

Elysian Safeguarding & Child Protection Policy



Date Agreed: 16th February 2023

Date of next review: October 2023

Signature:

A handwritten signature in black ink, appearing to read "C Williams".

Charlotte Williams Chair of Governors

Date: 17/02/23

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**For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Therapy & Learning CIC including Elysian School and Elysian Assisted Therapy & Learning.
This policy is applicable to all Elysian sites.**

1. Aims

Elysian aims to ensure that:

Appropriate action is taken in a timely manner to safeguard and promote children and young people's welfare

All staff are aware of their statutory responsibilities with respect to safeguarding

Staff are properly trained in recognising and reporting safeguarding issues

2. Policy Statement

Elysian is absolutely committed to providing education services for children and young people that promote and safeguard their welfare and the welfare of others.

Elysian will:

- Ensure that the welfare and safety of children and young people are given paramount consideration in all aspects of the planning and management of services
- Ensure that the child or young person's wishes are considered wherever possible
- Ensure that the recruitment and vetting of all paid staff and volunteers working with children and young people is carried out rigorously in accordance with legal requirements
- Include the protection of children and young people as a component in induction training programmes for all new staff and provide child protection training for all staff
- Provide staff with guidance and training on how to maintain appropriate boundaries in their work with children and young people
- Provide regular supervision and support for staff to assist in the prevention and detection of harm to children and young people
- Consult with and work in partnership with children and young people, their parents

and carers and agencies

- Encourage open working practices and facilitate regular scrutiny of Elysian UK by legitimate inspectors and other professional agencies
- Provide children and young people and significant adults with clear and easily understandable information about how to complain and ensure that all such complaints are fully investigated, and the outcomes fully recorded
- Ensure that all staff are aware of the Local Safeguarding Children Partnership child protection procedures and guidance including Early Help arrangements, an up to date copy of which should be available always for reference
- Ensure that all staff know how to make a child protection referral in accordance with the procedure contained within this document
- Seek to adopt a contextual approach to any safeguarding issues and practices

3. Legislation

This policy is based on the Department for Education's (DfE) statutory guidance **Keeping Children Safe in Education 2022** and **Working Together to Safeguard Children 2018**. We comply with this guidance and the arrangements agreed by our 3 local safeguarding partners.

This policy is also based upon the following legislation and guidance:

- Children Act 1989 & 2004 which provides a framework for the care and protection of children
- Female Genital Mutilation Act 2003 as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- Safeguarding Vulnerable Groups Act 2006 schedule 4
- The Counterterrorism and Security Act 2015 – Prevent duty
- Statutory guidance on the Prevent duty, which explains schools' duties under the
- Counterterrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- Protection from Offenders Regulations 1997
- Safeguarding Children and Safer Recruitment in Education DfE Guidance 2007
- Safeguarding Children Abused through Sexual Exploitation Surrey SCB 2018
- Child Protection Procedures Surrey SCB 2018
- Safeguarding Children Who May Have Been Trafficked Guidance SSCB 2011
- Safeguarding Disabled Children: Practice Guidance 2009
- Safeguarding Children Who May have been affected by gang activity Surrey SCB 2017

4. Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children and young people from maltreatment
- Preventing impairment of children and young people's mental and physical health or development

- Ensuring that children and young people grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

Contextual Safeguarding

Contextual safeguarding recognises that as children and young people grow and develop, they are influenced by a full range of environments and people outside of their family for example in school or college, in the local community, in their peer groups or online. Contextual safeguarding looks at how we can best understand these risks, engage with children and young people, and help to keep them safe.

Child protection is part of this definition and refers to activities undertaken to prevent children and young people suffering, or being likely to suffer, significant harm.

Significant Harm

Significant harm is defined in the Children Act 1989 & 2004 as ill treatment or the impairment of health and development. Development is defined in terms of physical, intellectual, emotional, social, or behavioural development. Health is taken to include physical or mental health. The safety of children and young people forms a key part of the Children Act 2004. It introduced Local Safeguarding Children's Boards to replace Area Child Protection Committees. These Boards have now been replaced by the Surrey Safeguarding Children Partnership

Abuse is a form of maltreatment of a child or young person and may involve inflicting harm or failing to act to prevent harm. There are 5 significant forms of abuse – Emotional, Physical, Racial, Financial and Sexual. Witnessing or hearing the ill treatment, including domestic abuse or violence towards another person, may impact the health or development of a child or young person.

Neglect is a form of abuse and is the persistent failure to meet the basic physical and physiological needs of the child or young person that results in serious impairment of their health and development, including the failure to provide adequate food, clothing, shelter, and failure to respond to basic emotional needs, such as being cared for when sick. Being homeless is a form of neglect.

Sharing of nudes and semi-nudes (also known as sexting or youth produced sexual imagery) is where children and young people share nude or semi-nude images, videos, or live streams.

Children includes everyone under the age of 18

Early Help

Early Help means taking action to support a child, young person, or their family early in the life of a problem, as soon as it emerges. It can be required at any stage in a child or young person's life from pre-birth to adulthood and applies to any problem or need that the family cannot deal with or meet on their own. Early Help often requires a multi-agency approach to provide the best holistic support for the family. This will ordinarily be completed by a senior member of staff. All staff are made aware of local Early Help arrangements for the relevant Local Authority for each child and young person.

5 Equality Statement

Some children and young people have an increased risk of abuse, and additional barriers can exist for some children and young people with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children and young people's diverse circumstances. We

ensure that all children and young people have the same protection, regardless of any barriers they may face.

We give special consideration to children and young people who:

- Have special educational needs (SEN) or disabilities or health conditions
- Are looked after or previously looked after
- Are at risk due to either their own or a family member's mental health needs
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are young carers
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are missing from education

Elysian believes that the protection of children and young people should be non-discriminatory and that all children and young people are entitled to protection from neglect, abuse, and exploitation.

Abuse will never be tolerated or excused as part of growing up or just banter.

Children and young people who have been harmed, or who are suspected of being harmed, will be treated with the same care and sensitivity regardless of whether the perpetrator is a parent, carer, peer, friend, or stranger. Information gained in the context of child protection will be passed on 'on a need-to-know basis,' in accordance with the procedures in this document which, in turn, are consistent with Elysian's policy on confidentiality. The act to protect a child or young person from significant harm will not be delayed whether it is possible to contact the Designated Safeguarding Lead/Deputy DSL (Designated Safeguarding Lead) or not.

6 Responsibilities

6.1 Organisational Responsibilities

Elysian will be initially responsible for the implementation of the Safeguarding Policy and may designate a certain member of staff to manage the Safeguarding Policy and its implementation. It is the responsibility of the Designated Safeguarding Lead (DSL), Kathleen Botting, to take appropriate action following any expression of concern and make referrals to the appropriate agency.

Elysian will ensure that the Designated Safeguarding Lead participates in regular safeguarding training on an annual basis so that they are aware of the procedures of identifying and reporting suspected cases of abuse and neglect and are up to date with any legal changes.

All staff/ volunteers will be made aware of this Safeguarding Policy and related relevant procedures as part of their induction and their contract of employment.

All staff/ volunteers will be informed and have access to regular training as required to update their knowledge on safeguarding. Training is accessed from TES Educare <https://www.myeducare.com>, from the SSCP (Surrey Safeguarding Children's Partnership) Partnership Training Programme, Surrey Safeguarding Children Partnership (surreyscp.org.uk) or another recognised provider. Elysian will work in accordance with guidance and good practice from the Surrey Safeguarding Children Partnership. More information can be found at: Surrey Safeguarding Children Partnership (surreyscp.org.uk)

Elysian follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts always in compliance with the Independent School Standards. In line with the DfE's guidance 'Keeping Children Safe in Education' (2022), Elysian prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff and volunteers who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required for each individual position.

6.2 Safeguarding Lead Responsibilities

The DSL is a member of the senior leadership team. Our DSL is Kathleen Botting. The DSL takes lead responsibility for child protection and wider safeguarding in the school.

The DSL will be available for staff to discuss any safeguarding concerns on a full-time basis and can be contacted by email, telephone or through Guild.

When the DSL is absent, Jo Nunn Head of Education and Learning will act as cover.

If the DSL and Jo Nunn are not available, a member of the SLT will act as cover.

The DSL will be given the time, funding, training, resources, and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly

The DSL will also keep the Executive Director Charlotte Williams informed of any issues and liaise with local authority case managers and designated officers for child protection concerns as appropriate.

The full responsibility of the DSL is set out in their job description.

6.3 Staff and Volunteer Responsibilities

Any new member of staff or volunteer with direct contact with young people will be taken through this safeguarding policy as part of the induction process and offered training soon after commencing their post.

All staff and volunteers to participate in timely and relevant training.

All staff have a duty to ensure that any suspected incident, allegation, or other manifestation relating to child protection is reported using the procedures that have been agreed for use at Elysian.

If in any doubt about what action to take, employees must seek advice from the Designated Safeguarding Lead or in their absence, the Head of Education.

7. Confidentiality

All staff at Elysian will follow The Data Protection Act (DPA) 2018 and UK GDPR; these do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe. If staff need to share 'special category personal data,' the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children and young people.

Staff should never promise a child or young person that they will not tell anyone about a report of abuse, as this may not be in the child or young person's best interests.

If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy).

8. Child protection procedure

These procedures have been written in accordance with Surrey County Council's child protection and safeguarding procedures. It sets out what staff must do if they have knowledge of, or suspect, or have disclosed to them or hear an allegation of harm to a child or young person. For a flowchart of this process, see Appendix 4 (taken from Keeping Children Safe in Education 2021)

- Make sure the child or young person is safe whilst you act
- If there is a need for the child or young person to receive emergency medical attention, make sure this happens
- Inform the Designated Safeguarding Lead to discuss your concern
- The DSL will gain advice from the SCSB and where appropriate organise an internal strategy discussion.

The next course of action will be to deal with the situation as either:

- A minor but formal complaint in which case Elysian's complaints procedure will be followed
- Of sufficient concern to seek consultation with the local child protection team
- A referral as a matter of child protection to the local child protection team

If the decision is made to refer as a matter of child protection, the DSL will organise contacting the child protection team and will follow their advice and instruction. Agreement should be reached with the child protection team as to who will inform whom and when. Those authorities to be notified will include the Police and may include:

- The child or young person's parents, if known (there are circumstances where it would be inappropriate to inform the parents immediately an allegation has been made)
- Health Services (medical treatment or in some circumstances forensic medical evidence (with the young person's informed consent) may be sought or required)
- If outside of office hours the Emergency Duty Team must be informed
- Inform, with agreement, the child, young person or adult who has made the initial allegation of what the next steps are to be
- A written report detailing the allegation, appropriate dates and times, names and designations of people contacted and information of any action or decisions taken should be completed
- The referral should be confirmed in writing with attachments of all relevant papers including any reports, within 24 hours or the next available working day to the child protection team and the Responsible Individual

It is essential that staff keep copies of information exchanged, including correspondence and telephone messages. All relevant information should be recorded in the young person's file.

The local authority will, following an 'Initial Strategy' meeting, decide if an investigation is required. If, as part of any investigation it is necessary for the Police to interview a child or young person, it is important to ensure the child or young person is accompanied by a supportive adult of his or her own choice. The DSL, wherever feasible, must ensure that any child or young person who has been abused receives any necessary counselling and support. This should always be in consultation with, and the agreement of, the Investigating Authority and Police in order not to prejudice the outcome of any criminal investigations. Where criminal proceedings are possible, it will be necessary to seek the agreement of the investigating team (who may refer to the Crown Prosecution Service) for a decision on whether formal counselling/therapy can take place prior to completion of the investigation. All outcomes of investigations must be recorded in writing and held on file.

9. Allegations

9.1 Allegations of harm to children

All allegations of child abuse must be treated seriously no matter what their source

Whenever a member of staff receives information that a young person may be suffering or has suffered harm, the procedures set out in this document must be followed (See Section 8)

In some circumstances children and young people or adults may try to tell a member of staff in confidence that they have been harmed or that they know of a young person who has been harmed. It is important to understand that it is not possible to give children, young people or adults guarantees of confidentiality. Staff members should always be aware of their responsibility to report information to the relevant authority if the child is to be protected from further abuse

9.2 Allegations made against other pupils

We recognise that children and young people can abuse their peers. Abuse will never be tolerated or passed off as “banter,” “just having a laugh” or “part of growing up,” as this can lead to a culture of unacceptable behaviours and an unsafe environment for learners.

We also recognise the gendered nature of peer-on-peer abuse. However, all peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of children and young people hurting other pupils will be dealt with under our behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put children and young people in the school at risk
- Is violent
- Involves children or young people being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse, or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

The following factors should be considered when deciding:

- The difference in age and level of maturity between the victim and perpetrator
- The vulnerability of the victim
- The level of risk faced by the victim and other children and young people
- The persistence of the behaviour
- The gender of both perpetrator and victim
- The existence or absence of informed consent

Cases in which children and young people harm other children and young people may have implications for other young people. Other children and young people may have been harmed by the same young person but not told staff or have known about the abuse but felt too afraid to tell anybody. The DSL will always inform the social workers of all children and young people affected or potentially affected by a reported incident of child abuse at Elysian.

9.3 Allegations made against employees or volunteers

Elysian recognises that it has a dual commitment to protect children and young people from harm and to protect employees, learners, and volunteers from malicious and/or mistaken allegations. Guidance offered under this heading seeks to explain this dual commitment.

It is the responsibility of all staff to ensure that the DSL is immediately informed of any allegations of child abuse that may involve other staff. We positively encourage staff members at all levels to share any concerns they may have about any members of staff or volunteers in the context of protecting children (**please see policy & procedure on Whistle Blowing**). All information received by the DSL will be dealt with as quickly as possible in accordance with relevant policy procedures. Where abuse by a member of staff is known or suspected, the action to be taken should be the same as with any other known or suspected abuse (see Section 8). The DSL will then contact the Children's Safeguarding Team – Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.

In addition:

- The Executive Director must be advised immediately of all allegations
- Members of staff or volunteers who suspect abuse must **not** advise or approach the member of staff concerned
- Strict confidentiality should be observed always, and information passed on should be on a 'need to know basis' consistent with these procedures and guidance
- The DSL, in consultation with the relevant social services department, and Police will take a decision on what action is needed to safeguard the child, employee and other young people

In cases where it is suspected that a director or the DSL is in any way implicated in allegations, staff members and volunteers should discuss their concern directly with the Head of Learning and Education. The nature of an allegation of child abuse is such that Elysian will have to ensure that the staff member concerned does not have any direct contact with children and young people at Elysian until the matter has been thoroughly investigated. To protect the interests of the children, young people and the employee, the employee will be suspended from duty in accordance with the Elysian's disciplinary procedure. The possible outcomes of any investigation are:

- Substantiated
- Malicious
- False
- Unsubstantiated
- Unfounded

It is particularly important to remember that all matters of staff discipline are governed by a policy of strict confidentiality. Only those who need to know should be informed about the allegation. Elysian will make every effort to arrange appropriate support for staff members and volunteers who are subject to investigation. This will include allocating a named support person who may be a member of the Advisory Board.

Any records of allegations or investigations will be kept for 10 years at which time they will be securely destroyed.

10 Specific Safeguarding

10.1 Safeguarding children abused through sexual exploitation (CSE)

The sexual exploitation of children and young people is child sexual abuse. 'The sexual exploitation of Children' is defined by a broader context of abuse than formal 'prostitution'; the full spectrum of sexually exploitative situations includes children and young people exchanging sex for accommodation, food, gifts, drugs and/or safety.

All staff receive mandatory training on Child Sexual Exploitation through online and face to face training. Children and young people involved in sexual exploitation should be treated as the victims of abuse not criminals. If staff members know or suspect that a child or young person is or is at risk of being sexually exploited, they should inform their DSL immediately. The DSL will then complete the Surrey Risk Assessment Toolkit to identify the level of risk.

10.2 Safeguarding children who are at risk of Honour based abuse (including Female Genital Mutilation FGM)

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. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

Staff need to be alerted to the possibility of girls being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Staff should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Children and young people who have suffered from FGM should be treated as the victims of abuse. If staff members know or suspect that a child is or is at risk FGM they must inform their DSL immediately and the social worker should be informed.

Where FGM is discovered, the Elysian staff member will always contact the Police without exception and inform the DSL unless they have a specific reason not to do so. Guidance on reporting can be found in Appendix 2.

10.3 Safeguarding children who may be affected by gang activity

The role of Safeguarding and child protection in relation to gangs should be both preventative and responsive – responding to the needs of those young people who are involved in gangs and at risk of harm as well as addressing the risk factors of other young people being drawn into gangs in the future. Children particularly vulnerable to suffering harm in the gang context are those who:

- Are not involved in gangs, but living in an area where gangs are active, which can have a negative impact on their ability to be safe, healthy, enjoy and achieve, make a positive contribution, and achieve economic well-being
- Not involved in gangs but at risk of becoming victims of gangs, for example, siblings or children of known gang members
- Gang-involved and at risk of harm through their gang related activities

Young people who are involved in gangs are more likely to suffer harm themselves, through retaliatory violence, displaced retaliation, and territorial violence with other gangs or other harm suffered whilst committing a crime. These children and young people involved in gangs are more likely to possess and use weapons which increases the risk of them being harmed or harming someone else. Evidence shows that children and young people in gangs are at risk of being sexually exploited or sexually abused. Rape by gang members is often used as a form of retaliation. Reports to Police or professionals are rare due to fear and intimidation. If any staff member should become concerned that a child or young person is being exposed or is at risk of becoming involved in a gang culture staff must consult with the DSL.

10.4 County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas within the UK, using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children, young people and vulnerable adults exploited to move and store drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children and young people can be targeted and recruited into county lines in several locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children’s homes, and care homes. Children and young people are often recruited to move drugs and money between locations and are known to be exposed to techniques such as ‘plugging,’ where drugs are concealed internally to avoid detection. Children and young people can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs. A referral to the National Referral Mechanism¹⁰³ should be considered. If a child or young person is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation

10.5 Child Criminal Exploitation (CCE)

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children and young person being forced to work in cannabis factories, being coerced into moving drugs or money across the country, forced to shoplift or pickpocket or to threaten other young people.

10.6 Safeguarding children who may have been trafficked

Trafficked children and young people are at increased risk of significant harm because they are largely invisible to professionals who would be able to assist them. ‘Trafficked’ children and young people are any children or young people that are under 18 years of age who have been ‘recruited, transported, transferred, and harboured by means of threat or use of force.’ Exploitation of these children and young people includes prostitution, sexual exploitation, forced labour or services, slavery, servitude, or the removal of organs.

A child or young person may be trafficked between several countries in the EU or globally, prior to being trafficked into/within the UK. The child or young person may have entered illegally or legally but the intention of exploitation underpins the entire process. Children and young people who have been trafficked and exploited will suffer some form of physical or mental harm. Trafficked children and young people are deprived of their rights to health care and freedom from exploitation and abuse, not provided with access to education and implied in acts of criminality. At the time they are found, trafficked children and young people may not show any obvious signs of distress or harm, they may be vulnerable to types of abuse and may continue to experience the effects of their abuse in the future.

Elysian staff receive regular Safeguarding Training which includes raising the awareness of Trafficked Children and if a member of staff should have concerns that a child or young person has been or is/at risk of being trafficked then they will notify the DSL who will pass this information onto the relevant authorities.

10.7 Prevent and safeguarding against radicalisation

Exposure of children and young people to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of children and young people can be compared to grooming for sexual exploitation. Every member of staff at Elysian recognises through Safeguarding Training, Child Sexual Exploitation Training and On-Line Safety Training that children and young people exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children and young people from other risks. All children and young people at Elysian must have an individual risk assessment completed and regularly updated to identify whether they are at risk of being radicalised or at risk of radicalisation. If any staff member should become concerned that a child or young person is being exposed or is at risk of becoming radicalised, staff must consult with the DSL with a view to completing a prevent referral form with the consent of the Local Authority/Parent of that child or young person.

10.8 Children and young people with family members in prison

It is estimated that approximately 3% of children and young people have a parent in prison, whilst there are others who have some other family member in prison. There can be many barriers to children and young people telling us that they have a family member in prison, for example shame, stigma and embarrassment. Children and young people may have been told that their family member is “staying away”, therefore not knowing the true reason as to why that person is not around. Where a child or young person has a parent or other close family member in prison, they may have been witness to or involved in the act(s) that had led to the prison sentence. The Police may have raided the home, there may be [gang involvement](#), [substance misuse](#), [parental mental ill health](#) or [domestic abuse](#). It is essential that we remain open minded as to what issues may be impacting on the child or young person in front of us.

10.9 Modern slavery

Trafficking and Modern Slavery are forms of child abuse and are a serious violation of human rights. As with all forms of child exploitation, it involves an imbalance of power between the young person and those who are controlling them (for example because of age or status).

Modern slavery of children and young people in the UK takes a variety of forms including but not limited to sexual exploitation, criminal exploitation, financial exploitation, domestic servitude, forced labour and forced or child marriage.

The National Referral Mechanism (NRM) is the process used to identify and support victims of trafficking in the UK. The NRM is also a useful tool for disrupting perpetrators of exploitation.

To be referred to the NRM the young person first needs to be referred to an organisation with ‘first responder’ status, for example police, children’s social care and some charities.

Statutory agencies (including police and local authorities) have a duty to report suspected trafficking cases under Section 52 of the Modern Slavery Act 2015.

A child does not have to provide their consent to be referred into the NRM. This means if an agency is dealing with a potential child victim of Modern Slavery or Human Trafficking they must refer them. It is crucial to remember that you only need to think a child may be experiencing this form of abuse.

10.10 Children Missing from Education

We take every precaution to ensure the safety of our children and young people and all children and young people are always well supervised if they leave the main site for an activity. When learners leave to go home, they are seen into their taxis / carers’ vehicles by staff. In the event of any child or young person absconding the pupils individual risk assessment will be followed. When a young person has chosen to leave the site

It is recognised that a child or young person regularly missing from education can be an indicator of more serious issues. All unauthorised absence will be recorded and reported to the parent/guardian. Where children and young people attend Elysian through Education Other Than at School, we will liaise with the other provider(s) daily (as required) to report attendance. Where there are repeated absences, this will be brought to the attention of the DSL for further action.

10.11 Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members, by people known but not related to the victim (such as neighbours, friends and acquaintances) and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

10.12 Homelessness

It is a basic human right for children and young people to have safe and adequate shelter. Many children and young people are at risk of being made homeless. Indicators that a family may be at risk of homelessness can/may include:

- Household debt
- Rent arrears
- Domestic abuse
- Anti-social behaviour
- Being asked to leave a property.

If a child or young person is homeless a referral will be made to C-SPA (Surrey residents) or MASH (Bracknell and Hampshire residents).

10.13 Domestic Abuse and Domestic Violence

Domestic abuse is defined as “any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality”. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

Domestic abuse can also include forced marriage and so-called “honour crimes”.

Controlling and coercive behaviour

Domestic abuse is often thought of as physical, such as hitting, slapping or beating, but it can also be controlling or coercive behaviour. This is important as what might look like an isolated incident of violent abuse could be taking place in a context of controlling or coercive behaviour.

Controlling behaviour is a range of acts designed to make a person subordinate and/or independent by isolating them from sources of support, exploiting their resources and capacities for personal

gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Children who live in families where there is domestic abuse can suffer serious long-term emotional and psychological effects. Even if they are not physically harmed or do not witness acts of violence, they can pick up on the tensions and harmful interactions between adults. Children of any age are affected by domestic violence and abuse. At no age will they be unaffected by what is happening, even when they are in the womb.

The physical, psychological and emotional effects of domestic violence on children can be severe and long-lasting. Some children may become withdrawn and find it difficult to communicate. Others may act out the aggression they have witnessed or blame themselves for the abuse. All children living with abuse are under stress.

11. Online safety and the Internet

We recognise the importance of safeguarding children and young people from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues.

To address this, Elysian aims to:

- Have robust processes in place to ensure the online safety of learners, staff, and volunteers with appropriate filters such as that provided by Google. All young people are constantly supervised when using the internet
- History of use is checked on a regular basis
- Protect and educate in the safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Set clear guidelines for the use of mobile phones
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate, or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as 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, such as 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; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

Part of the Elysian online safety and internet practice is for staff to be aware of the Prevent Strategy - preventing radicalisation and identifying cases of children and young people at risk of involvement in extremist behaviour

Exposure of children and young people to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of children and young people can be compared to grooming for sexual exploitation. Every member of staff at Elysian recognises through Safeguarding Training, Child Sexual Exploitation Training and On-Line Safety Training that children and young people being exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children and young people from other risks. All children and young people at Elysian have an individual risk assessment completed and regularly updated to identify whether they are at risk of being radicalised or at risk of radicalisation. If any staff member should become concerned that a child or young person is being exposed or is at risk of becoming radicalised, staff must consult with the DSL with a view to completing a prevent referral form with the consent of the Local Authority/Parent of that young person. Where young people are educated through online systems staff will follow the Remote Learning policy and the Online Safety policy. All young people, parents and carers and staff will be required to sign an Acceptable User Agreement.

12. Pupils with special educational needs, disabilities, or health issues

Evidence suggests that children and young people with special educational needs (SEN) and disabilities can face additional safeguarding challenges and additional barriers can exist when recognising abuse and neglect in this group of children and young people.

These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child or young person's disability without further exploration
- Children and young people with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers
- Many disabled children and young people are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children and young people
- Their dependency on parents/carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour
- They have an impaired capacity to resist or avoid abuse
- They may have speech, language and communication needs which may make it difficult to tell others what is happening
- They often do not have access to someone they can trust to disclose that they have been abused, can be especially vulnerable to bullying and intimidation

Safeguards for Disabled Children are essentially the same as for all other children and young people. A prominent level of awareness is promoted to staff around the risks of harm to children and young people in safeguarding training. Disabled children and young people must receive the same level of protection from harm as other children and young people and the procedures described elsewhere in this policy apply equally to them. If a Disabled child or young person has a communication impairment or learning difficulty, special attention should be paid to his/her needs. If any staff member has concerns regarding any child or young person being abused or at risk of abuse, they should report this immediately to the DSL.

13. Co-operation with external agencies

Elysian requires all staff members and volunteers to co-operate with child protection agencies in the event of a child protection investigation. It is important that all the facts are established, and that

the full extent of any abuse is discovered so that the children and young people affected or potentially affected can receive proper protection and help.

Elysian also expects staff to be helpful in enabling children and young people to have access to approved professionals in the interests of achieving safe and open working practices. Staff should always be helpful to visiting social workers and any other appropriate visitors. In doing so they should ensure that children and young people are given the opportunity to speak to these people in private.

Children and young people may occasionally be involved with the court system as a victim, a witness or a perpetrator. Elysian will work with the Youth Offending Service to ensure that children and young people are appropriately supported throughout the process.

The Childline Helpline telephone number is prominently displayed at Elysian. The DSL must ensure that the number is available for use by the children and young people.

Elysian follows the Working Together 2018 statutory guidance and with the establishment of the 3 safeguarding partners (the Local Authority, Chief Officers of Police and Clinical Commissioning Groups) to replace Local Safeguarding Children Boards, Elysian will seek to work with, and fully co-operate with the safeguarding partners, which is called the Surrey Safeguarding Children Partnership.

14. Reporting Safeguarding Concerns

All safeguarding, including child protection is recorded on MyConcern. Behaviour incidents are recorded on SIMs.

All staff have a responsibility for the accurate recording of concerns which must be factual.

All members of staff are expected to discuss safeguarding incidents in the daily debriefing session held towards the end of the day.

All concerns must include the following information:

- Name of Pupil – Legal name
- Concern Summary – who, what, when, where
- Concern Date/Time
- Location
- Details – description of the ‘lead up to the event’ giving any relevant explanations which include where the incident took place, what was happening and who were present
- Action taken – what did you do, what follow up needs to be undertaken and what were the outcomes of actions

The DSL will assign the appropriate category, consider lessons learned and what further actions need to be taken because of the incident.

Staff will be expected to update each child’s chronology on completion of the action(s).

Policy agreed by Charlotte Williams (Chair of Governing Body) and Jo Nunn (Head of Education and Learning) 8/9/22

APPENDIX 1

ROLE AND RESPONSIBILITIES OF THE ELYSIAN DESIGNATED SAFEGUARDING LEAD

The Elysian Designated Safeguarding Lead (DSL) is the first point of contact for any member of Elysian staff who has a concern about the safety and well-being of a pupil. The DSL does not need to be a member of the teaching staff but is a recognised member of the Senior Leadership Team with the required status and authority to carry out the requirements of the role. If the DSL is unavailable, the Head of Education will act as the Deputy. The DSL and Deputy are required to undertake enhanced child protection training every two years, training set out in Keeping Children Safe in Education 2022 and should supplement this training by attending workshops which are currently provided by Surrey Safeguarding Children Partnership.

Requirements:

- Ensure that all staff follow this policy and its procedures
- To have the skills and ability to identify signs of abuse
- To know how to refer concerns to the appropriate investigating agencies
- Maintain detailed and accurate written records of child protection concerns and ensure they are kept securely
- Offer support, advice and give a level of expertise to all members of Elysian staff
- Ensure that all staff have access to and understand the Elysian Child Protection Policy and the Surrey Child Protection Procedures
- Child protection and Safeguarding training is part of the induction for all new Elysian staff and that they are also linked into any relevant training
- Be responsible for the annual review and update of the Elysian Safeguarding Policy and the presentation of this to the Management Committee
- Ensure that a copy of the Elysian Child Protection Policy is available for any parents / carers and professionals who request to see it

- Ensure that the Head of Education is updated on a regular basis about all issues and child protection investigations
- Ensure that relevant safeguarding files are copied and forwarded appropriately when pupil transfers to another school
- Be part of the team who review and monitor any causes of concern relating to pupils which are raised at Elysian

APPENDIX 2

DSL Kathleen Botting

Elysian's points of contact for children who are the focus of concern are as follows:

Surrey County Council: Surrey Safeguarding Children Partnership website for child protection:

www.surreyscp.org.uk

SSCP Central Duty Team – 0300 470 9100

Out of hours emergency duty team: 01483 517898

Child Sexual Exploitation (Surrey) – 101

Local Area Designated Officer LADO for Surrey: 0300 123 1650

Police Emergency - 999

Surrey Police Non-Emergency – 101

Hampshire County Council: Hampshire Safeguarding Children Partnership

<https://www.hampshirescp.org.uk/>

Hampshire Children's Services 0300 555 1384

HSCP Duty number - 01962 876355

Email: hscp@hants.gov.uk

The LADOs are Barbara Piddington, Fiona Armfield and Shona McMinn.

Tel: 01962 876364 Fax: 01962 876229 (secure line)

E-mail: child.protection@hants.gcsx.gov.uk

OFSTED Safeguarding Children 08456 404046 (Monday to Friday from 8am to 6pm)

Whistleblowing@ofsted.gov.uk

Department for Education dedicated helpline for staff and Management Committee members:

020 7340 7264 and counter-extremism@education.gsi.gov.uk

Disclosure and Barring Service:

PO Box 181, Darlington, DL1 9FA Tel: 01325 953795

Surrey Prevent referral form can be found at <https://www.surreyscp.org.uk/2018/12/16/prevent-referral-process-september-2018/>

Hampshire Prevent – phone Hampshire Children’s Services 0300 555 1384

Hampshire Police on 101

Online reporting: <https://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/report-possible-terrorist-activity2/>

Anti-Terrorist Hotline on 0800 789 321

CHANNEL guidance: <https://www.gov.uk/government/publications/channel-guidance>

Educational information on Sex, Relationships and the Internet:

Child Exploitation and Online Protection (CEOPS) – [www.thinkuknow HYPERLINK](http://www.thinkuknow.co.uk/)

["http://www.thinkuknow.co.uk/"](http://www.thinkuknow.co.uk/).co.uk

When to call the police guidance from NSPCC:

[https://www.npcc.police.uk/documents/Children%20and%20Youn HYPERLINK](https://www.npcc.police.uk/documents/Children%20and%20Youn)

["https://www.npcc.police.uk/documents/Children and Young people/When to call the police guidance for schools and](https://www.npcc.police.uk/documents/Children and Young people/When to call the police guidance for schools and)

[colleges.pdf" g%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf](https://www.npcc.police.uk/documents/Children and Young people/When to call the police guidance for schools and colleges.pdf)

Government Data protection toolkit for schools:

[https://www.gov.u HYPERLINK "https://www.gov.uk/government/publications/data-protection-toolkit-for-schools" k/government/publications/data-protection-toolkit-for-schools](https://www.gov.uk/government/publications/data-protection-toolkit-for-schools)

Guidance on reporting Female Genital Mutilation:

[https://w HYPERLINK "https://www.gov.uk/government/publications/mandatory-reporting-of-](https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)

[female-genital-mutilation-procedural-information" ww.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information](https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information)

Appendix 3: Safeguarding Referral Flowchart for staff:

SAFEGUARDING FLOWCHART

