https://kentresiliencehub.org.uk/>

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phonenumber: <https://respectphonenumber.org.uk>

Criminal and Sexual Exploitation

- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- It's not okay: www.itsnotokay.co.uk
- NWG Network: www.nwgnetwork.org

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information:
www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Child on child abuse, including bullying, sexual violence and harassment

- Rape Crisis: <https://rapecrisis.org.uk>
- Brook: www.brook.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now! www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Diana Award: www.antibullyingpro.com/
- Bullying UK: www.bullying.co.uk
- Kidscape: www.kidscape.org.uk

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com

- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: www.nspcc.org.uk/onlinesafety
- Get Safe Online: www.getsafeonline.org
- Parents Protect: www.parentsprotect.co.uk
- Cyber Choices: <https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices>
- National Cyber Security Centre (NCSC): www.ncsc.gov.uk

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Anna Freud: www.annafreud.org/schools-and-colleges/

Radicalisation and hate

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

Children with Family Members in Prison

- National information Centre on Children of Offenders (NICCO): <https://www.nicco.org.uk/>

ENHANCED DISCLOSURE AND BARRING SERVICE CHECK (DBS) FOR EMPLOYEES AND VOLUNTEERS

TTCW is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff.

- TTCW will follow relevant guidance in Keeping Children Safe in Education 2023 (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS)
- The trustees and leadership team are responsible for ensuring that the charity follows safe recruitment processes as outlined within guidance.
- The trustees will ensure that at least one of the persons who conducts an interview has completed safer recruitment training.

Guidance about regulated activity with children has been published by the Department for Education (DfE) in the **Keeping Children Safe in Education** – Statutory Guidance for Schools and Colleges (2018) document:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1101454/Keeping_children_safe_in_education_2023.pdf

In the section on Safer recruitment, paragraph 189, it states:

'It is vital that governing bodies and proprietors create a culture that safeguards and promotes the welfare of children in their school or college. As part of this culture, it is important that they adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.'

190. 'Governing bodies and proprietors should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of this part (Part three) of this guidance.'

What must be included when advertising positions

192. The charity will include the following information when defining the role (through the job or role description and person specification):

- the skills, abilities, experience, attitude, and behaviours required for the post; and
- the safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children. See page 55 (in the above document) for further information about regulated activity.

193. The advert should include:

- the school's or college's (in this case, the charity's) commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken.

- the safeguarding responsibilities of the post as per the job description and personal specification; and
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

An **enhanced DBS certificate which includes barred list information** will be required for those **involved in regulated activity**. Regulated activity is described as:

"A person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once."

Volunteers:

Paragraph 115 states:

"In a school or college, a supervised volunteer who regularly teaches or looks after children is not in regulated activity. The government has published separate statutory guidance on supervision in relation to regulated activity (see Annex F). When schools and colleges are considering which checks should be undertaken on volunteers, they should have regard to that guidance, together with paragraphs 161-166. However, schools and colleges may choose to carry out an enhanced DBS check, without barred list information, in certain circumstances (see paragraph 163).

Paragraph 161 states:

"Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity."

Paragraph 162 states:

"Volunteers who, on an unsupervised basis teach or look after children regularly or provide personal care on a one-off basis in schools and colleges, will be in regulated activity. The school or college (and charity) should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information). However, schools and

colleges may conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns.”

Paragraph 165 states:

“It is for schools and colleges (and the charity) to determine whether a volunteer should be supervised. In making this decision, and where an individual is supervised, to help determine the appropriate level of supervision schools must have regard to the statutory guidance issued by the Secretary of State (replicated at Annex F). This guidance requires that, for a person to be considered supervised, the supervision must be:

- by a person who is in regulated activity;
- regular and day to day; and
- “reasonable in all the circumstances to ensure the protection of children.””

Therefore, in line with the above, all TTCW employees and volunteers who are involved in regulated activity are required to hold an original Enhanced Disclosure and Barring certificate, which includes barred list information.

As an additional measure, all employees and volunteers are required to complete an application form and provide at least two written references. These will be held on file at TTCW.

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government has produced a [Factual note on regulated activity in relation to children: scope](#).

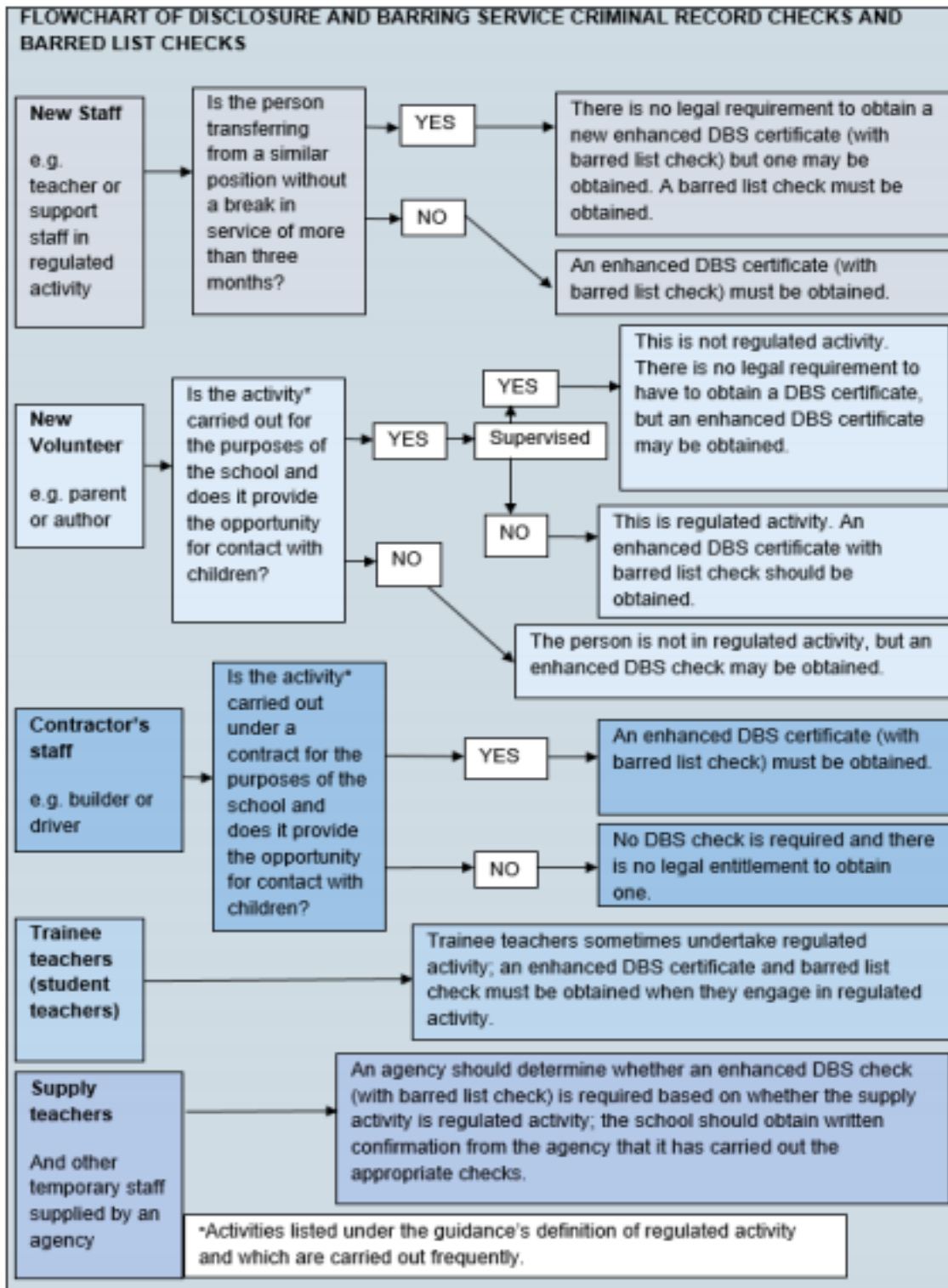
Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly.⁴⁴ Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;⁴⁵
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Regulated activity descriptions taken from Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges (2018) document – page 31.



Flow diagram taken from Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges (2023) document – page 65.

Changes to Keeping Children Safe in Education for 2023

2 Main changes to be aware of in KCSIE 2023

1. New emphasis on filtering and monitoring systems. Be aware that:

- Filtering and monitoring systems protect pupils and staff from harmful and inappropriate content online.

Harmful content may be legal or illegal, and could include:

- Pornography
 - Promotion of self-harm and/or suicide
 - Misogyny
 - Racism
 - Fake news
 - Extremist views

All staff should follow policies and procedures, report any problems, and monitor what's happening on screens in school.

2. Added clarity around the meaning of the terms 'children absent from education' and 'children missing education'. Be aware that:

- Children absent from education are on the school roll, but are regularly not attending
- Children missing education aren't on any school roll or being educated elsewhere
- These are vital warning signs of safeguarding risks to a child.

1 other change to be aware of

There has been a change in the law from February 2023 around forced marriage:

- It's now a crime to carry out any conduct whose purpose is to cause a child to marry before their 18th birthday, even if violence, threats or coercion are not used.
- This applies to non-binding, unofficial 'marriages', as well as legal marriages