

Bennett Memorial Diocesan School

Safeguarding and Child Protection Policy

September 2023

Adoption Arrangements and Date

All statutory policies in the Trust are ultimately the responsibility of the Trust Board. To enable it to discharge this responsibility appropriately and in collaboration with the constituent schools, the Trust Board will:

1. set a full Trust wide policy;
2. set a 'policy principles' document (a framework within which Headteachers develop a full and appropriately customised policy);
3. or delegate to Headteachers or LGBs the power to develop their own policy.

Review Body:	Board of Trustees	Adopted:	1 September 2023
Local Review Body:	Local Governing Body	Date of next review:	August 2024
Leadership Group Responsibility:	CEO	Review period:	1 year or in response to new national guidance
Policy Type:	Statutory		

This is a Level 2 Policy against the Trust Governance Plan.

This procedure was adopted by the Board of Trustees of Tenax Schools Trust, for implementation in all Trust primary academies on the date above and supersedes any previous Safeguarding Policy.

This policy has been written in accordance with:

Education & Young People's Services Directorate
EDUCATION SAFEGUARDING TEAM
SAFEGUARDING POLICY FOR SCHOOLS
KCSIE September 2023
Working Together to Safeguard Children July 2018
based on DfE guidance for implementation in September 2023

Bennett Memorial Diocesan School
Safeguarding and Child Protection Policy
based on Keeping Children Safe in Education DfE guidance September 2023 (KCSIE)

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 the staff code of conduct, and sign to say they have read and understood the staff code of conduct.

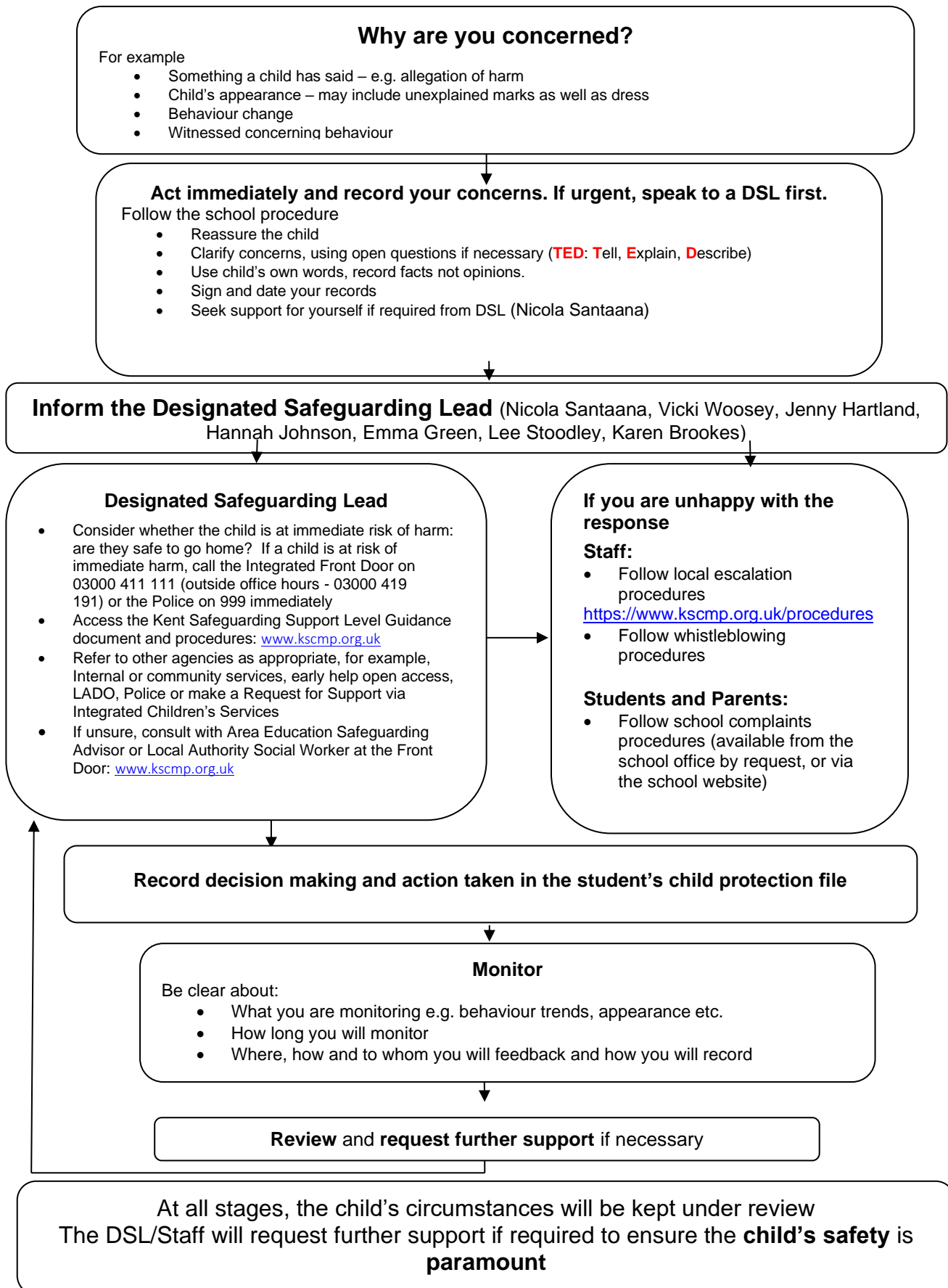
Key Contact Personnel in School

Role	Name	Contact Details
School Designated Safeguarding Lead (DSL)	Nicola Santaana	santaana@bennett.kent.sch.uk 01892 521595
School Deputy Safeguarding Lead(s)	Vicki Woosey Hannah Johnson Jenny Hartland Lee Stoodley Emma Green Karen Brookes	wooseyv@bennett.kent.sch.uk johnsonh@bennett.kent.sch.uk hartland@bennett.kent.sch.uk stoodley@bennett.kent.sch.uk green@bennett.kent.sch.uk brookes@bennett.kent.sch.uk
Nominated governor for safeguarding and child protection	Mrs Sara Barker	Via Clerk to Governors: clerk@bennett.kent.sch.uk
Chair of the Local Governing Body	Joanna Langton	Via Clerk to Governors: clerk@bennett.kent.sch.uk
Trust Primary School Executive DSL	Matthew Clark	07383 518543 clark@tenaxschoolstrust.co.uk
Nominated Trustee for safeguarding and child protection	Andy Rathbone	[via clerk to the trustees] clerk@tenaxschoolstrust.co.uk
Area Safeguarding Advisor		03000 423158
Online Protection / e-Safety		03000 423 164
Local Safeguarding Children Board	LSCB	lscbcontact@kent.gov.uk
Local Authority Designated Officer (LADO)		03000 410888 kentchildrenslado@kent.gov.uk
Children's Specialist Services (Social Services)	East Sussex Single Point of Advice Team Kent Central Duty Team (Front Door)	01323 464222 01273 339596 03000 411111 Out of hours 03000 419191 social.services@kent.gov.uk
Early Help and Preventative Services	Early Help	03000 416200 TunbridgeWellsEarlyHelp@kent.gov.uk
Police	Telephone: 101 (or 999 if there is an immediate risk of harm) Tunbridge Wells Schools Police Officer PC Amelia Brooker 07980 924289	
NSPCC whistleblowing helpline	help@nspcc.org.uk 0808 800 5000	
Kent Escalation and Professional Challenge	KSCMP@kent.gov.uk	

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What to do if you have a welfare concern in Bennett Memorial



1. Child Focused Approach to Safeguarding

1.1 Introduction

- At Bennett Memorial Diocesan School, we aim to live out the Christian values expressed in our school aims and ethos statements. As a Christian School, we believe that every child matters, not simply in human terms, but to God. We strive to be a place where students, staff, helpers, families and other visitors will be made welcome and comfortable and where we will treat each other with respect. We believe that all children and young people have the right to protection from neglect and abuse and that their welfare is of paramount importance. The Bennett Memorial Diocesan School is a place where learning and personal development takes place in a climate of trust and confidence and where we value everyone's unique contribution to our community.
- Bennett Memorial Diocesan School 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, governors, leaders, parents, families, and students) 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.
- Bennett Memorial Diocesan School 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 considered and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity or orientation, have equal rights to protection.
- Staff working with children at Bennett Memorial Diocesan School 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.
- Bennett Memorial Diocesan School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school 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.
- Bennett Memorial School recognises the importance of adopting a trauma informed approach to safeguarding; we understand there is a need to consider the root cause of children's behaviour and consider any underlying trauma.
- 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 students, 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 and governors, temporary or third-party agency staff and volunteers) and are consistent with those outlined within KCSIE 2023.

1.2 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
 - Education and Inspections Act 2006
 - The Education (Independent School Standards) Regulations 2014
 - The Non-Maintained Special Schools (England) Regulations 2015
 - The Human Rights Act 1998
 - The Equality Act 2010 (including the Public Sector Equality Duty)
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are students at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
- Bennett Memorial Diocesan School will follow local or national guidance in response to any emergencies. We will amend this policy and our procedures as necessary but regardless of the action required, our safeguarding principles will always remain the same and the welfare of the child is paramount.
- Bennett Memorial Diocesan School recognise that as a result of the Covid-19 pandemic, some members of our community may have been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases experienced increased welfare and/or safeguarding risks. We will work with local services, such as health and the local authority, to ensure necessary support is in place.

1.3 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.
- The school acknowledges that safeguarding includes a wide range of specific issues including (but not limited to):
 - Abuse and neglect
 - Bullying, including cyberbullying
 - Child-on-child abuse
 - Children with family members in prison
 - Children Missing Education (CME)
 - Child missing from home or care
 - Child Sexual Exploitation (CSE)
 - Child Criminal Exploitation (CCE)
 - Contextual safeguarding (risks outside the family home)
 - County lines and gangs
 - Domestic abuse
 - Drugs and alcohol misuse
 - Fabricated or induced illness
 - Faith abuse
 - Gender based abuse and violence against women and girls
 - Hate
 - Homelessness
 - Human trafficking and modern slavery
 - Mental health
 - Nude or semi-nude image sharing, aka youth produced/involved sexual imagery or “Sexting”
 - Online safety
 - Peer on peer abuse
 - Preventing radicalisation and extremism
 - Private fostering
 - Relationship abuse
 - Serious violence
 - Sexual violence and sexual harassment
 - So-called ‘honour-based’ abuse, including Female Genital Mutilation (FGM) and forced marriage
 - Upskirting

(Also see Part One and Annex B within ‘Keeping Children Safe in Education’ 2023)

1.4 Related Safeguarding Policies

- This policy is one of a series in the school’s integrated safeguarding portfolio and should be read and actioned in conjunction with some/all the policies as listed below:
 - Behaviour and discipline policy
 - Code of conduct
 - Online safety
 - Anti-bullying
 - Data protection and information sharing
 - Image use
 - Relationship and Sex Education (RSE)
 - Health and safety
 - Attendance

- Risk assessments (e.g. school trips, use of technology, school re-opening)
- First aid and accidents including medication and managing illness, allergies, health and infection
- Managing allegations against staff
- Staff behaviour policy/code of conduct, including Acceptable Use of Technology Policies (AUP)
- Safer recruitment
- Whistleblowing

Supporting Guidance (to be read and followed alongside this document)

- “Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings” - [Safer Recruitment Consortium](#)
- “What to do if you are worried a child is being abused” – DfE, March 2015
- These documents can be found on the safeguarding notice board in the staffroom.

1.5 Policy Compliance, Monitoring and Review

- Bennett Memorial Diocesan School will review this policy at least annually (as a minimum) 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 of KCSIE 2023 as appropriate. A copy of this can be found in the safeguarding folder on staff shared or on the safeguarding notice board in the staffroom.
- Parents/carers can obtain a copy of the school Child Protection Policy and other related policies on request. Additionally, our policies can be viewed via the school website: <https://www.bennettmemorial.co.uk/school-policies/>.
- The policy forms part of our school development plan and will be reviewed annually by the Trust Board who has responsibility for oversight of safeguarding and child protection systems.
- The Designated Safeguarding Lead and headteacher will ensure regular reporting on safeguarding activity and systems to the local governing body. The local governing body will not receive details of individual student situations or identifying features of families as part of their oversight responsibility.

2. Key Responsibilities

2.1 Governance and Leadership

- The Trust Board and leadership team have a strategic responsibility for our safeguarding arrangements and will comply with their duties under legislation.
- The Trust Board and local governing body 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.
- The governing body will facilitate a whole school approach to safeguarding which involves everyone. They will ensure that safeguarding and child protection are at the forefront and underpin all relevant aspects of process

and policy development, so that all systems, processes, and policies operate with the best interests of the child at their heart.

- The governing body are aware of their obligations under the Human Rights Act 1998, the Equality Act 2010, (including the Public Sector Equality Duty), and the local multi-agency safeguarding arrangements set out by the Kent Safeguarding Children Multi-Agency Partnership ([KSCMP](#)). This includes but is not limited to safeguarding all members of the school community (for example, staff, pupils, parents/carers and other family members) identified with protected characteristics within the Equality Act; age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.
- The Trust Board and Trust executive leadership team will ensure that there are policies and procedures in place to ensure appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- The headteacher will ensure that our child protection and safeguarding policies and procedures adopted by the Trust Board and governing body, are understood, and followed by all staff.
- The Trust Board will ensure an appropriate senior member of staff, from the school leadership team, is appointed to the role of designated safeguarding lead. The governing body and leadership team 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 school has a nominated governor for safeguarding. The nominated governor will support the Designated Safeguarding Lead (DSL) and have oversight in ensuring that the school 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.

2.2 Designated Safeguarding Lead (DSL)

- The school has appointed Mrs Nicola Santaana, Assistant Headteacher, a member of the senior leadership team 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 and understanding the filtering and monitoring systems and processes in place) at Bennett Memorial Diocesan School. 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.
- The school has also appointed Deputy DSLs who will have delegated responsibilities and act in the DSLs absence.
 - Hannah Johnson, Student Welfare Officer KS3
 - Vicki Woosey, Student Welfare Manager KS4
 - Jenny Hartland, Student Welfare Officer KS5
 - Lee Stoodley, Deputy Headteacher
 - Karen Brookes, Deputy Headteacher
 - Emma Green, Assistant Headteacher
- The DSL (and any deputies) will be more likely to have a complete safeguarding picture and will be the most appropriate person to advise staff on the response to any safeguarding concerns.
- 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 safeguarding action for individual children
 - When supporting children with a social worker or looked after children the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
 - Liaising with other agencies and professionals in line with KCSIE 2023 and WTSC 2018
 - Ensuring that locally established procedures as put in place by the three safeguarding partners as part of the Kent Safeguarding Children Multi-Agency Partnership procedures (KSCMP), including referrals, are followed, as necessary
 - Representing, or ensure the school is appropriately represented at multi-agency safeguarding meetings (including child protection conferences)
 - Managing and monitoring the school role in any multi-agency plan for a child
 - Being available during term time (during school hours) for staff in the school to discuss any safeguarding concerns
 - Ensuring adequate and appropriate DSL cover arrangements in response to any closures and any out of hours and/or out of term activities.
 - Taking lead responsibility for online safety, including understanding the filtering and monitoring systems and processes in place.
 - Helping promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff
 - Ensuring adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities
 - Ensuring all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE
 - Informing the headteacher of any significant safeguarding issues
 - Liaising with the headteacher to inform them of any safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This includes being aware of the requirement for children to have an Appropriate Adult ([PACE Code C 2019](#)).
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs will be trained to the same standard as the DSL. 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.

2.3 Members of Staff

- Our staff play a particularly important role in safeguarding as they are in a position to observe any changes in a child's behaviour or appearance, identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating.
- 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, neglected or exploited 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

- Be prepared to identify children who may benefit from early help
 - Understand the early help process and their role in it
 - Understand the school safeguarding policies and systems
 - 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
 - Act in line with Teachers' Standards 2012 which state that teachers (including headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
- Staff at Bennett Memorial Diocesan School recognise that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as being abusive or harmful. This should not prevent staff from having professional curiosity and speaking to a DSL if they have any concerns about a child.
 - Staff at Bennett Memorial Diocesan School will determine how best to build trusted relationships with children, young people and parents/carers which facilitate appropriate professional communication in line with existing and relevant policies, for example, our staff code of conduct and student behaviour policies.

2.4 Children and Young People

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

2.5 Parents and Carers

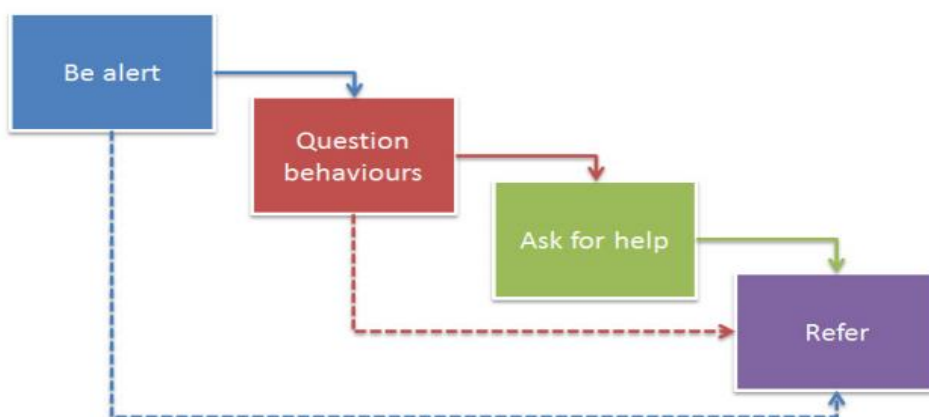
- Parents/carers have a responsibility to:
 - Understand and adhere to the relevant school policies and procedures
 - Talk to their children about safeguarding issues with their children and support the school in their safeguarding approaches
 - Identify behaviours which could indicate that their child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

3. Child Protection Procedures

3.1 Recognising Indicators of Abuse and Neglect

- Staff 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.

- All staff are made aware of the definitions and indicators of abuse and neglect as identified by 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education'. This is outlined locally within the [Kent Support Levels Guidance](#).
- Bennett Memorial Diocesan School recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse (for more in-depth information, see appendix 1):
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
- 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

- Bennett Memorial Diocesan School 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.
- Bennett Memorial Diocesan School 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 behaviors can indicate child abuse or neglect, so staff will be alert to parent-child interactions or concerning parental behaviour; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- Children may report abuse happening to themselves, their peers or their family members. All reports made by children to staff will be taken seriously and will be responded to in line with this policy.

- Safeguarding incidents and/or behaviour can be associated with factors and risks outside the School. 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.
- Bennett Memorial Diocesan School recognises that technology can be a significant component in many safeguarding and wellbeing issues; children are at risk of abuse online from people they know (including other children) and from people they do not know; in many cases, abuse will take place concurrently via online channels and in daily life.
- Bennett Memorial Diocesan School recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.
- Following a concern about a child's safety or welfare, the searching and screening of children and confiscation of any items, including electronic devices, will be managed in line with the school's behavior policy, which is informed by the DfE ['Searching, screening and confiscation at school'](#) guidance.
 - The DSL (or deputy) will be informed of any searching incidents where there were reasonable grounds to suspect a student was in possession of a prohibited item as listed in our behaviour policy. The DSL (or deputy) will then consider the circumstances of the student who has been searched to assess the incident against any potential wider safeguarding concerns.
 - Staff will involve the DSL (or deputy) without delay if they believe that a search has revealed a safeguarding risk
- In all cases, if staff are unsure, they will always speak to the DSL (or deputy).

3.2 Responding to Child Protection Concerns

- If staff are made aware of a child protection concern, they are expected to:
 - listen carefully to the concern and be non-judgmental
 - use the child's language
 - be non-judgmental
 - avoid leading questions, only use open questions to clarify information where necessary, e.g. who, what, where, when or Tell, Explain, Describe (TED)
 - not promise confidentiality as concerns will have to be shared further, for example, with the DSL and potentially Integrated Children's Services
 - be clear about boundaries and how the report will be progressed
 - record the concern using the facts as the child presents them, in line with school record keeping requirements
 - inform the DSL (or deputy), as soon as practically possible
- If staff have any concerns about a child's welfare, they are expected to act on them immediately. If staff are unsure if something is a safeguarding issue, they will speak to the DSL (or deputy).
- The DSL or a deputy should always be available to discuss safeguarding concerns. If in exceptional circumstances, a DSL is not available, this should not delay appropriate action being taken. Staff should speak to a member of the senior leadership team and/or take advice from Education Safeguarding Service or via consultation with a social worker from the Front Door (for contact information, see flowchart on page 4 or key contacts page 2). In these circumstances, any action taken will be shared with a DSL as soon as is practically possible.

- All staff are made aware that early information sharing is vital for the effective identification, assessment, and allocation of appropriate service provision, whether this is when problems first emerge, or where a child is already known to other agencies. Staff will not assume a colleague, or another professional will act and share information that might be critical in keeping children safe.
- Bennett Memorial Diocesan School 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
- In Kent, Early Help and Preventative Services and Children's Social Work Services are part of Integrated Children's Services (ICS). Specific information and guidance to follow with regards to accessing support and/or making referrals in Kent can be found here: www.kelsi.org.uk/support-for-children-and-young-people/integrated-childrens-services.
- Where it is identified a child may benefit from Early Help support (as provided by [ICS](#)) , the DSL (or deputy) will generally lead as appropriate and make a request for support via the Front Door.
 - The DSL will keep all Early Help cases under constant review and consideration will be given to escalating concerns to the Front Door or seeking advice via the [Education Safeguarding Service](#) if the situation does not appear to be improving or is getting worse.
- All staff are made aware of the process for making referrals to Integrated Children's Services and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.
- Where a child is suffering, or is likely to suffer from harm, or is in immediate danger (for example, under section 17 or 47 of the Children Act), a 'request for support' will be made immediately to Kent Integrated Children's Services [Integrated Children's Services](#) (via the 'Front Door') and/or the police, in line with KSCMP procedures.
 - Bennett Memorial Diocesan School recognise that in situations where there are immediate child protection concerns for a child as identified in line with Support Level Guidance, it is NOT to investigate as a single agency, but to act in line with KSCMP guidance which may involve multi-agency decision making.
 - The DSL may seek advice or guidance from an Area Education Safeguarding Advisor from the [Education Safeguarding Service](#) before deciding next steps.
 - They may also seek advice or guidance from a social worker at the Front Door service who are the first point of contact for [Integrated Children's Services](#) (ICS).
- In the event of a request for support to the Front Door being necessary, parents/carers will be informed and consent to this will be sought by the DSL or DDSL in line with guidance provided by KSCMP and ICS. Parents/carers will be informed of this, unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
- If, after a request for support or any other planned external intervention, a child's situation does not appear to be improving, or concerns regarding receiving a decision or the decisions made, staff or the DSL will re-refer (if appropriate) and/or DSLs will follow the [KSCMP escalation procedures](#) to ensure their concerns have been addressed and, most importantly, that the child's situation improves. DSLs may request support with this via the [Education Safeguarding Service](#).

- DSLs and staff will be mindful of the need for the school to ensure any activity or support implemented to support children and/or families is recorded. Support provided by the school where families are struggling will be overseen and reviewed by the DSL on a regular basis to ensure activity does not obscure potential safeguarding concerns from the wider professional network. Where the school is unsure, advice will be sought from the Education Safeguarding Service.

3.3 Recording Concerns

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded in writing and passed without delay to the DSL or via the dist-dsl@bennett.kent.sch.uk email address. The DSL team will ensure this is logged on CPOMS. CPOMS records will include a clear and comprehensive summary of any concerns, details of how concerns were followed up and resolved, and a note of any action taken, decisions reached and outcomes.
- Alternatively, there are hard copies of the green safeguarding concern form in the staffroom, which on completion should be passed directly to the DSL or a DDSL.
- Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated/completed by the member of staff. Child protection records will record facts and not personal opinions. A body map will be completed if visible injuries to a child have been observed.
- If there is an immediate safeguarding concern the member of staff will consult with a DSL 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.
- Child protection records will include a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and details regarding any action taken, decisions reached and the outcome.
- Child protection records are kept confidential and stored securely. Child protection records will be kept for individual children and will be maintained separately from all other records relating to the child in the school. Child protection records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL.
- All child protection records will be transferred in accordance with data protection legislation to the child's subsequent school, under confidential and separate cover as soon as possible; within 5 days for an in-year transfer or within the first 5 days of the start of a new term. Child Protection files will be transferred securely to the new DSL, separately to the child's main file, and a confirmation of receipt will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school or college in advance of a child leaving, for example, information that would allow the new school or college to continue to provide support.
- Where the school receives child protection files from another setting, the DSL will ensure key staff such as the special educational needs co-ordinators (SENCOs), will be made aware of relevant information as required.
- Where a student joins the school and no child protection files are received, the DSL will proactively seek to confirm from the previous setting whether any child protections exist for the student, and if so, if the files have been sent.

3.4 Multi-Agency Working

- Bennett Memorial Diocesan School recognises the pivotal role we have to play in multi-agency safeguarding arrangements and is committed to its responsibility to work within the KSCMP multi-agency safeguarding arrangements.
- The School leadership team, local governing body and DSL will work to establish strong and co-operative local relationships with professionals in other agencies including the safeguarding partners in line with local and national guidance.
- Bennett Memorial Diocesan School recognises the importance of multi-agency working and is committed to working alongside partner agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to [KSCMP](#) processes as required, such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.
- The School will allow access for Kent Children's Social Work Service and, where appropriate, from a placing local authority, to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.
- The headteacher and DSL are aware of the requirement for children to have an Appropriate Adult ([PACE Code C 2019](#)) where there is a need for detention, treatment and questioning by police officers and will respond to concerns in line with our school 'Searching, Screening and Confiscation' policy and/or behaviour policy, which is informed by the DfE '[Searching, screening and confiscation at school](#)' guidance.

3.5 Confidentiality and Information Sharing

- Bennett Memorial Diocesan School recognises our duty and powers to hold, use and share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE.
- Where reasonably possible, the school will hold more than one emergency contact number for each pupil. There is an expectation that contact information will be held for both parents, unless doing so would put a child at risk of harm.
- Tenax Schools Trust has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that our school is compliant with all matters relating to confidentiality and information sharing requirements. Catherine Dottridge is the Trust DPO and can be contacted at dottridge@tenaxschoolstrust.co.uk.
- Staff will have due regard to the relevant data protection principles, which allow them to share and withhold personal information. 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, the [Information Commissioner's Office](#) (ICO) and the DfE, '[Information sharing advice for safeguarding practitioners](#)' guidance provides further details regarding information sharing principles and expectations. Copies can be found on the safeguarding notice board in the staffroom.
- The headteacher and DSL will disclose relevant safeguarding information about a student with staff on a 'need to know' basis.

- All members of staff must be aware that whilst they have duties to keep information confidential, in line with our Staff Code of Conduct, 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.
- In regard to confidentiality and information sharing staff will only involve those who need to be involved, such as the DSL (or a deputy) and Kent Integrated Children's Services. All staff are aware they cannot promise a child that they will not tell anyone about a report of any form of abuse, as this may not be in the best interests of the child.

3.6 Complaints

- All members of the school community should feel able to raise or report any concerns about children's safety or potential failures in the school safeguarding regime. The school has a complaints procedure available to parents, students and members of staff and visitors who wish to report concerns or complaints. This can be found on the school website: <https://www.bennettmemorial.co.uk/school-policies/>.
- Whilst we encourage members of our community to report concerns and complaints directly to us, we recognise this may not always be possible. Children, young people, and adults who have experienced abuse at school can contact the NSPCC 'Report Abuse in Education' helpline on 0800 136 663 or via email: help@nspcc.org.uk.
- 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 Bennett Memorial Diocesan School will take all concerns reported to the school 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.

4. Specific Safeguarding Issues

- Bennett Memorial Diocesan School is aware of the range of specific safeguarding issues and situations that can put children at greater risk of harm. In addition to Part One, DSLs, school leaders 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.
- Where staff are unsure how to respond to specific safeguarding issues, they should follow the processes as identified in part 3 of this policy and speak with the DSL or a deputy.

4.1 Child-on-Child Abuse

- All members of staff at Bennett Memorial Diocesan School recognise that children can abuse other children (referred to as child-on-child abuse, previously known as 'peer-on-peer' abuse), and that it can happen both inside and outside of school and online.

- Bennett Memorial Diocesan School 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
- Any allegations of child-on-child abuse will be recorded, investigated, and dealt with in line with this child protection policy and KCSIE 2023 (in particular, part two and five).
- Bennett Memorial Diocesan School adopts a zero-tolerance approach to child-on-child abuse. We believe that abuse is abuse and it will never be tolerated or dismissed as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys”; as this can lead to a culture of unacceptable behaviours and can create an unsafe environment for children and a culture that normalises abuse, which can prevent children from coming forward to report it.
- 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.
- Bennett Memorial Diocesan School recognises that even if there are no reported cases of child-on-child abuse, such abuse is still likely to be taking place and it may be the case that it is just not being reported. As such, it is important that staff speak to the DSL (or deputy) about any concerns regarding child-on-child abuse.
- In order to minimise the risk of child-on-child abuse, Bennett Memorial Diocesan School will:
 - Promote healthy relationships through; day to day modelling, the induction programme, PACE, RSHE and RE lessons, tutor sessions, assemblies and through the wider curriculum
 - Educate students about what constitutes child-on-child abuse, how to recognise it and how to report it
 - Ensure students understand that all concerns will be taken seriously and follow up action will be taken
 - All teachers to:
 - make it clear that sexual violence and sexual harassment are not acceptable, will never be tolerated and are not an inevitable part of growing up
 - not tolerate or dismiss sexual violence or sexual harassment
 - challenge behaviour, which is potentially criminal in nature, such as grabbing bottoms, breasts and genitalia and flicking bras and lifting up skirts.
- Bennett Memorial Diocesan School 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.

- Concerns about students' behaviour, including child-on-child abuse taking place offsite will be responded to as part of a partnership approach with students and parents/carers. Offsite behaviour concerns will be recorded and responded to in line with existing appropriate policies, for example anti-bullying, acceptable use, behaviour and child protection policies.
- Alleged victims, perpetrators and any other child affected by child-on-child abuse may be supported by one or more of the following:
 - Support from a member of the welfare team
 - Early intervention or counselling sessions within school
 - Referral to EH or Children's social services
 - Referral to other outside agencies

4.2 Child on Child Sexual Violence and Sexual Harassment

- When responding to concerns relating to child on child sexual violence or harassment, Bennett Memorial Diocesan School will follow the guidance outlined in Part Five of KCSIE 2023.
- Bennett Memorial Diocesan School recognises that sexual violence and sexual abuse can happen anywhere, and all staff will maintain an attitude of 'it could happen here.' Bennett Memorial Diocesan School 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 are never acceptable.
- **All** victims of sexual violence or sexual harassment will be reassured that they are being taken seriously, regardless of how long it has taken them to come forward, 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 ever be made to feel ashamed for making a report.
- Abuse that occurs online or outside of the school will not be dismissed or downplayed and will be treated equally seriously and in line with relevant policies/procedures, for example anti-bullying, behaviour, child protection.
- Bennett Memorial Diocesan School recognises that the law is in place to protect children and young people rather than criminalise them, and this will be explained in such a way to students that avoids alarming or distressing them.
- Bennett Memorial Diocesan School recognises that an initial disclosure to a trusted adult may only be the first incident reported, rather than representative of a singular incident and that trauma can impact memory, so children may not be able to recall all details or timeline of abuse. All staff will be aware certain children may face additional barriers to telling someone, for example because of their vulnerability, disability, sex, ethnicity, and/or sexual orientation.
- The DSL (or deputy) is likely to have a complete safeguarding picture and will be the most appropriate person to advise on the initial response.
 - The 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, in line with part five of KCSIE 2023 and relevant local/national guidance and support, for example [KSCMP](#) procedures and support from the [Education Safeguarding Service](#).

- 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.
- Any concerns involving an online element will take place in accordance with relevant local/national guidance and advice.
- Reports will initially be managed internally by the school and where necessary will be referred to [Integrated Children's Services](#) (Early Help and/or Children's Social Work Service) and/or the police. Important considerations which may influence this decision include:
 - the outcome of an assessment using the Brook Traffic Light Tool
 - the wishes of the victim in terms of how they want to proceed
 - the nature of the alleged incident(s), including whether a crime may have been committed and/or whether Harmful Sexual Behavior has been displayed
 - the ages of the children involved
 - the developmental stages of the children involved
 - any power imbalance between the children
 - if the alleged incident is a one-off or a sustained pattern of abuse - sexual abuse can be accompanied by other forms of abuse and a sustained pattern may not just be of a sexual nature
 - that sexual violence and sexual harassment can take place within intimate personal relationships between children
 - understanding intra familial harms and any necessary support for siblings following incidents
 - whether there are any ongoing risks to the victim, other children, adult students, or school/ college staff
 - any other related issues and wider context, including any links to child sexual exploitation and child criminal exploitation
- The school will in most instances engage with both the victim's and alleged perpetrator's parents/carers when there has been a report of sexual violence; this might not be necessary or proportionate in the case of sexual harassment and will depend on a case-by-case basis. The exception to this is if there is a reason to believe informing a parent/carer will put a child at additional risk. Any information shared with parents/carers will be in line with information sharing expectations, our confidentiality policy, and any data protection requirements, and where they are involved, will be subject to discussion with other agencies (for example Children's Social Work Service and/or the police) to ensure a consistent approach is taken.
- If at any stage the DSL is unsure how to proceed, advice will be sought from the [Education Safeguarding Service](#).

4.3 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.
- Bennett Memorial Diocesan School recognises that consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as youth produced/involved sexual imagery or "sexting") can be a safeguarding issue; all concerns will be reported to and dealt with by the DSL (or deputy).

- When made aware of concerns involving consensual and non-consensual sharing of nudes and semi-nude images and/or videos by children, staff are advised:
 - to report any concerns to the DSL immediately
 - never to view, copy, print, share, forward, store or save the imagery, or ask a child to share or download it – this may be illegal. If staff have already inadvertently viewed imagery, this will be immediately reported to the DSL
 - not to delete the imagery or ask the child to delete it
 - to avoid saying or doing anything to blame or shame any children involved
 - to reassure the child(ren) involved and explain that the DSL will be informed so they can receive appropriate support and help. Do not promise confidentiality, as other agencies may need to be informed and be involved
 - not to investigate or ask the child(ren) involved to disclose information regarding the imagery
 - to not share information about the incident with other members of staff, children/young people, or parents/carers, including the families and child(ren) involved in the incident; this is the responsibility of the DSL

- DSLs will respond to concerns in line with 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](#).

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

- Bennett Memorial Diocesan School recognises that both 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.

- Bennett Memorial Diocesan School recognises that children can become trapped in CCE as perpetrators can threaten victims and their families with violence or entrap and coerce them into debt. Children involved in

criminal exploitation often commit crimes themselves which can mean their vulnerability as victims is not always recognised (particularly older children) and they are not treated as victims, despite the harm they have experienced. The experience of girls who are criminally exploited can also be very different to that of boys. We also recognise that boys and girls being criminally exploited may be at higher risk of child sexual exploitation (CSE).

- Bennett Memorial Diocesan School recognises that CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge, for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities and includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited, for example they may believe they are in a genuine romantic relationship.
- If staff are concerned that a child may be at risk of CSE or CCE, immediate action should be taken by speaking to the DSL or a deputy.

4.5 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. 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 CCE.
- Any concerns regarding serious violence will be reported and responded to in line with other child protection concerns by speaking with a DSL or deputy. 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.

4.6 Modern Slavery

- Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Statutory Guidance: [Modern slavery: how to identify and support victims](#).
- If there are concerns that any member of the community is a victim or involved with modern slavery, concerns should be shared with a DSL or deputy and will be responded to in line with this policy.

4.7 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). If there is an immediate threat, the Police will be contacted.
- All staff will speak to the DSL (or deputy) if they have any concerns about forced marriage. Staff can also contact the Forced Marriage Unit if they need advice or information: 020 7008 0151 or fm@fcdo.gov.uk

- Whilst all staff will speak to the DSL (or deputy) if they have any concerns about FGM, there is a specific legal reporting duty on teachers.
 - Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to personally report to the police where they discover that FGM appears to have been carried out on a girl.
 - It will be rare for teachers to see visual evidence, and they should not be examining pupils, however teachers who do not personally report such concerns may face disciplinary sanctions. Further information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#) and [FGM Mandatory reporting Duty Fact Sheet](#).
 - Unless the teacher has good reason not to, they are expected to also discuss any FGM concerns with the DSL (or a deputy), and Kent Integrated Children's Services should be informed as appropriate. **The mandatory reporting duty only applies to teaching staff.**

4.8 Preventing radicalisation

- Bennett Memorial Diocesan School recognises that children are vulnerable to extremist ideology and radicalisation. Bennett Memorial Diocesan School 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.
- All staff have received appropriate training to enable them to be alert to changes in children's behaviour which could indicate that they may need help or protection from radicalisation. This includes the 'Home Office Prevent Duty training', as well as updates within the annual safeguarding training.
- Staff will report any concerns to the DSL (or a deputy), who is aware of the [local procedures](#) to follow. If there is an immediate threat, the police will be contacted via 999.

4.9 Cybercrime

- Bennett Memorial Diocesan School recognises that children with 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 or a deputy 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, they will be responded to in line with the child protection and other appropriate policies.

4.10 Domestic abuse

- Bennett Memorial Diocesan School recognises that:

- domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents.
 - domestic abuse can include, but is not limited to, psychological (including coercive control), physical, sexual, economic, or emotional abuse.
 - children can be victims of domestic abuse if they see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse).
 - anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background, and domestic abuse can take place inside or outside of the home.
 - domestic abuse can take place within different types of relationships, including ex-partners and family members.
 - there is always a potential for domestic abuse to take place when parents/families separate, or for existing domestic abuse to persist or escalate post separation.
 - domestic abuse can have a detrimental and long-term impact on children's health, well-being, development, and ability to learn.
 - domestic abuse concerns will not be looked at in isolation and our response will be considered as part of a holistic approach which takes into account children's lived experiences.
 - it is important not to use victim blaming language and to adopt a trauma informed approach when responding to concerns relating to domestic abuse.
- Bennett Memorial Diocesan School is an [Operation Encompass School](#). This means we work in partnership with Kent Police to provide support to children experiencing domestic abuse.
 - An Operation Encompass notification is sent to the school when the police are called to an incident of domestic abuse and there are children in the household; the police are expected to inform schools before the child(ren) arrive the following day.
 - Operation Encompass notifications help ensure that we have up to date and relevant information about children's circumstances and enables us to put immediate support in place according to the child's needs.
 - Operation Encompass does not replace statutory safeguarding procedures and where appropriate, a referral to the front door will be made if there are any concerns about a child's welfare.
 - Where the school is unsure of how to respond to a notification, advice will be sought from the Education Safeguarding Service or the Operation Encompass helpline which is available 8AM to 1PM, Monday to Friday on 0204 513 9990.
 - If staff are concerned that a child may be at risk of seeing, hearing, or experiencing domestic abuse in their home or in their own intimate relationships, immediate action should be taken by speaking to the DSL or a deputy.

4.11 Mental health

- All staff recognise 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 (ACEs), 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.

5. Supporting Children Potentially at Greater Risk of Harm

- Whilst **all** children should be protected Bennett Memorial Diocesan School acknowledge that some groups of children are potentially at greater risk of harm. This can include the following groups:

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

- Bennett Memorial Diocesan School 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.
- Bennett Memorial Diocesan School 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.
- All members of staff will be 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. 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.
- 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, our school will always consider implementing extra pastoral support and attention for children with SEND. The DSL will work closely with the SENCO to plan support as required.

5.2 Children Requiring Mental Health Support

- Bennett Memorial Diocesan School has an important role to play in supporting the mental health and wellbeing of our students. All staff will be made aware that mental health problems can, in some cases, can 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.
- Where there are concerns regarding possible mental health problems for students, staff should raise the concern with the relevant Year Manager and the Welfare Team. They will be best placed to make a judgement regarding the most appropriate action to take, including making referrals for internal and external mental health support when necessary.

- At Bennett Memorial Diocesan School, Hannah Johnson is the Senior Mental Health Lead, she can be contacted at johnsonh@bennett.kent.sch.uk.
- 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.
- Age appropriate education will be provided to our students to help promote positive health, wellbeing, and resilience, including 'Well-being Wednesdays', PACE lessons and the wider work of our welfare team.

5.3 Children who are absent from education

- Children being absent from education for prolonged periods and/or on repeat occasions can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines.
- A robust response to children who are absent from education for prolonged periods and/or on repeat occasions will support the identification of such abuse and may help prevent the risk of children going missing in the future. This includes when problems are first emerging and also where children are already known to Kent Integrated Childrens Services and/or have a social worker (such as a child who is a child in need or who has a child protection plan, or is a looked after child), where being absent from education may increase known safeguarding risks within the family or in the community.
- Where possible, the school will hold more than one emergency contact number for each pupil, so we have additional options to make contact with a responsible adult if a child missing education is also identified as a welfare and/or safeguarding concern (see section 3.5).
- Where the school have concerns that a child is missing from education, we will respond in line with our statutory duties (DfE: [Children missing education](#)) and local policies. Local support is available via the [PRU, Inclusion and Attendance Service \(PIAS\)](#).

5.4 Elective Home Education

- Where a parent/carer expresses their intention to remove a child from school with a view to educating at home, we will respond in line with [national Elective Home Education guidance](#) and local [Kent guidance](#).
- We will work together with parents/carers and other key professionals and organisations to ensure decisions are made in the best interest of the child.

5.5 Children who need a Social Worker (child in need and child protection plans)

- The 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.
- Where children have a social worker, this will inform school decisions about their safety and promoting their welfare, for example, responding to unauthorised absence and provision of pastoral and/or academic support.

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

- Bennett Memorial Diocesan School recognises the common reason for children becoming looked after is as a result of abuse and/or neglect and a previously looked after child also potentially remains vulnerable.

- The school has appointed a ‘[designated teacher](#)’ (Vicki Woosey, Student welfare manager) who works with local authorities including the [Virtual School Kent \(including the virtual school head\)](#), to promote the educational achievement of registered students who are looked after or who have been previously looked after.
- The designated teacher will work with the DSL to ensure appropriate staff have the information they need in relation to a child’s looked after legal status, contact arrangements with birth parents or those with parental responsibility, care arrangements and the levels of authority delegated to the carer by the authority looking after them.
- Where a child is looked after, the DSL will hold details of the social worker and the name of the virtual school head in the authority that looks after the child.
- Where the school believe a child is being cared for as part of a private fostering arrangement (occurs when a child under 16 or 18 if the child is disabled is cared for and lives with an adult who is not a relative for 28 days or more) there is a duty to recognise these arrangements and inform the Local Authority via the front door.
- Where a child is leaving care, the DSL will hold details of the local authority Personal Advisor appointed to guide and support them and will liaise with them as necessary regarding any issues of concern.

5.7 Children who are Lesbian, Gay, Bi, or Trans (LGBT)

- The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm, however, Bennett Memorial Diocesan School recognises that children who are LGBT or are perceived by other children to be LGBT (whether they are or not) can be targeted by other children or others within the wider community.
- Bennett Memorial Diocesan School recognises risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. LGBT is included within our Relationships Education/ Relationship and Sex Education and Health Education curriculum and our staff will endeavour to reduce the additional barriers faced and provide a safe space for children to speak out or share any concerns.

5.8 Children who are privately fostered

- [Private fostering](#) occurs when a child under the age of 16 (under 18 for children with a disability) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of our staff through the normal course of their interaction, and promotion of learning activities, with children.
- Where private fostering arrangements come to the attention of the school, we must notify Kent Integrated Children’s Services in line with the local [KSCMP arrangements](#) in order to allow the local authority to check the arrangement is suitable and safe for the child.

6. Online Safety

- It is essential that children are safeguarded from potentially harmful and inappropriate material or behaviour online. Bennett Memorial Diocesan School adopts a whole school approach to online safety which will empower, protect, and educate our students and staff in their use of technology, and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.

- Bennett Memorial Diocesan School 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.
- Bennett Memorial Diocesan School 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.
- Bennett Memorial Diocesan School recognises that technology, and the risks and harms related to it, evolve and change rapidly. The school will carry out an annual review of our approaches to online safety, supported by an annual risk assessment which considers and reflects the risks our children face.
- The headteacher will be informed of online safety concerns by the DSL, as appropriate. The named governor for safeguarding will report on online safety practice and incidents, including outcomes, on a regular basis to the wider governing body.
- Please see the separate policy for online safety that can be found on the school website.

6.1 Policies and Procedures

- The 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.
- The DSL will respond to online safety concerns reported in line with our child protection and other associated policies, including our anti-bullying, staff code of conduct and behaviour policies.
 - Internal sanctions and/or support will be implemented as appropriate.
 - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.
- Bennett Memorial Diocesan School uses a wide range of technology. This includes computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems.
 - All school owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- Bennett Memorial Diocesan School 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 Bennett Memorial Diocesan School has appropriate mobile and smart technology and image use procedures in place, which are shared and understood by all members of the community. See acceptable use policies.

6.2 Appropriate Filtering and Monitoring

- Bennett Memorial Diocesan School will do all it reasonably can to limit children's exposure to online risks through school provided ITO systems and will ensure that appropriate filtering and monitoring systems are in place. We currently operate the Smoothwall Filtering system.
 - If students or staff discover unsuitable sites or material, they are required to: turn off monitor/screen and report the concern immediately to a member of staff or report the URL of the site to the IT staff
 - The DSL, leadership team and relevant staff have an awareness and understanding of the filtering and monitoring provisions in place, manage them effectively and know how to escalate concerns when identified.
 - All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights, and privacy legislation
 - Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL who will respond as appropriate
 - Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the [Internet Watch Foundation](#) and the police
 - When implementing appropriate filtering and monitoring, Bennett Memorial Diocesan School will ensure that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding
- Bennett Memorial Diocesan School acknowledges that whilst filtering and monitoring is an important part of school online safety responsibilities, it is only one part of our approach to online safety.
 - Students will use appropriate search tools, apps and online resources as identified following an informed risk assessment
 - Students internet use will be supervised by staff according to their age and ability
 - Students will be directed to use age appropriate online resources and tools by staff
- Where our monitoring approaches detect any immediate risk of harm or illegal activity, this will be reported as soon as possible to the appropriate agencies; including but not limited to, the emergency services via 999, [Kent Police](#) via 101, [NCA-CEOP](#), LADO or [Kent Integrated Children's Services](#).

6.3 Information Security and Access Management

- Bennett Memorial Diocesan School is responsible for ensuring that appropriate security protection procedures are in place, in order to safeguard our systems as well as staff and students. Further information can be found in the online safety policy on the school website.
- Bennett Memorial Diocesan School is part of the Janet Network in Kent. Internet access passes through many firewalls before we access the internet. Part of these firewalls is the Smoothwall filter system. This is supplied to Bennett by EIS Kent. We have access to block and set filtering rules for staff and students.
- All students and staff members sign an acceptable use contract. Students are not allowed to use mobile telephones or wearable smart technology etc. during the school day.
- Bennett Memorial Diocesan School will review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.
- The Headteacher is responsible for ensuring that the school has met the DfE [cyber security standards](#) for schools and colleges.

- All staff complete annual cyber security training.

6.4 Remote learning

- Bennett Memorial Diocesan School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with students and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts and phone numbers and/or agreed systems e.g. MS Teams
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL
- Staff and students will engage with remote teaching and learning in line with existing behaviour principles as set out in our school behaviour policy/code of conduct and Acceptable Use Policies.
- Staff and students will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.

6.5 Online Safety Training for Staff

- Bennett Memorial Diocesan School will ensure that all staff receive online safety training, which, amongst other things, will include providing them with an understanding of the expectations, applicable roles and their responsibilities in relation to filtering and monitoring, as part of induction.
- Ongoing online safety training and updates for all staff will be integrated, aligned and considered as part of our overarching safeguarding approach. See section 7 for more information.
- All staff members will receive refresher training at least once each academic year as part of safeguarding training, as well as relevant updates as required (for example through emails, e-bulletins and staff meetings).
- The DSL Nicola Santaana, and deputies Vicki Woosey, Jenny Hartland, Hannah Johnson and Lee Stoodley will undertake child protection and safeguarding training, which will include online safety, at least every 2 years. They will also update their knowledge and skills on the subject of online safety at regular intervals, and at least annually.
- Governors will receive training on safe internet use and online safeguarding issues as part of their safeguarding training.
- Volunteers will receive appropriate training and updates, if applicable.

6.6 Educating Students

- Bennett Memorial Diocesan School will ensure a comprehensive whole school curriculum response is in place to enable all students to learn about and manage online risks effectively as part of providing a broad and balanced curriculum. See section 9 for more information.
- Students will be taught about online safety as part of the curriculum.

- In **Key Stage 3**, students will be taught to:
 - Understand a range of ways to use technology safely, respectfully, responsibly and securely, including protecting their online identity and privacy
 - Recognise inappropriate content, contact and conduct, and know how to report concerns
- Students in **Key Stage 4** will be taught:
 - To understand how changes in technology affect safety, including new ways to protect their online privacy and identity
 - How to report a range of concerns
- The safe use of social media and the internet will also be covered in other subjects where relevant.
- The school will use assemblies to raise students' awareness of the dangers that can be encountered online and may also invite speakers to talk to students about this.
- The school will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor the IT services company, who provide our filtering service, can accept liability for the material accessed, or any consequences of internet access. The school will audit ICT use to establish if the Online Safety Policy is adequate and that the implementation of the Online Safety Policy is appropriate.

6.7 Working with Parents/Carers

- Bennett Memorial Diocesan School will 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:
 - Providing information on our school website
 - Offering specific online safety events for parents
 - Writing to parents as required
- Bennett Memorial Diocesan School will ensure parents and carers understand what systems are used to filter and monitor their children's online use at school, what their children are being asked to do online, including the sites they will be asked to access and who from the school (if anyone) their child is going to be interacting with online. This is achieved by providing information on our school website and policies such as acceptable use, home/school agreements and through existing communication channels. In addition, we are members of the National College and share relevant online safety resources that they produce regularly.
- Where the School is made aware of any potentially harmful risks, challenges and/or hoaxes circulating online, national or locally, we will respond in line with the DfE '[Harmful online challenges and online hoaxes](#)' guidance to ensure we adopt a proportional and helpful response. Additional local advice and support is available via the Education Safeguarding Service and the '[Think before you scare](#)' blog post.

6.8 Staff Engagement and Expectations

7.1. Awareness, Induction and Training

- All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' 2023 which covers safeguarding information for staff.
 - School leaders, including the DSL will read KCSIE in its entirety.

- School leaders and all members of staff who work directly with children will read annex B.
- All members of staff must read Part One and must sign to confirm that they have read and understood the national guidance shared with them. This information is recorded in the SCR and signed records are filed securely with the DSL.
- 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. All staff are expected to re-read this policy at least annually (and following any updates) to ensure they understand our expectations and requirements.
- All new staff and volunteers (including agency and third-party staff) receive safeguarding and child protection training (including online safety, which, amongst other things, will include ensuring an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) to ensure they are aware of the school internal safeguarding processes, as part of their induction. This training is regularly updated and is in line with advice from the local safeguarding partners and explores the Kent processes to follow. This will be achieved, for example, via leaflets, specific training from the DSL, regular staff briefings and quizzes.
- All staff members (including agency and third-party staff) will receive appropriate child protection training (including online safety) that is updated at least annually, to ensure they are aware of a range of safeguarding issues and how to report concerns. This will be achieved via annual inset training.
- Safeguarding training for staff, including online safety training, will be integrated, aligned and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning.
- 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. For example, via email, e-bulletins, staff meetings.
- Bennett Memorial Diocesan School recognises the expertise staff build by undertaking safeguarding training and from managing safeguarding concerns on a daily basis and staff are encouraged to contribute to and shape school safeguarding arrangements and child protection policies. This is enabled through safeguarding updates during staff meetings throughout the year.
- The DSL and headteacher will provide an annual report to the local governing body and Trust Board detailing safeguarding training undertaken by all staff and will maintain an up-to-date register of who has been trained.
- Although the school has a nominated lead for the local governing body, all members of the local governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

7.2 Safer Working Practice

- Our school takes steps as outlined in this and other relevant policies to ensure processes are in place for staff that promote continuous vigilance, maintain an environment that deters and prevents abuse and challenges inappropriate behaviour.
- All members of staff are required to work within our clear guidelines on safer working practice as outlined in the school code of conduct.
- The DSL will ensure that all staff (including contractors) and volunteers are aware of the school expectations regarding safe and professional practice via the guidance for contractors, staff code of conduct and Acceptable Use Policy (AUP).

- Staff will be made aware of the school 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. Any 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 school policies including staff code of conduct and Acceptable Use Policies.

7.3 Supervision and Support

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

8. Safer Recruitment and Allegations

8.1 Safer Recruitment and Safeguarding Checks

- Bennett Memorial Diocesan School is committed to ensure that a safe culture is developed and that all steps are taken to recruit staff and volunteers who are safe to work with our students and staff.
 - Bennett Memorial Diocesan School will follow relevant guidance in Keeping Children Safe in Education 2023 (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS)
 - The Trust Board, governing body and executive leadership team are responsible for ensuring that the school follows safe recruitment processes as outlined within guidance and the Trust Recruitment Policy.
 - The headteacher will ensure that at least one of the persons who conducts an interview/selection process has completed safer recruitment training.
- The school maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- Bennett Memorial Diocesan School is 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, whether these arise prior to, or during employment.

- Where the school places a student with an alternative provision provider, we continue to be responsible for the safeguarding of that student and will need to satisfy ourselves that the provider can meet the needs of the student.
 - Bennett Memorial Diocesan School will obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e., those checks that our school would otherwise perform in respect of our own staff.
- Where the school organises work experience placements, we will follow the advice and guidance as identified in part Three of KCSIE 2023.
- Where the school organises homestays as part of exchange visits, we will follow the advice and guidance as identified in part Three and Annex E of KCSIE 2023.

8.2 Allegations/concerns raised in relation to staff, including supply teachers, volunteers and contractors

- Any concerns or allegations about staff will be recorded and dealt with appropriately in line with Part four of KCSIE and the local Kent allegations arrangements. In depth information can be found within our 'Managing Allegations against Staff' policy and Staff Code of Conduct. These can be found in the staff room on the safeguarding notice board.
- Any concerns or allegations about staff will be recorded and dealt with appropriately in line with Part four of KCSIE and local guidance. Ensuring concerns are dealt with effectively will protect those working in or on behalf of the school from potential false allegations or misunderstandings.
- Where headteachers are unsure how to respond, for example if the school is unsure if a concern meet the harm 'thresholds', advice will be sought via the [Local Authority Designated Officer](#) (LADO) Enquiry Line and/or the [Education Safeguarding Service](#).
- In all cases where allegations are made against staff or low-level concerns are reported, once proceedings have been concluded, the headteacher (and if they have been involved the LADO) will consider the facts and determine whether any lessons can be learned and if any improvements can be made.
- In the situation that the school receives an allegation relating to an incident that happened when an individual or organisation was using our premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), we will follow our safeguarding policies and procedures, including informing the LADO.

8.2.1 Concerns that meet the 'harm threshold'

- Bennett Memorial Diocesan School recognises that it is possible for any member of staff, including volunteers, governors, contractors, agency and third-party staff (including supply teachers) and visitors to behave in a way that indicates a person would 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 responded to and managed in line with part four of KCSIE. Allegations that meet the harm threshold will be referred immediately to the headteacher 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, staff are advised that allegations should be reported to the chair of governors who will contact the LADO.

8.2.2 Concerns that do not meet the ‘harm threshold’

- Bennett Memorial Diocesan School may also need to take action in response to ‘low-level’ concerns about staff. Additional information regarding low-level concerns is contained within our staff code of conduct and below in the low-levels concerns section of this policy – this includes what a low-level concern is, the importance of sharing them and the confidential procedure to follow when sharing them.
 - Bennett Memorial Diocesan School has an open and transparent culture in which all concerns about all adults working in or on behalf of the school are dealt with promptly and appropriately; this enables us to identify inappropriate, problematic or concerning behaviour early, minimise the risk of abuse and ensure that adults working in or on behalf of the school are clear about and act within appropriate professional boundaries, and in accordance with our ethos and values.
 - A ‘low-level’ concern does not mean that it is insignificant; a low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that is inconsistent with our staff code of conduct, including inappropriate conduct outside of work and does not meet the ‘harm threshold’ or is otherwise not serious enough to consider a referral to the LADO.
 - Low-level concerns may arise in several ways and from a number of sources. For example, suspicion, complaints, or allegations made by a child, parent or other adult within or outside of the organisation, or as a result of vetting checks.
- It is crucial that all low-level concerns are shared responsibly, recorded and dealt with appropriately to protect staff from becoming the subject of potential false low-level concerns or misunderstandings.
- **“Low Level” Concerns**

The Trust is committed to creating and maintaining an open and transparent culture in which all concerns about adults are shared responsibly and with the right person, who in turn will record and deal with the concern. This will enable us to identify inappropriate, problematic or concerning behaviour early, to minimise the risk of abuse and ensure that adults working in school are clear about professional boundaries and act within them.

- Concerns or allegations that do not meet the harms threshold, are called “low-level” concerns. The term low-level does not mean that a concern is insignificant. A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or “nagging doubt” that an adult working in or on behalf of the school or Trust may have acted in a way that:
 - is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
 - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples may include:

- Being over-friendly with children or young people
- Having favourites
- Taking photographs of children on their own phone/device contrary to school policies
- Engaging with a child on a one to one basis in a secluded area or behind a closed door

- Humiliating pupils
- Invading a pupil's personal space

This is not an exhaustive list.

- These behaviours exist on a spectrum from behaviour that may be inadvertent or thoughtless, through to that which is ultimately intended to enable abuse or “grooming” behaviours. These concerns may arise in a number of ways, or from a range of sources. For example, suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; witnessing an incident; or as a result of vetting checks undertaken.
- Employees have a duty to report all low-level concerns so that any concerning behaviour can be addressed appropriately. This may require further investigation, or be through the provision of management guidance, training or refreshing an individual's knowledge of school policies and procedures. Reporting of concerns helps us to identify where patterns of concerning conduct may exist, highlighting wider training needs, or areas for policy developments that will help keep children safe.
- In this school, low-level concerns should be raised with Jon Sparke (Headteacher).
- In his absence, you should raise your concern with Nicola Santaana (Assistant Headteacher –DSL).
- The headteacher will be informed of all low-level concerns and will be the ultimate decision maker on the action required. The concern will be recorded in writing, noting the details of the concern, the context in which it arose and the action taken, along with the name of the person raising the concern if possible. If the individual raising the concern wishes to remain anonymous this will be respected as far as reasonably possible.
- Low-level concerns about contractors or others on site should be reported to the individuals above, who will ensure that their employer is notified so that any potential patterns of inappropriate behaviour can be identified.
- Records of low-level concerns will be kept securely by the headteacher. Individual data will be retained until the end of the academic year in which an individual leaves our employment.
- Concerns will be reviewed termly (based on a three-term year) to identify where patterns may exist.
- If you are concerned that low-level concerns are not being recorded or responded to appropriately, these should be reported in line with the Trust's Whistleblowing policy.
- Low-level concerns will be recorded in writing and reviewed so potential patterns of concerning, problematic or inappropriate behaviour can be identified.
 - Records will be kept confidential and will be held securely and retained and in compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) and other relevant policies and procedures (for example data retention policies).
 - Where a pattern is identified, the [school](#) will implement appropriate action, for example consulting with [the LADO enquiry line](#), the Tenax Human Resources Director, Claire Isaacs and following our disciplinary procedures.

8.2.3 Safe Culture

- As part of our approach to safeguarding, the School has created and embedded a culture of openness, trust and transparency in which our values and expected behaviour as set out in our staff code of conduct are constantly

lived, monitored and reinforced by all staff (including supply teachers, volunteers and contractors) and where all concerns are dealt with promptly and appropriately.

- Staff are encouraged and should feel confident to self-refer, if they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards. This includes where concerns may be felt to be deliberately invented, or malicious, such allegations are extremely rare and as such all concerns should be reported and recorded.
- All staff and volunteers should feel able to raise any concerns about poor or unsafe practice and potential failures in the school safeguarding regime. The leadership team at Bennett Memorial Diocesan School takes all concerns or allegations received seriously.
- All members of staff are made aware of the school Whistleblowing procedure <https://www.bennettmemorial.co.uk/school-policies/>. 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.
- Bennett Memorial Diocesan School 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. In the case of teachers, a referral may be made to the Teacher Regulation Agency.
 - If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Tenax Human Resources Director.

9. Opportunities to teach safeguarding

- Bennett Memorial Diocesan School will ensure that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum. This will include covering relevant issues through Relationships and Sex Education and Health Education in PACE lessons.
- We recognise that school plays an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour, what is 'safe', to recognise when they and others close to them are not safe, and how to seek advice and support when they are concerned. Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of age appropriate contacts and strategies to ensure their own protection and that of others.
- Bennett Memorial Diocesan School recognises the crucial role we have to play in preventative education. Preventative education is most effective in the context of a whole-school approach which prepares students for life in modern Britain and creates a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobic and sexual violence/harassment.
- Bennett Memorial Diocesan School has a clear set of values and standards, upheld and demonstrated throughout all aspects of school life which are underpinned by our behaviour policy, pastoral support system

and Valuing all God's Children, as well as by a planned programme of evidence-based RSHE delivered in regularly timetabled lessons and reinforced throughout the whole curriculum. Our programme is fully inclusive and developed to be age and stage of development appropriate.

- Bennett Memorial Diocesan School recognise that a one size fits all approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed.
- Our school systems support children to talk to a range of staff. Children will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

10. Physical Safety

10.1 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.
- Bennett is a Church of England School and aims to educate students in an environment informed by Christian values of mutual respect and understanding, fostering consensus and cooperation wherever possible. The Code of Conduct for teachers in the staff handbook makes clear that the use of physical restraint is an extreme occurrence, to be avoided if at all possible. This section sets out in greater depth what kind of extreme circumstances may justify the use of physical restraint, what form that might take, and what needs to be done after the event.
- Circumstances in which physical restraint is justifiable:
 - It is always restraint, never force. Physical intervention is always to prevent something happening, NEVER to make something happen
 - It is justifiable only in cases where a student is, on the balance of probabilities, likely to cause serious injury to himself or herself, or to another person, including the teacher or other adult present.
 - Likely damage to property does NOT justify the use of physical restraint, providing that no person is in serious danger
 - The most likely circumstances in which physical restraint might need to be used are if a student is armed with an offensive weapon, has clearly lost his or her temper and is behaving irrationally, and is making clear and credible threats to inflict immediate harm on themselves or others
 - No adult must place themselves at risk by using physical restraint. Staff must only consider it as an option if they are confident that they can use it without becoming injured themselves. There is no obligation whatsoever to use physical restraint
 - It is essential that all other means of managing the situation have been exhausted before physical restraint is justified. These would always include sending for help, evacuating the room or space, warning the student of the seriousness of their behaviour – usually a calm but very clear warning is more likely to be heard than a shouted one
 - In attempting to calm the situation verbally, it is perfectly acceptable to offer assurances of any sort if these are needed to prevent injury or to obviate the need for physical restraint to be used.
 - It is always essential to have another adult as a witness – if you are alone with an aggressive student the best course of action is to leave, or immediately call for assistance
 - Parents will be informed if physical restraint is used. If a situation arises where the use of physical restraint appears likely then a protocol will be agreed with parents
- The form of physical force appropriate:

MINIMUM restraint is the only form ever justifiable. For example, if a student is holding an offensive weapon, preventing them using the weapon is the only justifiable objective. If they are aggressing or credibly threatening to aggress another student, it may be sufficient simply to lay a hand on the arm to calm, or if absolutely necessary holding the arm while the potential victim is evacuated.

- Who may administer physical restraint:

It is always preferable to call for assistance if a student becomes aggressive or a situation becomes out of control. Always defer to the senior member of staff present, and never attempt physical restraint if told not to by a more senior member of staff. In the circumstances outlined above, any member of staff may administer physical restraint to prevent actual or likely serious injury to themselves or another.

- What must be done immediately afterwards:

Immediately afterwards, once the student is with a senior member of staff, all adults who witnessed the events must write a full account of the events, without discussing them with each other first. The headteacher must be informed immediately and all signed accounts passed to the headteacher without delay.

10.2 The Use of Premises by Other Organisations

- Where our school facilities or premises are used by/rented/hired out to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) we will ensure that appropriate arrangements are in place to keep children safe.
 - Where those services or activities are provided under the direct supervision or management of our school staff, our existing arrangements for child protection, including this policy, will apply.
 - Where services or activities are provided separately by another body using the school facilities/premises, the headteacher and governing body will seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school on these matters where appropriate. If this assurance is not achieved, an application to use premises will be refused.
- Safeguarding requirements will be included in any transfer of control agreement (such as a lease or hire agreement), as a condition of use and occupation of the premises. Failure to comply with this will lead to termination of the agreement.

10.3 Site Security

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within national guidance. Visitors will be expected to, sign in and out via the office visitors log and to display a visitor's badge whilst on site.
- Staff and visitors will be expected to adhere to any safety arrangements implemented in response to any Covid-19 restrictions.
- Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.

- The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

11 Local Support

- All members of staff in Tenax Schools Trust are made aware of local support available.
 - **Education Safeguarding Service**
 - **Area Safeguarding Advisor**
 - **03000 423158**
 - **Online Safety in the Education Safeguarding Service**
 - 03000 423164
 - onlinesafety@kent.gov.uk (non-urgent issues only)
 - **LADO Service**
 - 03000 410888
 - kentchildrenslado@kent.gov.uk
 - **Kent Integrated Children's Services/ Children's Social Work Services**
 - Front Door: 03000 411111
 - Out of Hours Number: 03000 419191
 - **Early Help**
 - [Tonbridge and Malling - 03000 42 15 76 - EarlyHelpNotificationT&M@kent.gov.uk](mailto:EarlyHelpNotificationT&M@kent.gov.uk)
 - [Tunbridge Wells - 03000 41 62 00 - TunbridgeWellsEarlyHelp@kent.gov.uk](mailto:TunbridgeWellsEarlyHelp@kent.gov.uk)
 - **Kent Police**
 - 101 or 999 if there is an immediate risk of harm
 - **Kent Safeguarding Children Multi-Agency Partnership (KSCMP)**
 - www.kscmp.org.uk
 - 03000 421126 or kscmp@kent.gov.uk
 - **Adult Safeguarding**
 - Adult Social Care via 03000 41 61 61 (text relay 18001 03000 41 61 61) or email social.services@kent.gov.uk

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

NSPCC ‘Report Abuse in Education’ Helpline	0800 136 663 help@nspcc.org.uk
National Organisations <ul style="list-style-type: none"> - NSPCC - Barnardo’s - Action for Children - Children’s Society - Centre of Expertise on Child Sexual Abuse 	www.nspcc.org.uk www.barnardos.org.uk www.actionforchildren.org.uk www.childrenssociety.org.uk www.csacentre.org.uk
Support for Staff <ul style="list-style-type: none"> - Education Support Partnership - Professional Online Safety Helpline - Harmful Sexual Behaviour Support Service 	www.educationsupportpartnership.org.uk www.saferinternet.org.uk/helpline https://swgfl.org.uk/harmful-sexual-behaviour-support-service
Support for Students <ul style="list-style-type: none"> - ChildLine - Papyrus - The Mix - Shout - Fearless - Victim Support 	www.childline.org.uk www.papyrus-uk.org www.themix.org.uk www.giveusashout.org www.fearless.org www.victimsupport.org.uk
Support for Adults <ul style="list-style-type: none"> - Family Lives - Crime Stoppers - Victim Support - The Samaritans - NAPAC (National Association for People Abused in Childhood) - MOSAC - Action Fraud - Shout - Advice now 	www.familylives.org.uk www.crimestoppers-uk.org www.victimsupport.org.uk www.samaritans.org www.napac.org.uk www.mosac.org.uk www.actionfraud.police.uk www.giveusashout.org www.advicenow.org.uk
Support for Learning Disabilities <ul style="list-style-type: none"> - Respond - Mencap - Council for Disabled Children 	www.respond.org.uk www.mencap.org.uk https://councilfordisabledchildren.org.uk
Contextual Safeguarding Network	https://contextualsafeguarding.org.uk
Kent Resilience Hub	https://kentresiliencehub.org.uk

Substance Misuse <ul style="list-style-type: none"> - We are with you (formerly Addaction) - Talk to Frank 	www.wearewithyou.org.uk/services/kent-for-young-people www.talktofrank.com
Domestic Abuse <ul style="list-style-type: none"> - Domestic abuse services - Refuge - Women's Aid - Men's Advice Line - Mankind - National Domestic Abuse Helpline - Respect Phonenumber 	www.domesticabuseservices.org.uk www.refuge.org.uk www.womensaid.org.uk www.mensadvice.org.uk www.mankindcounselling.org.uk www.nationaldahelpline.org.uk https://respectphonenumber.org.uk
Criminal and Sexual Exploitation <ul style="list-style-type: none"> - National Crime Agency - It's not okay - NWG Network - County Lines Toolkit for Professionals: 	www.nationalcrimeagency.gov.uk/who-we-are www.itsnotokay.co.uk www.nwgnetwork.org www.childrenssociety.org.uk/information/professionals/resources/county-lines-toolkit
Honour Based Abuse <ul style="list-style-type: none"> - Karma Nirvana - Forced Marriage Unit - FGM Factsheet - Mandatory reporting of female genital mutilation: procedural information - The right to choose - government guidance on forced marriage 	https://karmanirvana.org.uk www.gov.uk/guidance/forced-marriage https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_S_P_FGM_mandatory_reporting_Fact_sheet_Web.pdf www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information www.gov.uk/government/publications/the-right-to-choose-government-guidance-on-forced-marriage
Child on Child abuse, including bullying, sexual violence and harassment <ul style="list-style-type: none"> - Rape Crisis - Brook - Disrespect Nobody - Upskirting – know your rights - Lucy Faithfull Foundation - Stop it Now! - Parents Protect - Anti-Bullying Alliance - Diana Award - Bullying UK - Kidscape 	https://rapecrisis.org.uk www.brook.org.uk www.disrespectnobody.co.uk www.gov.uk/government/news/upskirting-know-your-rights www.lucyfaithfull.org.uk www.stopitnow.org.uk www.parentsprotect.co.uk www.anti-bullyingalliance.org.uk www.antibullyingpro.com www.bullying.co.uk www.kidscape.org.uk

Online Safety <ul style="list-style-type: none"> - NCA-CEOP - Internet Watch Foundation (IWF) - Childnet - UK Safer Internet Centre - Report Harmful Content - Marie Collins Foundation - Internet Matters - NSPCC - Get Safe Online - Parents Protect - Cyber Choices - National Cyber Security Centre (NCSC) 	www.ceop.police.uk and www.thinkuknow.co.uk www.iwf.org.uk www.childnet.com www.saferinternet.org.uk https://reportharmfulcontent.com www.mariecollinsfoundation.org.uk www.internetmatters.org www.nspcc.org.uk/online-safety www.getsafeonline.org www.parentsprotect.co.uk https://nationalcrimeagency.gov.uk/what-we-do/crime-threats/cyber-crime/cyberchoices www.ncsc.gov.uk
Mental Health <ul style="list-style-type: none"> - Mind - Moodspark - Young Minds - We are with you (formerly Addaction) - Anna Freud 	www.mind.org.uk https://moodspark.org.uk www.youngminds.org.uk www.wearewithyou.org.uk/services/kent-for-young-people www.annafreud.org/schools-and-colleges
Radicalisation and hate <ul style="list-style-type: none"> - Educate against Hate - Counter Terrorism Internet Referral Unit - True Vision 	www.educateagainsthate.com www.gov.uk/report-terrorism www.report-it.org.uk
Children with Family Members in Prison <ul style="list-style-type: none"> - National information Centre on Children of Offenders (NICCO) 	https://www.nicco.org.uk

Appendix 3

Online Safety – Code of Conduct

This code of conduct applies at all times, whilst using school equipment. User areas on the network will be monitored and the school reserves the right to delete unsuitable files, intercept e-mails and to block sites considered inappropriate in school. All users are required to follow the conditions laid down in the policy. Any breach of the conditions may lead to withdrawal of the user's access to the network as well as the Internet and will also be considered a disciplinary matter.

General Network Use

- Only access the network using your own username and password, which must not be given to any other person.
- Do not trespass into other users' files or folders.
- Check work for accuracy before printing and avoid wasting paper by unnecessary printing.
- Treat the computers with respect – any attempt to damage equipment will result in disciplinary action.
- Only work data files may be loaded from a memory stick into your area.
- Do not use the network in any way that would disrupt use of the network by others.
- Use of a computer system without permission or for a purpose not agreed by the school could be a criminal offence under the Computer Misuse Act 1990.
- Inform a member of staff immediately if a security problem is identified. Do not demonstrate this problem to others.
- Students' Personal Computer equipment must not be plugged into the school network without prior consultation with the ICT Technical staff.

Internet Access

- Only sites that are appropriate for educational use should be accessed.
- The internet may only be used under supervision. 6th Form are allowed unsupervised access but the privilege will be withdrawn immediately should this be abused.
- Files must not be downloaded without permission from the teacher concerned.
- Copyright and trademarks must be respected. Text and pictures must not be copied from the Internet without acknowledging their source.
- No unauthorised software or games may be downloaded or played on the school computers.

E-Mail

- Users are responsible for e-mail they send and for contacts made. E-mail must be carefully written and polite.
- There must be no sending, accessing, creating or displaying of offensive language, sounds or images which are likely to cause offence, inconvenience or needless anxiety.
- E-mail may only be sent using the official school e-mail address:- username@bennett.kent.sch.uk Anonymous messages must not be sent. E-mail use is provided primarily for educational purposes.
- No home addresses, telephone numbers, personal information or photographs of yourself or others may be given to any strangers contacted over the network.
- Any unpleasant messages or material received must be reported immediately to a member of staff. Check with a teacher before opening any e-mail attachments or completing online questionnaires or subscription forms.

Disclaimer

There will be no warranties of any kind, whether expressed or implied, for the network service offered by the school. The school will not be responsible for any damage suffered while on the system. These damages include loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the network is at your own risk.

Appendix 4

Acceptable Use Agreement (Students)

Acceptable Use of the School's ICT Systems and Internet: Agreement for Students

When using the school's ICT systems and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share my password with others or log in to the school's network using someone else's details

If I bring a personal mobile phone or other personal electronic device into school e.g. smart watch:

- I understand that I must not use it during the school day and it should be switched off at all times
- If I use my mobile phone or smart watch without permission it will be confiscated
- If, despite the rules, I use my mobile phone or device to access the school network I understand that the websites I visit are visible to the school without the need to look at my device

I am aware that copyright laws exist, and I need to ask permission before using other people's content and acknowledge any sources I use.

I know cybercrime, such as hacking accounts or systems or sending abusive, threatening or offensive messages, or sharing inappropriate images can be a criminal offence.

I will immediately let a teacher or other member of staff know if I find any material, which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

Student Name:

Signed (student):

Date:

Top tips for keeping safe on-line

- Be careful about what you share on-line. Only chat to people you have actually met.
- Never give personal information (including name, address or telephone number) to anyone without the permission of your parent/carer
- Never arrange to meet anyone offline without first consulting with your parent/carer, or without adult supervision
- Always report anything that makes you feel uncomfortable

Appendix 5

Acceptable Use Agreement

(Staff, Governors, Volunteers and Visitors)

Acceptable use of the School's ICT Systems and the Internet: Agreement for Staff, Governors, Volunteers and Visitors

Name of staff member/governor/volunteer/visitor:

When using the school's ICT systems and accessing the internet in school, or outside school on a work device, I will not:

- Access, or attempt to access inappropriate material, including but not limited to material of a violent, criminal or pornographic nature
- Use them in any way which could harm the school's reputation
- Access social networking sites or chat rooms
- Use any improper language when communicating online, including in emails or other messaging services
- Install any unauthorised software
- Share my password with others or log in to the school's network using someone else's details

I will only use the school's ICT systems and access the internet in school, or outside school on a work device, for educational purposes or for the purpose of fulfilling the duties of my role.

I agree that the school will monitor the websites I visit.

I will take all reasonable steps to ensure that work devices are secure and password-protected when using them outside school, and keep all data securely stored in accordance with this policy and the school's data protection policy.

I will let the designated safeguarding lead (DSL) and ICT manager know if a student informs me they have found any material which might upset, distress or harm them or others, and will also do so if I encounter any such material.

I will always use the school's ICT systems and internet responsibly, and ensure that students in my care do so too.

I have read and understood the staff code of conduct, which is published as part of the staff handbook

Signed (staff member/governor/volunteer/visitor):

Date: