



SAFEGUARDING - CHILD PROTECTION POLICY AND COMPLAINTS PROCEDURE Effective from September 2023

All College staff have a responsibility to provide a safe environment in which our students can learn and our commitment is always to act in the best interests of the child. Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their parents/ carer's have a role to play in safeguarding children. Cambridge Tutors College fully recognises its responsibilities for child protection and is dedicated to maintaining the highest standards of welfare for its students.

The College Child Protection Policy and procedures are in accordance with Croydon Safeguarding Children Partnerships' procedures which are in turn based on London Child Protection procedures. [Croydon Safeguarding Children Partnership | Croydon Council](#)

The College also has regard for the Government's Every Child Matters outcomes for every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well being. This policy applies to all students, staff, council members, volunteers and visitors and is available to parents on request. It can also be accessed via the college website at www.ctc.ac.uk.

THE AIMS of THIS POLICY

An effective child protection policy is one that provides clear direction to staff and others about child protection procedures, reaffirms commitment to the development of continual good practice and sound procedures and ensures that child protection concerns, referrals and monitoring are handled sensitively, professionally and in ways that support the child's needs.

Cambridge Tutors College child protection policy is one of the key policies regarding safeguarding the welfare of students and should be read in conjunction with other policies. This policy includes guidance on:

- 1 SAFE RECRUITMENT
- 2 STAFF TRAINING AND SUPPORT
- 3 KEY ROLES AND RESPONSIBILITIES OF THE PRINCIPAL AND GOVERNING BODY
- 4 RESPONSIBILITIES OF THE DESIGNATED PERSON FOR SAFEGUARDING CHILDREN
- 5 RECORDING AND STORING REFERRALS
- 6 WHISTLE BLOWING
- 7 STAFF CODE OF CONDUCT
- 8 ALLEGATIONS AGAINST STAFF
- 9 REPORTING THOSE INDIVIDUALS CONSIDERED UNSUITABLE TO WORK WITH CHILDREN
- 10 PARENTAL INVOLVEMENT
- 11 BULLYING & CHILD ON CHILD ABUSE
- 12 PHYSICAL RESTRAINT
- 13 COLLEGE POLICIES
- 14 SELF HARM AND SUICIDAL BEHAVIOUR, MENTAL HEALTH ISSUES
- 15 SEXUALLY ACTIVE CHILDREN
- 16 HONOUR BASED VIOLENCE, FEMALE GENITAL MUTILATION & FORCED MARRIAGE
- 17 VULNERABLE STUDENTS & YOUNG CARERS
- 18 GUIDANCE TO STAFF INCLUDING TYPES OF ABUSE AND THEIR SYMPTOMS INCLUDING CHILD ON CHILD
- 19 INITIAL ACTIONS AND PROCEDURES TO BE FOLLOWED IF YOU HAVE A CONCERN ABOUT A CHILD'S WELFARE
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- 25 MISSING CHILDREN - FROM HOME AND EDUCATION
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- 28 PREVENT GUIDANCE

29 UPSKIRTING / SEXTING – SHARING NUDES AND SEMI NUDES
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31 OPERATION ENCOMPASS
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Appendices

- Appendix i) Flow Chart of key procedures to be followed by staff concerned about a child's welfare
- Appendix ii) Summary Guide for Referrals to Social Services
- Appendix iii) Key Documentation retained at CTC
- Appendix iv) Summary Notes for Staff – Handling Disclosures from Students

This policy also contains information and guidance from The Key (The Key Support Services)

1 Safe Recruitment

The College pays full regard to the following DfE guidance:

- **Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, latest version September 2023**
https://assets.publishing.service.gov.uk/media/64f0a68ea78c5f000dc6f3b2/Keeping_children_safe_in_education_2023.pdf
- Link to Part 1
- https://assets.publishing.service.gov.uk/media/64f0a84da78c5f000dc6f3b4/Keeping_children_safe_in_education_2023_-_part_one.pdf
- This lists a number of additional documents and links:
- **Working Together to Safeguard Children December 2023**
https://assets.publishing.service.gov.uk/media/65cb4349a7ded0000c79e4e1/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf
- **What to do if you're worried a child is being abused – advise for Practitioners** March 2015 (Non Statutory)
- [Child abuse concerns: guide for practitioners - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- **NSPCC website**
- <https://www.nspcc.org.uk/what-is-child-abuse/>
- In addition we have regard to key documents and guidance:
- **National Minimum Standards for Boarding Schools in force 5 September 2022**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1160273/National_Minimum_Standards_for_boarding_schools.pdf
- **Information Sharing**
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf
- **Independent Schools Inspectorate**
- <https://www.isi.net/>
- **Prevent Guidance** UPDATE 06 March 2024
- https://assets.publishing.service.gov.uk/media/65e5a5bd3f69457ff1035fe2/14.258_HO_Prevent+Duty+Guidance_v5d_Final_Web_1_.pdf
- **The Use of Media for Online Radicalisation (July 2015)**
- <https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation>

and therefore ensures that all appropriate procedures are applied to applicants who have been offered a position of employment at the College. Such checks include the following as appropriate: identity and qualification verification, professional and character references checking, previous employment history, right to work, ensuring that the candidate has the health and physical capacity for the position, Prohibition from Management, Barred list, overseas checks and Disclosure and Barring Service checks. CTC has an additional Recruitment Policy.

Staff in this context covers all new staff, including support staff, ancillary, administration, contractors, volunteers, governors and appropriate checks will be undertaken for each as necessary. All teaching staff appointments are subject to a minimum of an enhanced disclosure check by the Disclosure and Barring Service. There is a Code of Conduct for all staff and a Complaints Procedure for all students. Recruitment advertisements include a child protection statement. All host families providing accommodation are subject to recruitment checks as appropriate.

The Principal is the qualified person on recruitment panels who has undertaken appropriate safer recruitment training. Patricia Brown DSL has also undertaken this training.

If any of the college students are on another site we would expect to receive assurance that appropriate child protection checks and procedures apply to members of staff employed by the other organisation before those individuals come into contact with our students.

2 Staff Training and Support

The College ensures that a member of staff with sufficient seniority has undertaken appropriate training (child protection and inter agency working) to hold the position of the Designated Safeguarding Lead (DSL) for Child Protection and that this person undergoes formal training every two years.

At the present time there are two Designated Safeguarding staff:

Patricia Brown, Head of Student Welfare: Designated Safeguarding Lead (DSL) **020 8688 5284 / 7363**
patricia.brown@ctc.ac.uk or via **07397 560113**

Chris Drew, Principal Deputy Designated Safeguarding Lead (DDSL) **020 8688 5284 /7363**
Chris.drew@ctc.ac.uk

Both are members of the Senior Leadership team. Their most recent formal training was undertaken in July 2023 therefore next due in July 2025, however, they both attend termly update training with the Local Children's Safeguarding Board: Croydon Safeguarding Children Partnership. These updates are cascaded to staff as necessary, by email or presentations and regular, at least annual inset training. Copies of all relevant materials are placed on the staff notice board and urgent or current matters highlighted at the Monday morning briefing.

All members of staff receive on-going child protection training as appropriate following any new guidance and formally from an external professional at periods no longer than every three years.

Last full Statutory all staff Safeguarding Training was undertaken in February 2023 and will next be delivered February 2026. All current staff and members of the governing body are required to read at least Part 1 of KCSIE, and the latest version Sept 2023 was distributed to staff and members of the governing body Autumn Term 2023 and the key points covered at the Staff Inset Training September 2023. A signed declaration is required to be returned accordingly. This Inset training **should assist staff to understand** the guidance and to **discharge their roles and responsibilities**

All new staff, including temporary staff, volunteers and governors, receive CTC Child Protection training as appropriate to their role: this can include the College Child Protection policy which contains the Staff code of conduct, the identity of the DSL /Deputy DSL and Part 1 of Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges Sept 2023, as necessary in relation to their position to the College. Appropriate safeguarding training is also undertaken for CTC Host Families.

3 Roles and Responsibilities of the Principal and Governing Body

The Governing Body ensure policies are procedures are in place in order for action to be taken in a timely manner to safeguard and promote children's welfare. This includes:

- an effective child protection policy
- a staff code of conduct

The Principal will ensure that all safeguarding policies and procedures are fully implemented, followed by all members of staff and are subject to annual review. The Governing body also has an annual policy review schedule to assist them maintain oversight of policy, its development and implementation.

CTC has 2 nominated governors for child protection, the internal Trustee the Principal, Dr Drew, the Deputy DSL and external Trustee Mr Karthik Nagaraj, they are required to ensure good liaison between internal and external Trustees and that child protection is an annual item for the governing body and that this review includes the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses in child protection arrangements need to be remedied without delay. An additional member of the Senior Leadership Team, currently the Head of Student Welfare Patricia Brown, the Designated Safeguarding Lead works with the Deputy DSL on child protection matters and it will be their duty to liaise with relevant agencies if any allegations are made against a member of staff.

4 Key Responsibilities of the DSL - Safeguarding Children

- Refer any child if there are concerns about their welfare or possible abuse or neglect
- Ensure that detailed and accurate written records of concerns about a child are kept even when there is no need to make an immediate referral
- Ensure all such records are kept confidentially, securely and separate from main pupil records. This file will contain a front sheet listing dates and a brief entry to provide a chronology of events
- Ensure there is a cross reference on the main student file that additional records concerning child protection exist
- Pass any child protection case files onto subsequent schools as necessary
- Act as a focal point for staff and other agencies
- Attend any child protection / CAF case meetings as required
- Ensure all staff are aware of the college child protection policy and procedures and the policies are fully accessible
- Attend formal training every two years
- Ensure staff receive on-going training as appropriate, updates at least annually, and professional training every three years
- Attend and contribute to any local authority training sessions
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register
- Notify social services if any child is removed from the roll to be educated at home
- Ensure that any students residing in CTC accommodation are offered alternative accommodation if any child protection enquiry is pending on their current host family
- Help foster an environment where students feel their concerns are listened to and addressed accordingly
- Provide the governing body with an annual report on Safeguarding and Child Protection, detailing any changes to procedures and policies, training, child protection incidents and the number of child protection plans in place
- Refer any cases to the Channel programme where there is a radicalisation concern
- Ensure staff are aware of the key safeguarding policies and all staff and members of the Governing body have read at least Part One of KCSIE Sept 2023
- The DSL should take ultimate responsibility for safeguarding and child protection, although they may delegate some activities to an appropriately trained deputy, the lead responsibility should not be delegated
- From September 2019 the College is also part of the new Encompass initiative and Patricia Brown is the key contact
- To monitor key records i.e. Complaints log, Incident File, Low Level Concerns Records for indications of trends that may indicate potential safeguarding issues

5 Recording and Storing Referrals

Any CTC referral to Social Services is to be kept securely in the 'Social Services file' in A42. This is a confidential file with limited access being restricted to the Senior Leadership Team and the Designated Safeguarding staff.

Any child protection records which the college receives are also kept separately from the main College student profile and are located in the locked cupboard in A42 as above. There is a cross reference on the main file to indicate an additional child protection file exists.

6 Whistle Blowing

Staff are required to report to the DSL or the Deputy Designated Safeguarding person, any concern or allegation about College practices, or the behaviour of colleagues, which are likely to put students at risk of abuse or other serious harm. Staff who report such matters will be immune from retribution or disciplinary action, as their actions are considered to be 'whistle blowing' in Good Faith.

General guidance can be found at- Advice on whistleblowing <https://www.gov.uk/whistleblowing>

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain, Road, London EC2A 3NH. Or visit <https://www.nspcc.org.uk/>

7 Staff Code of Conduct

The College code is that all staff should conduct themselves with the utmost professionalism and that sound common sense should be applied at all times. It is important for any member of staff not to put themselves in a position, by actions or word, that could give rise to any sort of misunderstanding or, indeed, allegation, for example when conducting one to one tuition, or sports coaching, or exceptionally conveying a student(s) in private cars. Remember that someone, especially young persons, can easily misinterpret actions no matter how well intentioned they are. Staff should not give personal email or telephone numbers to students except in emergency situations. CTC has 2 staff mobile phones for trips and activities and these numbers should be provided to students.

Also, in particular, caution should be observed about sending text messages or any other electronic communication to students. Such communication could easily be misunderstood or considered as inappropriate. Staff should not make *friends* with students on social networking sites. Be careful about taking photographs of students on your own phones, use CTC cameras or one of the CTC trips phones.

If exceptionally, a member of staff is required or needs to visit a student in their CTC accommodation, this should only be when accompanied by a member of staff from the SLT, Accommodation or Welfare Department.

This policy is required to highlight that it is an offence for staff to have a sexual relationship with a child, even if the relationship is consensual.

Staff may voluntarily record any unplanned off site interactions with students in the "Record of Outside Contact with Students" book which is kept in the staffroom.

The College has vision panels in all classrooms and staff are advised that all one to one tuition be conducted in such teaching rooms where practical.

Staff should also refer to the Staff Handbook, a hard copy of which is always available in the staffroom with key policies.

In all dealings with students please observe common sense rules: all dealings with students should be conducted according to the highest professional standards. All staff are to ensure they have read CTC policies referred to in this policy as well as KCSIE September 2023.

8 Allegations Against Staff

If allegations regarding abuse are made against members of staff, (including volunteers, visitors or any others working in or on behalf of the College) this must be reported immediately to the Principal and the DSL who will inform the Local Authority Designated Officer – LADO. At the London Borough of Croydon the current LADO are:

Steve Hall

Contact Details: Direct Line : 020 8726 6000 Ext 24334 Mobile: 07825 830328

Email : steve.hall@croydon.gov.uk or LADO@croydon.gov.uk

Jane Parr : jane.parr@croydon.gov.uk

Telephone: 020 8726 6000 Ext 24817 Mobile: 07716 092630

Email: LADO@croydon.gov.uk

Karen Anns (Business Support Coordinator) 0208 726 6000 Ext 23981

Address

4th Floor Bernard Weatherill House,
8 Mint Walk, Croydon, CR0 1EA

Such investigations will be fully investigated, respecting fully the confidentiality of both the accuser and the accused. The LADO will advise whether suspension is appropriate. The Principal may, with the agreement of the Governing Body (Trust Council) place any member of staff on paid leave pending a further inquiry.

Investigations regarding a member of staff may be a child protection investigation led by social services, a criminal investigation led by police, or a disciplinary or misconduct investigation dealt with by the College.

If a student makes an allegation against the DSL or the Deputy Designated Safeguarding person, the member of staff receiving this allegation must immediately inform the Principal, or the remaining Designated Safeguarding Person in his absence, who will take action as above. Any allegation against the Principal should be passed to the Chairman of the Trust Council for action as above, without notifying the Principal first. In cases of serious harm the police should be informed from the outset.

The College should bear in mind the need to ensure that any student who may have suffered abuse and any others closely involved, have access to counselling provided if desired. Likewise any member of staff who is the subject of an investigation may also need additional support as necessary.

The College will follow KCSIE guidance Sept 2023 part four when dealing with any allegations, suspicions of abuse, record keeping and reference requests concerning teaching and other staff.

Students who are found to have malicious allegations against a member of staff will be dealt with under the College's Behaviour, Discipline and Exclusions Policy.

9 Reporting Those Individuals Considered Unsuitable to Work with Children

It is a requirement to report to the TRA / Disclosure and Barring Service, PO Box 181, Darlington, DL1 9FA (Tel: Helpline 01325 953 795) Website: www.homeoffice.gov.uk/DBS

[Teacher misconduct: the prohibition of teachers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

For referral form and guidance: [Teaching Regulation Agency - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

within one month of leaving the school, ANY person whose services are no longer used because he or she is considered unsuitable to work with children. It is important that such reports include as much evidence about the circumstances of the case as possible. The relevant legislation is contained in The Education (Provision of Information by Independent Schools) (England) Regulations 2003.

Failure to make such a report is considered an offence and the school may be removed from the DoFE register of Independent Schools.

Independent schools are also under a duty to consider a referral to the Teaching Regulation Authority where a teacher has been dismissed, or would have been dismissed had he/she not resigned, and a prohibition order may have been appropriate, further guidance:

10 Parental Involvement

A copy of the college child protection policy is available to all parents on request. The policy is also included on the CTC website at www.ctc.ac.uk. We expect parents to share relevant information and work in partnership with other agencies as necessary. In general, the College would endeavour to discuss concerns regarding a child's welfare with the parents and seek their agreement before referral unless this action would place the student at risk of significant harm.

11 Bullying & Student on Student Abuse- Child on Child

The welfare of all young people is paramount and for this reason any concern expressed by a student over any form of abuse will be strenuously investigated and dealt with. The College views bullying as 'an act of unkindness' and will not accept bullying in any form.

Students who are lesbian, gay, bisexual, transgender or questioning (LGBTQ+) may be at greater harm. This is not because being LGBTQ+ in itself puts them at greater risk, but they may be targeted by others particularly on social media. Children with SEND in particular may be more vulnerable to Child on Child abuse.

It is important that these groups in particular are aware of support available and be able to approach a trusted adult.

The College has a separate policy on the prevention and management of all types of bullying including cyber bullying, sexting and other key issues and acknowledges that repeated incidents or a single serious incident may lead to consideration under child protection procedures.

Child-on-child abuse

Child-on-child abuse is when children abuse other children. This type of abuse can take place inside and outside of schools and colleges. It can also take place both face-to-face and online, and can occur simultaneously between the 2. Our College has a zero-tolerance approach to sexual violence and sexual harassment. We recognise that even if there are there no reports, that doesn't mean that this kind of abuse isn't happening.

Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between children (this is sometimes known as 'teenage relationship abuse')
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- 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
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, 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 (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)

Where children/ young people abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content.

If staff have any concerns about child-on-child abuse, or a child/ student makes a report to them, they will follow the procedures set out in this policy.

When considering instances of harmful sexual behaviour between children and young people, we will consider their ages and stages of development. We recognise that children displaying harmful sexual behaviour have often experienced their own abuse and trauma, and will offer them appropriate support.

12 Physical Restraint

The College has a separate policy on the use of restraint and this guidance should be followed if any member of staff has cause to physically restrain a student.

Please note that the use of corporal punishment is prohibited in all independent and maintained schools.

13 College Policies

CTC Child Protection Policy is one of the policies regarding Safeguarding the welfare of students and members of staff should be familiar with all college policies (e.g. First Aid, Behaviour, ICT Usage) as many overlap and provide clear guidance to staff on standards expected and the procedures which should be followed.

14 Self Harm and Suicidal Behaviour, Mental Health Concern

Self harm and suicide threats made by a student should always be taken seriously as these could be indications of psychological or emotional disturbance triggered by physical, sexual or emotional abuse or chronic neglect which may also constitute significant harm.

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 will be alert to behavioural signs that suggest a child/ young person may be experiencing a mental health problem or be at risk of developing one.

If you have a mental health concern about a student that is also a safeguarding concern, take immediate action by following the steps in section 19.

If you have a mental health concern that is **not** also a safeguarding concern, speak to the DSL to agree a course of action.

15 Sexually Active Children

The sexual offences act 2003 legislates for children in different age groups and as the College does not enrol children under the age of 13 our child protection policy does not include reference to this age group.

Children Aged 13 To 16:

Sexual activity with a child under 16 is an offence. In every case of sexual activity involving a child aged 13 to 15 the designated person and other colleagues should decide whether a social services referral is appropriate. A referral should be made if there is any risk of harm to the child.

16 Honour Based Violence, Female Genital Mutilation & Forced Marriage

The College has a large number of overseas students and should therefore be sensitive to the fact that the above practices may be commonplace in some overseas cultures.

Honour Based Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family, or community. This includes Female Genital Mutilation (FGM), forced marriage and practises such as breast ironing. Any cases that involve HBV, or the threat of HBV are to be referred immediately to the DSL or direct to the appropriate agency as below.

For FGM, the teacher who becomes aware of this, is required to make a report verbally by **calling 101**, the single non-emergency number. The DSL / Deputy DSL should also be informed.

Calls to 101 are answered by trained police officers and staff in the control room of the local police force. The call handler will log the call and refer it to the relevant team within the force, who will call you back to ask for additional information and discuss the case in more detail.

New statutory guidance on Female Genital Mutilation came into effect from 31 October 2015, organisations failing to refer cases of FGM may be subject to disciplinary action or sanctions.

Forced Marriage

If there is any risk of a young person being taken out of the country to undergo forced marriage, the government's forced marriage unit should be contacted **urgently on 020 7008 0151**.

From overseas: +44 (0)20 7008 0151

Monday to Friday, 9am to 5pm

Out of hours: 020 7008 1500 (ask for the Global Response Centre)

Call 999 in an emergency.

<https://www.gov.uk/stop-forced-marriage>

email, including for outreach work: fm@fcdo.gov.uk

Facebook:

[Forced Marriage page](#)

Twitter: [@FMUnit](#)

media enquiries:

The Foreign, Commonwealth and Development Office +44 (0) 20 7008 3100

Home Office +44 (0) 300 123 3535

17 Vulnerable Students & Young Carers

The College recognises that children who have been abused may have specific requirements and often have difficulties coping. Children may have been abused in many ways including domestic abuse, gang involvement, child sexual exploitation, FGM and Honour based violence as above. It will therefore support any student who has been abused in accordance with his or her agreed protection plan. The College endeavours to provide a stable and secure environment for all its students and adopts an ethos where all are encouraged to behave in a mature manner, realise the importance of self motivation, develop a positive outlook and strive to achieve their potential.

If the College identifies a child who is also a young carer, i.e. someone responsible for caring on a regular basis, a social services referral may be appropriate under the early help / common assessment framework.

18 Guidance to Staff Including Types of Abuse and Their Symptoms

All members of staff should be alert to the possibility of signs of abuse by a parent, sibling, other relative, carers, teachers, student on student, Child on Child, acquaintances or strangers. Abuse may be by:

1 NEGLECT (persistent failure to meet a child's physical and/or psychological needs)

Possible indicators:

- unexplained concerns about health and development
- general appearance suggestive of neglect: unkempt, dirty, not dressed for the weather
- failing to provide adequate food, shelter and clothing
- failing to protect child from harm or danger
- failure to ensure access to appropriate medical care or treatment
- neglect or unresponsiveness to child's basic emotional needs

2 PHYSICAL ABUSE (*may involve hitting, shaking, throwing, poisoning, burning, scalding, suffocating or otherwise causing physical harm to a child*)

Possible indicators:

- problems in the carer's home including domestic violence, severe intra-familial discord
- unexplained and/or repeated injuries
- inappropriate explanation for injuries
- fear of certain adults or family members
- recurring acts of severe aggression
- mental health and /or substance abuse that leads to potentially harmful changes in parenting capacity

3 SEXUAL ABUSE (*may involve forcing a child to take part in or observe sexual activities, watching or taking part in the production of pornographic material, or encouraging them to behave in sexually inappropriate ways*)

Possible indicators:

- child's behaviour including inappropriate sexualised behaviour
- pregnancy or sexually transmitted disease in a child
- information from a third party
- fear of certain adults or family members

4 EMOTIONAL ABUSE (continual emotional ill treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development)

Possible indicators:

- concerns about the child / parent relationship i.e. undue criticism

- inappropriate expectations
- persistent negative comments
- conveying to children that they are unloved, worthless or inadequate

Many features may lead to a member of staff being worried about the welfare of a child and the above list is not exhaustive. The context of the situation and possible information from others will help decide how to proceed. If in doubt speak with the DSL or Deputy DSL.

Domestic abuse

Children and young people can witness and be adversely affected by domestic abuse and/or violence at home where it occurs between family members. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse (abuse in intimate personal relationships between children) and child/adolescent to parent violence and abuse. It can be physical, sexual, financial, psychological or emotional. It can also include ill treatment that isn't physical, as well as witnessing the ill treatment of others – for example, the impact of all forms of domestic abuse on children.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background, and domestic abuse can take place inside or outside of the home. Children who witness domestic abuse are also victims.

Older children may also experience and/or be the perpetrators of domestic abuse and/or violence in their own personal relationships. This can include sexual harassment.

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on children and affect their health, wellbeing, development and ability to learn.

If police are called to an incident of domestic abuse and any children in the household have experienced the incident, the police will inform the key adult in school (usually the designated safeguarding lead) before the child or children arrive at school the following day.

19 Initial Actions & Procedures To Be Followed If You Have A Concern About A Child's Welfare

If any member of staff has reason to suspect that a student may have suffered **abuse**, the Designated Safeguarding Lead (Patricia Brown) MUST at once be informed. In general, proceed as follows:

- In the first instance the personal tutor, or any other staff member directly involved, has a duty to listen to the student – provide reassurance and to record the student's statements,
- They must not probe or put words into the student's mouth.
- Do not promise confidentiality to the student as there is a duty to refer matters to the DSL.
- They must respect the confidential nature of this duty and pass the information on to the DSL or in their absence, the Deputy Designated Safeguarding Lead (Dr Drew) as soon as possible if the interview takes place without either of them being present.

Because bruising or other signs of injury may quickly begin to fade, expert diagnosis may need to be arranged urgently. The DSL or the Deputy Designated Safeguarding Lead will organise this. They will compile a detailed statement of any suspected abuse and will refer the matter to the local social services department. Any such referral will take place within 24 hours and the responsibility for any investigation lies with that agency.

If it is felt that immediate outside contact should be made without reference to the DSL or Deputy Safeguarding Lead the procedure and contact details are as follows: *(from Croydon Safeguarding Children Partnership website)*

Welcome to Croydon's Multiagency Referral Form (MARF)

Referrals are made on line:

<https://my.croydon.gov.uk/MashReferrals?qWname=New&qServiceRef=ChildReferral>

This form is only for professionals and should be used to refer a child and family for one of the two following services:

1. **An Early Help Best Start Family Solutions service (intensive/targeted need)**, where you are concerned for a child's wellbeing and the family has asked for support that cannot be addressed by one or more organisation.
2. A **Children's Social Care (CSC) service** where you are worried about the safety of a child.

If you are a member of the public please call 0208 726 6400

If you are unsure about whether or not to make a referral, or which service will best help the family and safeguard the child, please refer to the Croydon Continuum of Need on the Croydon Children Safeguarding Children Board website and speak to your designated safeguarding lead within your organisation. If you are then still unsure you can telephone the CSC Single Point of Contact (SPOC) consultation line for a consultation with the social worker or early help consultant on the numbers below:

Daytime hours:

(Monday to Friday 9am to 5pm) 0208 726 6400 main council number

(Monday to Friday 9am to 5pm) 0208 255 2888 for **urgent child protection matters** that require the same day intervention from a SPOC social worker;

SPOC Consultation:

(Monday to Friday 9am to 5pm) 0208 726 6464 where professionals with safeguarding responsibilities can **consult** early help consultants or social workers in the SPOC for advice on **non-urgent** cases

Out of hours:

5pm - 9am Monday- Friday, 24 hours Saturday, Sunday and bank holidays 0208 726 6400

Please note: completing this form will take several minutes. You need to ensure you have the child and families details to hand before you start.

Please make sure you have consent prior to filling in this form unless it would increase the risk of significant harm to a child in doing so.

Please ensure you complete all the required fields and press SUBMIT once the form is complete. Once the form has been submitted you will receive a thank you message confirming we have received your referral

If this form is not working, please download the MARF word version available at the bottom of the following link: <https://www.croydon.gov.uk/healthsocial/families/childproctsafe/childprotect>

If you are concerned about a **child's immediate safety**, please call 999. If you would like to contact the SPOC please call 020 8255 2888

If your referral concerns a child who is or may be at risk of exploitation you must complete the Child Exploitation Screening [Tool](#)

Please note:

1. This form cannot be saved and needs to be completed in one session. This form takes approximately 10- 15 minutes to complete
2. the details will be lost if the session is left idle for more than 15 minutes

(These bodies can organise effective inter-agency investigation into any abuse allegation.)

There are 2 main types of Child Protection Referrals

- when a child is in immediate danger or suffered abuse as above
- or Child in Need Referrals [\(see appendix ii\)](#)

Early Help / Common Assessment Framework (CAF Referrals)

Before a Child in Need referral is initiated it may be useful to assess first whether an Early Help / CAF assessment may be appropriate as a first course of action.

The Early Help / CAF assessment procedure is a shared tool for use across all children's services and all local areas in England. It aims to help the early identification of need and promote coordinated service provision. The Early Help / CAF is a key part of delivering services that are integrated and focused around the needs of children and young people.

If staff have concerns regarding any child, this should be discussed with the DSL who will, after consultation if necessary, decide on the appropriate course of action. However, any staff member can make a referral to Children's social care. If a child is in immediate danger or is at risk of being harmed, a referral should be made to Children's

services as above and / or the police immediately. The DSL or Deputy DSL should be informed as soon as possible thereafter.

KCSIE does outline the importance of acting on the early signs of abuse, keeping clear records of concerns, reassessing the situation if it does not improve, sharing information and challenging inaction.

20 Confidentiality

It is most important that anyone concerned with a suspected case of abuse maintains confidentiality at all times on a “need to know” basis. The DSL or the additional Designated Safeguarding person should be informed by the person suspecting abuse; they will then discuss who else should be informed.

21 Information

The College recognises the right of every student to receive help, independent of the college, and therefore includes in the Student Planner and notice boards (*What to do if you have a worry*) the names and telephone numbers of such persons and agencies.

The DSL should make arrangements with the social services department for the protection and support of the student, and should agree on how information should be passed to parents and others.

22 Extended Use of College Premises

Where services or activities are provided separately by another body using the College premises, the College will seek written assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

23 Use of Photographic Material (including film, video and digital imaging)

Students may be involved in events or activities during which the College takes photographs to recall the occasion. Such events may include concerts, awards ceremonies, residential trips, college outings, sports activities and even some classroom based activities. We use such photographs as an acknowledgement and record of student success and achievement as well as for normal educational purposes. For those students under the age of 18, parental consent is required to include such photographs. All parents have received a letter asking for their consent as part of the application process. Students over the age of 18 are considered capable of making their own decisions in this respect and therefore can sign the form of their own behalf.

If consent is withheld for any child, staff will be informed accordingly. CTC has a camera for staff use.

Staff should be aware that there are risks associated with photographing children and young people. Six main points should be addressed; consent and permission of photographs as above, reason and purpose of photographs, appropriateness of images, identification of subject, photography for public display and use of mobile phones to take photographs. Good practice on all of these criteria can be found at the archived *teachernet* website by following the link below. Staff would be advised to read the guidance to ensure they are aware of current thinking on this topic and comply with safeguarding issues in this respect. The college does not wish to dissuade staff from taking or using photographs as it recognises the value of this medium as a valuable teaching resource as well as a recognised way of promoting the achievements and successes of our students.

<http://webarhive.nationalarchives.gov.uk/20110113111812/http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/usefulinformation/photosandvideos/photoschoolevent/>

24 Children In Care

For students who are in the care of the local authority, the DSL / Head of Welfare are responsible for monitoring their attendance, educational progress, achievements, outcome, pastoral issues etc and will liaise with the appropriate Social Services contacts as necessary.

25 Missing Children from Home and Education

Croydon Children Safeguarding Partnership has additional guidance in connection with what steps to take should a child go missing:

Children Who Go Missing From Care and Home

The **London Child Protection Procedures** define a child as 'missing' if their whereabouts are unknown, whatever the circumstances of their disappearance.

Children who go missing place themselves at risk of substance abuse, exploitation and addiction. There is a very high correlation (probably 98%) between children who go missing and those who are sexually exploited. Missing children should be reported to the Borough Police Missing Persons Unit.

Children Missing From Education (CME)

A **Child Missing from Education** is defined by the DfE as "a child of compulsory school age who is not on a school roll, nor being educated otherwise (e.g. privately or in alternative provision) and who has been out of any educational provision for a substantial period of time (usually four weeks or more)." In Croydon, referrals for CME are accepted after 10 working days of reasonable checks being carried out by the educational provider and their Designated Safeguarding Lead. In Croydon, the main reasons behind Children Missing from Education are those who fail to start at an appropriate education provision either at the start of the new academic year or following a mid-year transfer, becoming lost from school rolls, or failure to register at a new school when moving in or out of the Borough.

Contacts for CME Team

On line referral form: <https://www.croydon.gov.uk/education/schools-new/attendance/child-missing-education>

Email: ChildrenMissingfromEducation@croydon.gov.uk

Telephone: 0208 726 6000

26 Child Sexual Exploitation (CSE)/ Child Criminal Exploitation (CCE) / Child Trafficking

Child sexual exploitation (CSE) is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. It may, or may not, be accompanied by violence or threats of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

CSE can include both physical contact (penetrative and non-penetrative acts) and non-contact sexual activity. It can also happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam. CSE may also occur without the victim's immediate knowledge, for example through others copying videos or images.

In addition to the Child Criminal Exploitation (CCE) indicators below, indicators of CSE can include a child:

- Having an older boyfriend or girlfriend
- Suffering from sexually transmitted infections or becoming pregnant

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Child criminal exploitation

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Indicators of CCE can include a child:

Appearing with unexplained gifts or new possessions
Associating with other young people involved in exploitation
Suffering from changes in emotional wellbeing
Misusing drugs and alcohol
Going missing for periods of time or regularly coming home late
Regularly missing school or education
Not taking part in education

If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Remember:

- children and young people may not be ready or know how to tell someone what they have experienced
- they may not recognise their experiences as harmful
- they may be embarrassed, frightened or threatened into not telling anyone
- they have many vulnerabilities that make them unable to tell anyone, i.e. language, disability, sexual orientation
- these should not stop us being professionally curious and sharing concerns

Child Trafficking

This is the recruitment and movement of children for the purpose of exploitation and is a form of abuse.

If there is a concern that a child is at risk of sexual exploitation or trafficking a Child Protection referral should be made via the usual route via Croydon Multi Agency Safeguarding Hub (MASH) see appendix ii

Referrals are made on line:

<https://my.croydon.gov.uk/MashReferrals?qWname=New&qServiceRef=ChildReferral>

27 Missing Student - CTC Accommodation

All host families receive clear guidance and training from the College about hosting students and the terms and conditions that apply. One of the documents, *Additional Notes for Hostesses*, contains guidance on what action should be followed if they have any emergency with their student including if their student is missing and cannot be accounted for.

Should the situation arise during College hours, the College should be contacted accordingly. In this instance the task of locating the student would be undertaken by the welfare department. Outside of college hours there is an emergency telephone number for the **Accommodation Officer, Sue Marlow, (07397 560113) who offers 24 hour support**. The Accommodation Officer will undertake the initial search for the student and enlist the help of other colleagues as necessary, for example, the Head of Student Welfare.

In the event of a missing student all attempts will be made to locate them through friendship groups, host family networks, parental involvement and checking with other colleagues as necessary. During this investigation period, facts should be established and gathered such as when they were last seen, where they were going, who they were travelling with, time elapsed since alarm has been raised. When all attempts have failed to locate them, parents should be informed of the next step to report the student as a missing person to the police. These facts can then be presented to the police who will need all of this information to form the basis of their future inquiries. Without being alarmist police should be involved when all lines of inquiry have been exhausted, bearing in mind the age of the student, how long contact has been overdue and whether there have been any previous such occurrences with the individual. With these factors in mind, police should be informed as soon as this is deemed necessary and no student should be left unaccounted for more than approximately 2 hours.

28 Prevent Guidance

The Department for Education published guidance for schools:

[Prevent duty guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/prevent-duty-guidance)

This places a responsibility on schools to play an active role in:

- preventing individuals becoming radicalised, engaging in terrorism and extremist violence
- ensuring appropriate measures are in place for example to promote British values via PSHE, presentations, outside speakers, creating a positive tolerant community, introducing positive role models, educating about the online risk of radicalisation ISIL in particular target this route, appropriate filters in the IT network
- Identifying individuals who are at risk

Report concerns either:

- via the DSL who will be working with the local Channel panel
- or the DfE dedicated phone numbers and email below:
- Email concerns that a young person may be at risk counter-extremism@education.gsi.gov.uk
- Telephone 020 7340 7264 Open Monday to Friday from 9am to 6pm (excluding bank holidays).
- Or the non emergency police number 101

Channel is an early intervention multi-agency panel designed to safeguard vulnerable individuals from being drawn into extremist or terrorist behaviour. Channel works in a similar way to existing multi-agency partnerships for vulnerable individuals. It is a voluntary process allowing the individual to engage and withdraw from the programme at any time.

- For Channel referrals or for more information, please contact:
- Channel@croydon.gov.uk

The Safer Croydon Partnership works with the security services and the community to try and reduce the risks presented by those from within our community who might engage in an act of extreme violence, endangering every person in Croydon as well as themselves. Guidance can accessed below:

<https://www.croydon.gov.uk/community-and-safety/safety/prevent-strategy>

<https://www.croydon.gov.uk/community/safercroydon/advice-information/counter-terrorism>

If you have anything you wish to report please note the following numbers:

- Always dial 999 in an emergency

For non-emergencies you can contact the police via

- Anti-terrorist hotline: **0800 789 321**

You can also email the Safer Croydon Partnership at: Channel@croydon.gov.uk

All information received will be treated in the strictest confidence.

The Safer Croydon partnership has 2 contacts for the Prevent Guidance:

Carl Parker, Hate Crime & Prevent Coordinator at London Borough of Croydon

Tel: 020 8726 6000 x 88974

e-mail: carl.parker@croydon.gov.uk mobile: 07815 013 546

Harvey Teague. Harvey is the new Met Police Prevent Engagement Officer for Croydon.

Email: Harvey.B.Teague@met.pnn.police.uk mobile: 07766 206 451

In this regard, Schools and Colleges are also asked to be vigilant about visiting speakers and to ensure appropriate levels of supervision are in place.

29 Up skirting / Sexting / Sharing Nudes

Upskirting became a criminal offence in England and Wales in April 2019. It is defined as a form of sexual harassment. Upskirting normally involves taking a picture of someone's genitals or buttocks to obtain sexual gratification, or to cause upset to the victim. Upskirting often occurs in public or crowded places making it hard for the victim to know that a photograph has been taken.

If convicted the penalties are serious, including a criminal record and being placed on the sex offenders register. Students receive PSHE presentations on the dangers of Upskirting at the beginning of the academic year.

Sexting / Sharing Nudes and Semi-Nudes

If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery'), you must report it to the DSL immediately.

You must not:

View, copy, print, share, store or save the imagery yourself, or ask a student to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)

Delete the imagery or ask the student to delete it

Ask the student(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)

Share information about the incident with other members of staff, the student(s) it involves or their, or other, parents and/or carers

Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident, and reassure the student(s) that they will receive support and help from the DSL.

Initial review meeting

Following a report of an incident, the DSL will hold an initial review meeting with appropriate staff. This meeting will consider the initial evidence and aim to determine:

Whether there is an immediate risk to student(s)

If a referral needs to be made to the police and/or children's social care

If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)

What further information is required to decide on the best response

Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)

Whether immediate action should be taken to delete or remove images or videos from devices or online services

Any relevant facts about the students involved which would influence risk assessment

If there is a need to contact another school, college, setting or individual

Whether to contact parents or carers of the students involved (in most cases parents/carers should be involved)

The DSL will make an immediate referral to police and/or children's social care if:

The incident involves an adult

There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs)

What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent

The imagery involves sexual acts and any student in the images or videos is under 13

The DSL has reason to believe a student is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the Principal and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

Further review by the DSL

If at the initial review stage a decision has been made not to refer to police and/or children's social care, the DSL will conduct a further review to establish the facts and assess the risks.

They will hold interviews with the students involved (if appropriate).

If at any point in the process there is a concern that a student has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

Informing parents/carers

The DSL will inform parents/carers at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

Referring to the police

If it is necessary to refer an incident to the police, this will be done by the DSL/DDSL.

Recording incidents

All incidents of sharing of nudes and semi-nudes, and the decisions made in responding to them, will be recorded.

Curriculum coverage

Students are taught about the issues surrounding the sharing of nudes and semi-nudes as part of the College PSHE programme.

This covers:

- What it is:
- How it is most likely to be encountered
- The consequences of requesting, forwarding or providing such images, including when it is and is not abusive

and when it may be deemed as online sexual harassment

- Issues of legality
- The risk of damage to people's feelings and reputation

Students also learn the strategies and skills needed to manage:

- Specific requests or pressure to provide (or forward) such images
- The receipt of such images

This whole policy including the sharing of nudes and semi-nudes is also shared with students so they are aware of the processes the College will follow in the event of an incident.

30 Serious Youth Crime including Knife Crime

KCSIE states 2023

“There are a number of indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include: • 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 • unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

The likelihood of involvement in serious violence may be increased by factors such as:

- being male
- having been frequently absent or permanently excluded from school
- having experienced child maltreatment and having been involved in offending, such as theft or robbery.

A fuller list of risk factors can be found in the Home Office's Serious Violence Strategy.

Advice for schools and colleges is provided in the Home Office's Criminal exploitation of children and vulnerable adults: county lines guidance:

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

The Youth Endowment Fund (YEF) Toolkit <https://youthendowmentfund.org.uk/toolkit/>

sets out the evidence for what works in preventing young people from becoming involved in violence. Home Office funded Violence Reduction Units (VRU) operate in the 20 police force areas across England and Wales that have the highest volumes of serious violence, as measured by hospital admissions for injury with a sharp object.

As the strategic co-ordinators for local violence prevention, each VRU is mandated to include at least one local education representative within their Core Membership group, which is responsible for setting the direction for VRU activity. Schools and educational partners within these areas are encouraged to reach out to their local VRU, either directly or via their education Core Member, to better ingrain partnership working to tackle serious violence across local areas and ensure a joined up approach to young people across the risk spectrum. The Police, Crime, Sentencing and Courts Act will introduce early in 2023 a new duty on a range of specified authorities, such as the police, local government, youth offending teams, health and probation services, to work collaboratively, share data and information, and put in place plans to prevent and reduce serious violence within their local communities. Educational authorities and prisons/youth custody authorities will be under a separate duty to co-operate with core duty holders when asked, and there will be a requirement for the partnership to consult with all such institutions in their area. The Duty is not intended to replace or duplicate existing safeguarding duties. Local partners may choose to meet the requirements of the Duty through existing multi-agency structures, such as multi-agency safeguarding arrangements, providing the correct set of partners are involved.”

Hospital admissions for under 18s who had been assaulted by a sharp object increased by 20% between 2015/2016 and 2016/2017. The Office for National Statistics report ending March 2018 showed 4,500 knife and offensive weapons crimes committed by children between 10 and 17 years. This accounted for 21% of the total knife or offensive weapons crimes in England and Wales.

Children and young people carry knives for many reasons including: to feel safe, to belong in a group (child on child peer pressure), a feeling of power, a violent upbringing where this is considered the norm. The most dangerous time for school age children is from 4 pm to 9 pm.

If any member of staff is concerned a child may be involved in serious or knife crime, they should immediately inform the DSL or Deputy DSL.

In an emergency situation if a child is at risk and no DSL or Deputy is available, then an immediate call to the Police on 999 should be made.

31 Operation Encompass

This is a joint agency procedure to provide, by next day notification, appropriate support for Children and Young Persons who have experienced domestic abuse in their household to which the police attended, the day or night before.

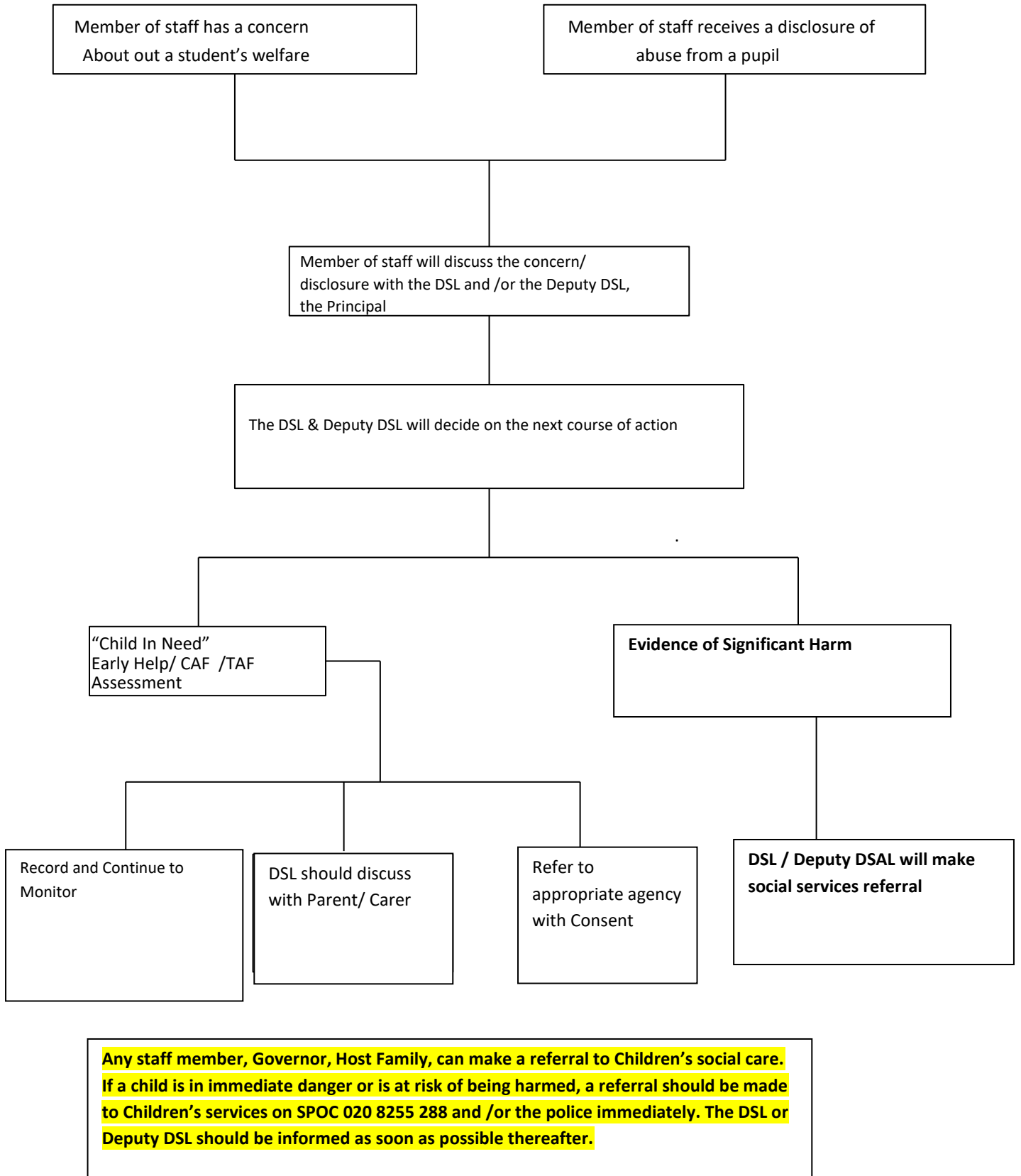
This notification to enable the school to offer extra support as necessary for the child or young person in their care. The Designated contact at CTC for Operation Encompass is Patricia Brown, the DSL.

32 CTC Internet Safety, Filters and Monitoring

The College allows onsite internet access for all staff and students. There is limited access for invited guests or visitors.

The usage is monitored by filters provided by Censornet and this is reviewed weekly by the DSL / Head of Student Welfare in partnership with the IT Director. More frequent monitoring may be required if patterns or trends in usage start to emerge. Any concerns over usage will be raised with the individual(s) concerned.

Appendix i) Flow Chart of key procedures to be followed by staff concerned about a child's welfare _____



Appendix ii) Summary Guide for Referrals to Social Services.

Welcome to Croydon's Multiagency Referral Form (MARF)

Referrals are made on line:

<https://my.croydon.gov.uk/MashReferrals?qWname=New&qServiceRef=ChildReferral>

This form is only for professionals and should be used to refer a child and family for one of the two following services:

- 1. An **Early Help Best Start Family Solutions service (intensive/targeted need)**, where you are concerned for a child's wellbeing and the family has asked for support that cannot be addressed by one or more organisation.*
- 2. A **Children's Social Care (CSC) service** where you are worried about the safety of a child.*

If you are a member of the public please call 0208 726 6400

If you are unsure about whether or not to make a referral, or which service will best help the family and safeguard the child, please refer to the Croydon Continuum of Need on the Croydon Children Safeguarding Children Board website and speak to your designated safeguarding lead within your organisation. If you are then still unsure you can telephone the CSC Single Point of Contact (SPOC) consultation line for a consultation with the social worker or early help consultant on the numbers below:

Daytime hours:

(Monday to Friday 9am to 5pm) 0208 726 6400 main council number

*(Monday to Friday 9am to 5pm) 0208 255 2888 for **urgent child protection matters** that require the same day intervention from a SPOC social worker;*

SPOC Consultation:

*(Monday to Friday 9am to 5pm) 0208 726 6464 where professionals with safeguarding responsibilities can **consult** early help consultants or social workers in the SPOC for advice on **non-urgent** cases*

Out of hours:

5pm - 9am Monday- Friday, 24 hours Saturday, Sunday and bank holidays 0208 726 6400

Please note: completing this form will take several minutes. You need to ensure you have the child and families details to hand before you start.

Please make sure you have consent prior to filling in this form unless it would increase the risk of significant harm to a child in doing so.

Please ensure you complete all the required fields and press SUBMIT once the form is complete. Once the form has been submitted you will receive a thank you message confirming we have received your referral

If this form is not working, please download the MARF word version available at the bottom of the following link: <https://www.croydon.gov.uk/healthsocial/families/childproctsafe/childprotect>

*If you are concerned about a **child's immediate safety**, please call 999. If you would like to contact the SPOC please call 020 8255 2888*

If your referral concerns a child who is or may be at risk of exploitation you must complete the Child Exploitation Screening [Tool](#)

Please note:

- 3. This form cannot be saved and needs to be completed in one session. This form takes approximately 10- 15 minutes to complete*
- 4. the details will be lost if the session is left idle for more than 15 minutes*

If you believe a child is in immediate danger you should call the police on 999

CAF Assessments: Common Assessment Framework

[Croydon Safeguarding Children Board Threshold Guidance.pdf](#)

Appendix iii) Key Documentation retained at CTC

- 1 Keeping Children Safe in Education
- 2 Working Together to Safeguard Children
- 3 The Prevent Duty
- 4 What to do if you're worried a child is being abused – Advice for Practitioners
- 5 Mandatory Reporting of Female Genital Mutilation -
- 6 National Minimum Standards for Boarding Schools
- 7 Information Sharing
- 8 The Use of social media for on-line radicalisation
- 9 Sharing Nudes and Semi Nudes UK Council for Internet Safety

Appendix iv) Summary Notes for Staff - **Handling disclosures of abuse from students**

- ❖ Always stop & listen to someone who wants to tell you about incidents or suspicions of abuse, without displaying shock & disbelief.
- ❖ Take the child seriously. Always assume that he/she is telling the truth.
- ❖ **Do not promise confidentiality**; you have a duty to refer to the Designated senior person for child protection
- ❖ Do reassure and alleviate guilt.
- ❖ For example you could say; “you are not to blame.”
- ❖ “You have done the right thing to tell someone.”
- ❖ Do not ask leading questions.
- ❖ For example, “What did she do next?” (this assumes that she did),
- ❖ or “did he touch your private parts”. The child may well have to tell the story again, and to do so repeatedly will cause undue stress.
- ❖ In cases where criminal proceedings occur, such questioning can cause evidence to become invalid.
- ❖ Do not ask the child to repeat the incident for another member of staff.
- ❖ End by summarising what has been said and what action has been agreed.
- ❖ Be clear about what you intend to do next.
- ❖ Record carefully what has been said and what actions have been agreed.
- ❖ Discuss your concern/disclosure immediately with the Designated Safeguarding Lead, Patricia Brown, or Dr Drew, who is also a fully trained Designated Safeguarding Professional
- ❖ In the absence of the DSL or Dr Drew, any member of staff may make a referral to Social Services as per Appendix ii)above
- ❖ CTC has a summary of numbers and guidance on a credit card size card, available from the staffroom for ease of reference

PMB September 2023

Next Review September 2024

Appendix iv) continued: Disclosure Record

❖ Record carefully what has been said and what actions have been agreed.

Brief Notes:

Make some very brief notes at the time and write them up in detail as soon as possible. Do not destroy your original notes in case they are required by Court.

Words - used by the student / individual and how the child / individual appeared to you – be specific. Record the actual words used; including any swear words or slang. Record statements and observable things, not your interpretations or assumptions – keep it factual.

Notes:

.....
.....
.....
.....
.....

Record:

Date: Time:

Place:

Action taken:

What did you do with this information and what did you say to the person disclosing the information?

.....
.....
.....

DSL/ DSL Deputy Informed: Date and time and method (if not why?)

.....

Formal Write up completed and submitted to DSL / Deputy DSL and date

.....

Full Name and Signature: Date:

Position i.e. Host family/ Tutor:

Remember in an emergency follow the instructions below:

<https://croydonicsb.org.uk/what-to-do-if-youre-worried-about-a-child/>

Urgent child protection and safeguarding contact numbers

- If you believe a child is at immediate risk of harm, call 999
- For Urgent Action call the Single Point of Contact 0208 255 2888 – (same day intervention by a social worker)
- For Urgent Action out of Hours call 0208 726 6400 – this is the for the emergency social work service for urgent child protection matters that cannot wait until the next working day