



Safeguarding & Child Protection Policy

2024/2025

Version Number:

- 2024/25 (Based on Notts Safeguarding Children's Partnership Template)

Applies To:

- APTCOO Charity Services
- APTCOO Independent Special School
- APTCOO Short Breaks
- APTCOO Out of School Activities

Associated Documents:

- Relational policy.
- Anti-bullying policy.
- Low Level Concerns Policy
- Whistleblowing Policy
- Online Safety Policy
- Safer Recruitment Policy
- Information Security & Acceptable Use Policy
- Staff code of Conduct
- Dignity at Work Policy
- NCC & NSCP Schools Safe Alert Protocol

Related Regulations:

- [Education Act 2002 sec157,](#)
- [DfE Statutory Guidance Keeping Children Safe in Education 2024](#)
- [HM Working Together to Safeguard Children 2023 \(published 15th December 2023, updated February 2024\)](#)
- [HM Information Sharing for Safeguarding Practitioners 2015 \(Updated May 2024\)](#)
- <https://www.nottinghamshire.gov.uk/nscp>
- <https://www.nottinghamcity.gov.uk/ncscp>
- [Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](#)
- [The Charity Commission of England and Wales](#)
- [DfE Safeguarding Out of School Settings](#)

Review Frequency:

- Annually

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

Date of Implementation:

- September 2024

Review Date:

- September 2025

Chief Executive Officer (CEO)**Date 5/12/24****Chair of Board of Trustees /Governing Board****Date 5/12/24**

INTRODUCTION

APTCOO Policy statement and principles

At APTCOO Safeguarding and child protection is an integral part of our ethos; we are committed to safeguarding children and young people, and we expect everyone who works at APTCOO to share this commitment.

A safe and caring environment helps our young people flourish into confident, happy people with a positive outlook on life. We will always act in the best interest of our young people.

We listen to any concerns or worries our young people have and act accordingly to support them and make sure they are well cared for. Our links to outside agencies, our own Senior Mental Health Lead and our safeguarding team's commitment to our young people' welfare provides the extra layer of protection that some children require.

Our safeguarding team all have regular external training to allow them to carry out their work with skill, knowledge, and confidence. All staff working in APTCOO have safeguarding training at least annually. This covers general safeguarding requirements, a deeper focus on a topic that is relevant at the time and a section on the Department for Education 'Keeping Children Safe in Education' guidance. This gives all staff the confidence they need to identify potential problems and raise any concerns in a timely and appropriate way.

We think it is important to work in partnership with parents, carers, and outside agencies to support our young people achieve their full potential. There are occasions when our concern about a child may mean that we must consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

To promote a safe environment for young people, our recruitment policy includes all checks on staff and regular volunteers' suitability, including Criminal Records Bureau checks in accordance with current legislation.

The procedures, which we follow, have been laid down by the Local Safeguarding Children's Board, and APTCOO has adopted a Safeguarding and Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to a member of the Senior Leadership Team.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

This Policy will be reviewed by the Senior Designated Safeguarding Lead **Michaela Ledsham** on a regular basis to ensure it remains current and incorporates all revisions made to local or national safeguarding guidance. This policy will as a minimum be fully reviewed once a year during the autumn term and provided to the Board of trustees/governing board for approval and sign off at the first autumn term meeting.

Date of last review: September 2024

Date of next review: September 2025

Role	Name	Contact Details
<ul style="list-style-type: none"> Headteacher of Independent Special School 	<ul style="list-style-type: none"> Michaela Ledsham 	<ul style="list-style-type: none"> Head@aptcoo.org
<ul style="list-style-type: none"> Senior Leader(s) available for contact in the absence of the DSLs 	<ul style="list-style-type: none"> Carol Burkitt 	<ul style="list-style-type: none"> Carol.burkitt@aptcoo.org
<ul style="list-style-type: none"> Designated Governor for Child Protection/ Safeguarding 	<ul style="list-style-type: none"> Lee Piercy 	<ul style="list-style-type: none"> Lee.Piercy@aptcoo.org
<ul style="list-style-type: none"> Senior Designated Safeguarding Lead 	<ul style="list-style-type: none"> Michaela Ledsham 	<ul style="list-style-type: none"> Michaela.ledsham@aptcoo.org
<ul style="list-style-type: none"> Deputy Safeguarding Lead 	<ul style="list-style-type: none"> Abby Armstrong 	<ul style="list-style-type: none"> Abby.armstrong@aptcoo.org
<ul style="list-style-type: none"> Names of additional Safeguarding Officers 	<ul style="list-style-type: none"> Tracy Ford 	<ul style="list-style-type: none"> Tracy.ford@aptcoo.org
<ul style="list-style-type: none"> LA Safeguarding Children in Education Officer 	<p>Nottinghamshire:</p> <ul style="list-style-type: none"> Cheryl Stollery <p>Nottingham City:</p> <ul style="list-style-type: none"> Claire MacLean <p>City of Doncaster:</p> <ul style="list-style-type: none"> TBC 	<ul style="list-style-type: none"> 0115 8041047 0115 8764749 TBC
<ul style="list-style-type: none"> LA Child Protection Contact/LADO 	<ul style="list-style-type: none"> Nottinghamshire Nottingham City 	<ul style="list-style-type: none"> Lado@nottscc.gov.uk 0115 8041272 Lado@nottinghamcity.gov.uk 0115 8764762

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

<ul style="list-style-type: none"> • MASH (Multi-agency Safeguarding Hub) • Emergency Duty Team (Children’s Social care) • Police (to report a crime and immediate risk of harm or abuse to child) • NSPCC help/whistleblowing line 	<ul style="list-style-type: none"> • City of Doncaster • Nottinghamshire • Nottingham City • City of Doncaster • Nottinghamshire • Nottingham City • City of Doncaster • 101 • line is available 8.00am to 8.00pm Monday to Friday 	<ul style="list-style-type: none"> • Lado@doncaster.gov.uk 01302 737748 • 0300 500 8090 • 0115 876 4800 • 01302 737 777 • 0300 456 4546 • 0115 915 9299 • 01302 737 777 • In an emergency 999 (only) • 0800 028 0285- email: help@nspcc.org.uk
---	---	---

Our policy applies to all staff, governors and volunteers working at APTCOO and takes into account statutory guidance provided by the Department for Education and local guidance issued by the relevant commissioning authorities Local Safeguarding Children Partnerships.

We will ensure that all parents/carers are made aware of our responsibilities regarding child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this Child Protection policy, and the duties and responsibilities, as set out within the [Education Act 2002 sec157](#), [DfE Statutory Guidance Keeping Children Safe in Education 2024](#) and [HM Working Together to Safeguard Children 2023 \(published 15th December 2023, updated February 2024\)](#), which are incorporated into this policy.

Safeguarding & Child Protection Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and young people. We will endeavour to provide a safe and welcoming environment where children and young

people are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children and young people receive effective support, protection, and justice.

The procedures contained in this policy apply to all staff, volunteers, and Trustees of APTCOO and are consistent with local Safeguarding Children Partnerships (SCPs) agreed policies, procedures and protocols.

Maintaining a child centred and coordinated approach to safeguarding:

Everyone who works at APTCOO understands that they are an important part of the wider safeguarding system for children and young people and accepts safeguarding and promoting the welfare of children and young people is everyone's responsibility and everyone who comes into contact with them and their families has a role to play. To fulfil this responsibility effectively, all staff and volunteers will ensure their approach is child-centred and will be supported to consider, at all times, what is in the best interests of the individual.

We recognise no single practitioner can have a full picture of a child or young person's needs and circumstances. If children and young people and their families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information, and taking prompt action.

Safeguarding children is defined as: The actions we take to promote the welfare of children and young people and protect them from harm are everyone's responsibility. Everyone who comes into contact with them and their families has a role to play.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children and young people from maltreatment, whether that is within or outside the home, including online.
- Preventing the impairment of children and young people 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.

NB Definition: Children includes everyone under the age of 18.

Whole APTCOO approach to safeguarding:

- We understand the importance every member of our staff has through their contact with children and young people in and outside of our environment and the particular importance of the roles and relationships they have which places them in a position to identify concerns early, provide help for and promoting children and young people welfare and prevent concerns from escalating.
- We have a responsibility to provide a safe environment in which children and young people can learn, we will regularly review our 'safeguarding arrangements', to ensure these remain effective and all children and young people and staff are safe.

- We will make every effort to identify children and young people who may benefit from early help and put in place support as soon as a problem emerges at any point in an individual's life.
- **Any staff member** who has **any** concerns about a child or young person's welfare should follow the processes set out in this safeguarding and child protection policy and raise concerns with a designated safeguarding lead without delay.
- All of our staff should expect to support social workers and other agencies following any referral, especially if they were involved in being alerted to, or receiving a disclosure of risk, harm or abuse or harassment from a child, young person or vulnerable adult.
- Our senior designated safeguarding lead will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care, police, health and relevant LA early help service, where required, as the designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

Safeguarding is not just about protecting children and young people from deliberate harm. It also relates to the broader aspects of care and education including:

- Young people' health and safety and emotional well-being, and their mental and physical health or development.
- Meeting the needs of children and young people with special educational needs and/or disabilities.
- Ensuring reasonable adjustments are provided as informed by the Equality Act for disabled children and young people with SEN.
- Where a child receives elective home education and has an EHCP, we will ensure the LA is provided with details of the plan and letter of decision from the child's parents and carers.
- The use of 'reasonable force' and inclusive behaviour management strategies.
- Meeting the needs of children and young people with medical conditions.
- Providing first aid.
- Educational visits and off- site education.
- Intimate care and emotional wellbeing.
- On-line safety and associated issues including filtering and monitoring in accordance with DfE monitoring standards.
- Appropriate arrangements to ensure APTCOO security, considering the local context.
- Keeping children and young people safe from risks, harm, exploitation and sexual violence and sexual harassment between children: KCSiE 2024 Annex A.

Safeguarding can involve a range of potential issues such as:

- Neglect, physical abuse, sexual abuse, and emotional abuse.
- Contextualised also known as extra-familial abuse.
- Bullying, including online bullying (by text message, on social networking sites, and prejudice-based bullying and being aware of the ease of access to mobile phone networks.

- The approach to online safety, including appropriate filtering and monitoring on APTCOO devices and networks, including home use.
- ‘Deliberately missing education and children who have unexplained or persistent absence from education’ or may be going ‘missing from education, home or care’ and the risks this poses on repeat occasions and for prolonged periods.
- Domestic Abuse including teenage relationship abuse.
- Racist, disability- based, homophobic, bi-phobic, or transphobic abuse.
- Gender based violence/violence against women and girls.
- Risk of extremist behaviour and/or radicalisation and susceptible to being at risk of being drawn into terrorism.
- Child sexual exploitation, human trafficking, modern slavery, sexual or criminal exploitation.
- A young carer.
- Has a mental health need and has an effect on APTCOO attendance and progress.
- Has special educational needs (whether or not they have a statutory Education Health and Care Plan (EHCP).
- Privately fostered.
- Has a family member in prison or is affected by parental offending.
- Child-on-Child Abuse (to include children abusing other children, other varying form of bullying including online and sexually harmful behaviour, sexual violence, and sexual harassment (further defined in KCSiE 2024 Part Five).
- Harm outside the home extra familial harm.
- The impact of new technologies, including ‘sexting’ and accessing pornography.
- Issues which may be specific to a local area or population, is showing signs of being drawn into anti-social or criminal behaviour, including gang activity or involvement and associations with organised crime groups or county lines.
- In possession of a knife and or involved in knife crime, youth violence, criminal child exploitation (CCE).
- Is in family circumstances which present challenges for the child or young person such as drug and alcohol misuse, adult mental health issues and domestic abuse/harm.
- Is at risk of or from serious violence and violent crime.
- Persistent absence from education, including persistent absence for part of APTCOO day.
- At risk of suspension or permanent exclusion
- Issues affecting children and young people including domestic abuse and violence, female genital mutilation, and honour-based abuse.
- Being subject to any conduct where the purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial ‘marriages’ as well as legal marriages (Law change on Forced Marriage, February 2023).
- ‘Upskirting’- The Voyeurism (Offences) Act, which is commonly known as Up-skirting Act, came into force on 12 April 2019. Upskirting is a criminal offence and reportable by all teachers (KCSiE Annex A).

All our staff and volunteers are aware of the indicators of abuse, neglect and exploitation and know what to look for is vital for the early identification so that support can be put in place. Our staff and volunteers are also aware of the specific safeguarding issues that indicate or inform of concerns or incidents linked to child criminal exploitation and child sexual exploitation and know to report concerns directly to the designated safeguarding or a member of the senior leadership team should the designated safeguarding lead not be available for children who may be in need of help or protection.

Our staff recognise that children and young people 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 harmful. Children and young people may also feel embarrassed, humiliated, or could be being threatened not to tell, so not feel able to share what is happening to them. Alternatively, we recognise children, and young people may not want to make a disclosure or talk about what is happening due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have concerns about a child, young person or vulnerable adult and agree a way forward to support them and determine how best to build trusted relationships with children and young people which facilitate good opportunities for communication.

All staff should always speak to the designated safeguarding lead, or deputy at the earliest opportunity.

All our staff are aware that abuse, neglect, and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap with one another, therefore all staff should always be vigilant and always raise any concerns with the designated safeguarding lead (or deputy).

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside of APTCOO and which can occur between children and young people outside of our environment.

All staff have received information and training regarding the risks that can take place outside their families. This is known as extra-familial harm and these can take a variety of different forms and children, and young people can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

Our staff are aware that technology offers many opportunities but is a significant component in many safeguarding and wellbeing issues. Children and young people are at risk of abuse online as well as face to face. Children and young people can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

All our staff have 'an understanding of the expectations, applicable to their roles and responsibilities in relation to filtering and monitoring' of ICT systems and regular monitoring of APTCOO's equipment and networks.

We have an online safety policy which informs of the filtering and monitoring arrangements on ICT devices and networks to keep children and young people safe and is reflected in this Safeguarding & Child Protection Policy,

including awareness of the vulnerabilities when accessing to mobile phone networks. (See KCSiE 2024 Paragraphs 12,102,123 and 133 to 146).

Our Snr DSL and the DSL team has the lead responsibility in this area, which is overseen and regularly reviewed by the Board of trustees/governing board, along with considering the specific needs of children and young people, who may be potentially at greater risk of harm, and how often they access the IT system along with the proportionality of costs versus safeguarding risks.

Our Board of trustees/governing board will ensure that they maintain oversight of the Online Safety Policy, and the arrangements put in place to ensure appropriate filtering and monitoring on APTCOO devices and APTCOO network. The appropriateness of any filtering and monitoring systems will in part be informed by the risk assessment required by the **Prevent Duty** as required by KCSiE 2024 paragraphs 145 to 146.

This will include:

- identify and assign roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet APTCOO/ colleges safeguarding need.
- review and discuss the standards with the leadership team, IT staff and service providers to ensure APTCOO/college meets the standard published by the [Department for Education filtering and monitoring standards](#).

APTCOO's Online Safety policy can be accessed on the [website](#)

Our Board of trustees/governing board will ensure that a review is maintained to ensure the standards and discuss with the IT & Systems Coordinator and, where appropriate, service providers to ascertain whether more needs to be done to support APTCOO in meeting and maintaining this standard and communicating these to staff, young people, parents, carers and visitors to APTCOO, who provide learning and/or support to children as part of the educational and/or put of APTCOO opportunities that we provide.

Our Senior DSL and the DSL team will always act in the 'best interest of the child' and remain mindful of the importance with parents and carers about safeguarding concerns held for children and young people and in particular their access to online sites when away from APTCOO.

We will support understanding of harmful online challenges and hoaxes and share information with parents and carers and where they can get help and support.

We make clear in all of our policies that all forms of abuse or harassment will be reported in accordance with national safeguarding guidance, and we will take a 'zero tolerance' approach to harassment and abuse as informed by DfE KCSiE 2024 (statutory guidance).

Should an incident or disclosure be made by a child or young person, our staff will always reassure them (victim) that they are being taken seriously and that they will be supported and kept safe, but we recognise that not every victim will view themselves as such.

We will also be mindful of the use of other terminology such as '**alleged perpetrator(s)**' or '**perpetrator(s)**' as in some cases the abusive behaviour will have been harmful to the perpetrator as well.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

We will do our best to ensure children and young people understand the law on child-on-child abuse is there to protect them rather than criminalise them. In doing this we will discuss with relevant statutory safeguarding agencies to ensure all concerns or incidents are addressed fully, and where required different types of assessment and services are put in place where required and in accordance with the relevant commissioning local authority and the relevant local Safeguarding Children Partnership's Pathway to Provision/Threshold of Need (the individual commissioning local authority's identified threshold guidance for referral and access to services).

Identifying Concerns

All members of staff, volunteers and governors will know how to identify children and young people who may be being harmed and then how to respond to an individual who discloses abuse, or where others raise concerns about them. Our staff will be familiar with the relevant procedures to be followed.

Staff understand that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other. Staff who regularly come into contact with children and young people are aware of the DfE guidance [What to do if you're worried a child is being abused](#)

All APTCOO staff and volunteers have received safeguarding training to ensure that they are able to recognise the indicators of child abuse, harm, or neglect, and will always speak to a designated safeguarding lead should they become alert or be informed (directly or indirectly) of an incident or concern.

Indicators of Abuse, Neglect & Exploitation

Abuse: a form of maltreatment of a child, young person or vulnerable adult. Somebody may abuse or neglect a child, young person or vulnerable adult by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children and young people of all forms of domestic abuse, including where they see, hear, or experience its effects. Children and young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place online, or technology may be used to facilitate offline abuse. Children and young people may be abused by an adult or adults or by another child or children.

The four categories of child abuse are as follows:

- 1. Physical Abuse**
- 2. Emotional Abuse**
- 3. Sexual Abuse**
- 4. Neglect**

Indicators of abuse and neglect

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

Abuse: a form of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm or by failing to act to prevent harm. Children and young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children and young people may be abused by an adult or adults or by another child or children.

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

Emotional abuse: the persistent emotional maltreatment of a child or young person such as to cause severe and adverse effects on their emotional development. It may involve conveying to a child or young person that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving them 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 expectation being imposed on children and young people. These may include interactions that are beyond their developmental capability as well as over protection and limitation of exploration and learning or preventing the child or young person from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing them to feel frightened or in danger, or the exploitation or corruption of children and young people. Some level of emotional abuse is involved in all types of maltreatment of a child or young person, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child or young person 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 masturbations, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children and young people to look at, or in the production of, sexual images, watching sexual activities, encouraging them to behave in sexually inappropriate ways, or grooming a child or young person in preparation for abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children or young people. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education and **all** staff should be aware of it and their policy and procedures for dealing with it.

Neglect: the persistent failure to meet a child or young person's basic physical and/or psychological need, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, 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 or young person from physical and emotional harm or danger; ensure adequate supervision (the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child or young person's basic emotional needs.

Safeguarding issues: All staff should have an awareness of safeguarding issues that can put children and young people at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nudes and semi-nude images and/or videos can be signs that children and young people are at risk.

We have put in place an open and positive culture for safeguarding which is embedded into the way everyone works together, is effective in sharing information in a timely manner, and meets local thresholds with safeguarding partners, to ensure what is 'best to keep the child/children, young people or vulnerable adult safe. It includes an environment where everyone feels safe, well cared for, and knows they will be listened to and provided with help and support.

Our ethos demonstrates that the effective safeguarding of children, young people or vulnerable adults can only be achieved by putting them at the centre of a system, where we listen to them and hear what they say. Every individual within APTCOO will play their part, including working with professionals from other agencies, particularly social workers, to meet the needs of our most vulnerable children, young people or vulnerable adults and keep them safe. We will take opportunities to teach children, young people or vulnerable adults about important safeguarding issues in a way that is age and needs appropriate.

All young people know that if they have any concerns that they have a trusted adult that they can confide in. All young people are given regular opportunities during PSHE to discuss areas relating to safeguarding, and why the topics are important for their own health and wellbeing.

APTCOO is led by a senior leadership team and a board of trustees/governing board of trustees whose aims are to provide a safe environment and vigilant culture where children, young people or vulnerable adults can learn and be safeguarded. If there are safeguarding concerns, we will respond with appropriate action in a timely manner for those children, young people or vulnerable adults who may need help or who may be suffering, or likely to suffer, significant harm.

Where staff members have concerns about a child or young person (as opposed to them being in immediate danger) they will decide what action to take in conjunction with the Snr Designated Safeguarding Lead. The Senior DSL or Deputy DSL will make referrals to the relevant social care team. APTCOO record all safeguarding concerns and associated actions on the **Child Protection Online Management System (CPOMS)**.

Staff are also informed of the APTCOO whistle blowing and low-level concerns procedures and they have access to the contact details for the relevant Local Authority LADO's and NSPCC helpline.

APTCOO work closely with external agencies to support young people and their families that includes referring into MASH and/or Early Help where appropriate. We also support our young people where they are supported by CAMHS and external counselling services. Regular networking events are attended by DSLs to ensure that they are continuously updated via multi agency training that includes local updates, concerns and trends.

All of our families appropriate that we hold an open-door policy where their concerns or queries can be dealt with in a timely manner. DSLs have access to multi agency support teams dependent on the needs of the young

person and their family. Our in-house family practitioners are also available who can signpost to local support agencies through the associated local directories.

The working together to safeguard children principles are key to keeping children, young people or vulnerable adults safe and staff at APTCOO understanding the vulnerabilities needing to be supported. We will ensure up to date contact details for the professionals working with the child or young person and their family are provided by the designated safeguarding leads as required.

The Senior Designated Safeguarding Lead (DSL) /Headteacher, who is familiar with national and local guidance, will share concerns, where appropriate, with the relevant agencies.

APTCOO staff and volunteers access EduCare safeguarding and child protection training as part of their induction, they are also required to access annual refresher training; Information relating to training is recorded on a formal training matrix. Termly inset day training includes relevant refreshers and briefings, including checks on staff knowledge and understanding of the safeguarding processes in place.

APTCOO have a safer recruitment policy which includes the information and processes that ensure that all recruitment (of both staff and volunteers) is undertaken in line with safer recruitment principles and KCSIE 24 guidance. All relevant information relating to safe recruitment is recorded on the Single Central Record (SCR). We also have a recruitment and induction matrix in place which records and evidences all elements of an individuals induction process, in line with statutory guidance.

The DSL team maintains a key role in raising awareness amongst staff about the needs of children, young people or vulnerable adults who have or who have had a social worker and the barriers that those individuals might experience in respect of attendance, engagement and achievement at education or training.

The Senior DSL/ Designated Teacher can inform the Board of trustees/governing board of the number of children, young people or vulnerable adults in their cohort who have or who have had a social worker and appropriate information is shared with teachers and staff on individual's circumstances. Data is maintained for children, young people or vulnerable adults who have looked after status and for children, young people or vulnerable adults who have been involved in the care system.

The Designated Teacher maintains working links with the relevant local authority Virtual APTCOO Head to promote the educational achievement of looked after children and those who have been previously looked after children. The virtual APTCOO head collaborates with us to identify and engage other key professionals, such as social workers, headteachers, governors, Special Educational Needs Co-ordinators (SENCo's), mental health leads, and other local authority officers to help improve outcomes for children, young people or vulnerable adults.

Our Safeguarding & Child Protection Policy

There are eight main elements to our policy:

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- Providing a safe environment in which children, young people or vulnerable adults can learn and develop.
- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children, young people or vulnerable adults.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases of abuse in and outside of APTCOO.
- Supporting young people who have social care involvement in accordance with his/her child in need plan, child protection plan or are subject to Local Authority Care.
- Raising awareness of safeguarding children, child protection processes and equipping children, young people or vulnerable adults with the skills needed to keep them safe in and outside of the APTCOO environment.
- Recognising early help is the best way to support children, young people or vulnerable adults and by providing help and support to meet their needs as soon as a problem emerges at any point in a child or young person's life.
- Working in partnership with agencies and safeguarding partners in the 'best interest of the child.'
- Ensuring we have appropriate policies and procedures to deal with child-on-child sexual violence and sexual harassment and maintain the required filtering and monitoring arrangements for online safety and harms.

We recognise that because of the day-to-day contact our staff have with children, young people or vulnerable adults they and we are well placed to observe the outward signs of abuse and report concerns in a timely manner to seek help or interventions and support them.

APTCOO will therefore:

- Establish and maintain an environment where children, young people or vulnerable adults feel secure, are encouraged to talk, and are listened to and heard.
- Ensure children, young people or vulnerable adults know that there are trusted adults in APTCOO who they can approach if they are worried.
- Ensure that every effort is made to establish effective working relationships with parents, carers, and colleagues from other agencies.
- Include opportunities in the RSHE curriculum for children, young people or vulnerable adults to develop the skills they need to recognise and stay safe from abuse by:
- Recognise and managing risks including online safety, radicalisation and extremism, sexual exploitation, child on child sexual violence and sexual harassment, the sharing of nude and semi -nude images which has replaced what was termed as sexting.
- Support the development of healthy relationships and awareness of domestic violence and abuse, recognising that Domestic Abuse can encompass a wide range of behaviours and may involve a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial, or emotional harm and children, young people or vulnerable adults can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- Recognising how pressure from others and safeguarding vulnerabilities can affect their behaviour.
- Recognising the link between mental health, APTCOO attendance and children ‘absent from education’ and the impact on learning, progress, and educational attainment.
- We will act swiftly to address any concerns related to serious violence, gang and knife crime or child on child sexual violence or sexual harassment incidents.
- Ensure our **Relational policy** includes measures to prevent bullying, including cyberbullying, harmful online challenges, hoaxes, prejudice-based and discriminatory bullying and use of social media platforms and networks is accessible on the [website](#).
- Maintain an **Online Safety Policy** which address statutory filtering and monitoring standards, which takes into account any remote learning (where applicable), and use of mobile and smart technology and is reviewed regularly to take into account any new threats.
- Work in partnership with safeguarding agencies to address any ‘harm outside the home’ also known as ‘extra familial harm’ and create a culture where children, young people or vulnerable adults can share concerns and seek support in a safe place and where children, young people or vulnerable adults can form safe and trusted relationships. Where children, young people or vulnerable adults can feel assured, they will be listened to, heard, and offered support to enable them share sensitive information and strengthen their resilience.
- We acknowledge the importance of working together with parents, carers, and external services to form strong and trusted partnerships, which can advocate trauma informed and trauma aware responses,
- We will help create and maintain safe places and spaces within the community, so children, young people or vulnerable adults people know how to access a place of safety outside of the APTCOO environment if needed.
- We will take all reasonable measures to ensure any risk of harm to children, young people or vulnerable adult’s welfare is minimised inside and outside of the APTCOO environment.
- Take all appropriate actions to address concerns about the welfare of a child, young person or vulnerable adult working to local policies and procedures in full working partnership with agencies.
- Ensure robust child protection arrangements are in place and embedded in the daily life and practice of APTCOO.
- Promote learner health and safety.
- Promote safe practice, and challenge unsafe practice.
- Ensure that procedures are in place to deal with allegations of abuse against staff including volunteers, and contractors. KCSiE Part Four has two sections, the second section addresses low-level concerns.
- Provide first aid and meet the health needs of children, young people or vulnerable adults with medical conditions.
- Ensure APTCOO sites are safe and secure.
- Address drugs and substance misuse issues.
- Support and plan for young people in custody and their resettlement back into the community.
- Work with all agencies regarding missing children, young people or vulnerable adults, anti-social behaviour/gang activity and violence in the community/knife crime and children, young people or vulnerable adults at risk of sexual exploitation.
- Everyone having a duty to safeguard children, young people or vulnerable adults inside/outside APTCOO environment including offsite trips, extended out of APTCOO activities and vocational placements.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

Two of APTCOO's DL's are trained in mental health first aid and we also have a senior mental health lead trained by Anna Freud in supporting young people who have experienced trauma. The assistant DSL is trained in Emotions Coaching and offers 1-2-1 support sessions within school. Regular updates on the indicators of abuse are covered within team training sessions and safeguarding is included in our weekly staff meeting agenda.

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. (KCSiE 2024 Annex B (page 149). APTCOO will record any such incidents and refer to the relevant authorities in line with local safeguarding children's partnership's processes.

APTCOO will follow the procedures set out by the relevant Local Authority Safeguarding Children Partnership (SCP) and take account of guidance issued by the DfE in Keeping Children Safe in Education 2024 to:

- Ensure we have a Senior Designated Safeguarding Lead (DSL), who is a member of APTCOO senior leadership team, and a Deputy Safeguarding Lead for child protection/safeguarding who has received appropriate training and support for this role.
- The Designated Safeguarding Lead role is written into their job description and clarifies the role and responsibilities including as defined in KCSiE 2024 Annex C.
- Ensure we have a nominated governor responsible for child protection/safeguarding.
- Ensure that we have a Designated Teacher for Looked After Children (LAC).
- Ensure every member of staff (including volunteers) and the board of trustees/governing board knows the name of the Senior Designated Safeguarding Lead, their deputies responsible for child protection, and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead, or to children's social care/police if a child is in immediate danger.
- Ensure that there is a whistleblowing policy and culture where staff can raise concerns about unsafe practice, and that these concerns will be taken seriously.
- Ensure that there is a complaints system in place for children, young people or vulnerable adults and families.
- Ensure that parents understand the responsibility placed on APTCOO and staff for child protection and safeguarding by setting out its obligations on APTCOO's website.
- Notify the relevant Local Authority Social Care Team if there is an unexplained absence for a child or young person who is subject to a child protection plan and where no contact can be established with the child, or a parent or appropriate adult linked to the child.
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences.

- Keep written records of concerns about children, young people or vulnerable adults, even where there is no need to refer the matter immediately; documenting and collating information on individual children, young people or vulnerable adults to support early identification, referral, and actions to safeguard.
- Ensure all records are kept securely; APTCOO use electronic child protection and confidential safeguarding files, which are held on the Child Protection Online Management System (CPOMS); these are kept separate from the main learner file, which are also electronic records and are stored, online, on the APTCOO shared drive.
- Ensure that we follow robust processes to respond when children, young people or vulnerable adults are missing from education, home or care.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.
- Apply confidentiality appropriately.
- Apply the Local SCP escalation procedures if there are any concerns about the actions or inaction of social care staff or staff from other agencies.

Supporting children, young people or vulnerable adults.

We recognise that children, young people or vulnerable adults 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 harmful. For example, children, young people or vulnerable adults may feel embarrassed, humiliated, or be being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. We recognise that children, young people or vulnerable adults who are abused or who witness violence may find it difficult to develop a positive sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. APTCOO may be the only stable, secure, and predictable element in the lives of these children, young people or vulnerable adults who are at risk. When at APTCOO, their behaviour may be challenging and defiant or they may be withdrawn. This should not prevent staff from having a professional curiosity and speaking to a DSL if they have concerns about a child or young person. It is also important that staff determine how best to build trusted relationships with children, young people or vulnerable adults which facilitate communication. We also recognise that these children, young people or vulnerable adults may be more vulnerable than others, due to their special educational needs and or disabilities.

All staff including volunteers are advised to maintain the attitude of **'it could happen here'** where safeguarding is a concern, and when concerned about the welfare of the child or young person should always act in the **best** interests of the individual.

APTCOO will endeavour to support the learner through:

- Developing the content of the curriculum to ensure that it meets the individual needs (in line with their EHCP where relevant) of each child, young person or vulnerable adult accessing APTCOO provision.
- Maintaining an ethos which promotes a positive, supportive, and secure environment, and which gives young people a sense of them being valued.
- APTCOO's Relational policy, anti-bullying policy and child-on-child abuse protocols are kept up to date with national and local guidance which is aimed at supporting our vulnerable young people.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- We will proactively ensure that all children, young people or vulnerable adults know that some behaviours are unacceptable and will need to be addressed, but as members of APTCOO they are valued and will be supported through the time required to deal with any abuse or harm that has occurred, or outcomes from incidents.
- Liaison with other agencies that support the learner such as the relevant Local Authority Children's Social Care (in line with their SCP's referral pathway), Behaviour and Attendance Service and Education Psychology Service, use of Complex Case Resolution Meetings and the Early Help Assessment Forms.
- Ensuring that, where a learner leaves and is subject to a child protection plan, child in need plan or where there have been wider safeguarding concerns, their information is transferred to the new education provision immediately or within **5 working days** and that the individual's social worker is informed.
- Ensuring that the vulnerability of the children and young people with special educational needs and or disabilities is recognised and fully supported.
- Where a child, young person or vulnerable adult discloses a concern or informs of an incident that has involved them in an incident involving sexual violence and or sexual harassment the staff member will ensure the individual (victim) is taken seriously, kept safe and never be made to feel like they are creating a problem for reporting abuse, sexual violence, or sexual harassment.

Safe Staff and Safe Recruitment

- The senior leadership team and board of trustees/governing board of APTCOO will ensure that all safer working practices and recruitment procedures are followed in accordance with the guidance set out in KCSiE 2024 Part Three and Working Together to Safeguard Children guidance.
- APTCOO SLT, nominated staff and members of the board of trustees/governing board will be appropriately trained in safer working practices and access the safer recruitment training.
- Statutory pre-employment checks and references from previous employers are an essential part of the recruitment process. We will ensure we adopt the appropriate necessary procedures to conduct the checks required and where any concerns arise, we will seek advice and act in accordance with national guidance.
- APTCOO has in place recruitment, selection, and vetting procedures in accordance with KCSiE 2024 Part Three and maintains a Single Central Record (SCR), which is reviewed regularly and updated in accordance with KCSiE 2024 Part Three.
- Staff will have access to advice on the boundaries of appropriate behaviour and will be aware of APTCOO Employee Code of Conduct, which includes contact between staff and young people outside the work context. Concerns regarding low-level concerns will be included in our Code of Conduct from 1 September 2024 in line with KCSiE Part Four Section two. Staff can access a copy of this from the SharePoint shared 2024/25 compliance file.
- Newly appointed staff and volunteers will be informed of our arrangements for safer working practices by the DSL/Head Teacher before beginning working and contact with young people.
- In the event of any complaint or allegation against a member of staff, the Senior DSL/Head Teacher will be notified immediately. If it relates to the headteacher, the CEO will be informed without delay. We will respond to all allegations robustly and appropriately in collaboration with the relevant Local Authority Designated Officer (LADO).
- All new employees will be appropriately inducted to their role.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

Roles and Responsibilities

All staff and volunteers

Safeguarding and promoting the welfare of children and young people is everyone's responsibility. Everyone who comes into contact with children and young people and their families have a role to play in safeguarding them. Our staff will always consider what is in the best interests of children and young people.

All staff have received appropriate safeguarding training to enable them to identify concerns early and provide help to children and young people to prevent concerns from escalating. We recognise early help is the best way to support them and by providing help and support to meet their needs as soon as a problem emerges at any point in a child or young person's life.

We may decide that the children and young people do not require referral to statutory services but may benefit from early help.

Early Help: is support for children and young people of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. We recognise providing early help is more effective in promoting the welfare of children and young people, than reacting later.

All APTCOO staff should be particularly alert to the potential need for early help for a child or young person who:

- is disabled or has certain health conditions and has specific additional needs.
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan).
- has a mental health need.
- is a young carer.
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
- is frequently missing/goes missing from education, home, or care,
- is at risk of being permanently excluded from APTCOO.
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation.
- is at risk of being radicalised or exploited.
- has a parent or carer in prison or is affected by parental offending.
- is in a family circumstance presenting challenges for the child or young person, such as drug and alcohol misuse, adult mental health issues and domestic abuse.
- is misusing alcohol and other drugs themselves.
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage.

- is a privately fostered child. (in line with Working Together to Safeguard Children 2023 and KCSiE 2024 paragraph 343)

All of our staff are aware of the early help process and understand their role in this. This includes being able to identify emerging problems to recognise children and young people who may benefit from early help. Staff know in the first instance to discuss their concerns with the Designated Safeguarding Lead and understand they may be required to support other agencies and professionals in assessments for early help.

APTCOO has an Open-door policy is available for any parent that has concerns or queries, and these are dealt with in a timely manner. Our in-house family support team have access to a full directory of support services for young people and their families.

APTCOO work in close partnership with social care to attend and contribute towards children in care reviews and those that have a child in need plan, as well as any other relevant meeting that contributes to the safety and care of vulnerable children and young people.

APTCOO share with parents any information that support families to keep their children safe. This includes regular emails and social media updates from our trusted partners at CEOP and The UK Safer Internet Centre, and SEND specific information from our membership with the PSHE Association and our partners at the local Safeguarding Children's Partnership's. We continually update our school padlet to include new and important information.

Safeguarding Training

All of our staff are aware of systems and resources available, and these are explained to them as part of staff induction, which includes our safeguarding & child protection policy; the employee code of conduct and the role of the Designated Safeguarding Lead and Keeping Children Safe in Education 2024.

We have an induction checklist when staff start employment or volunteering opportunities to ensure that they receive the information and training required to support them and keep our children safe.

All of our staff receive safeguarding and child protection training, via the EduCare training system, which is updated every three years. In addition, to this training all staff members receive child protection and safeguarding updates, and briefings, when required, but at least annually. All training is recorded on a formal training matrix.

All of our staff are aware of the relevant Local Authority/SCP processes in place for referrals to children's social care and understand the role that they may have in these assessments and subsequent working in partnership with safeguarding agencies.

All of our staff know what to do if a child, young person or vulnerable adult is raising concerns or makes a disclosure of abuse and/or neglect.

Staff will maintain a level of confidentiality whilst consulting with the Designated Safeguarding Lead.

Our staff will never promise a child, young person or vulnerable adult that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the individual.

Staff responsibilities

All staff have a key role to play in identifying concerns, recognising children and young people vulnerability to harm and risk of abuse and provide support and early help for them.

To achieve this, they will:

- Establish and maintain an environment where children and young people feel secure, are encouraged to talk and are listened to.
- Ensure children and young people know that there are adults in APTCOO who they can approach if they are worried or have concerns.
- Plan opportunities within the curriculum for children and young people to develop the skills they need to assess and manage risk appropriately and online.
- Lead and ensure robust arrangements and procedures are in place to effectively manage and regularly monitor the online safety arrangements and ensure appropriate filtering and monitoring on APTCOO devices and APTCOO networks.
- Attend training to be aware of and alert to the signs of abuse.
- Maintain an attitude of “it could happen here” with regards to safeguarding.
- Record their concerns if they are worried that a child, young person or vulnerable adult is being abused and report these to the DSL, as soon as practical that day. If the DSL is not contactable immediately the Deputy/additional DSL should be informed.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- Support young people in line with their child protection plan, child in need plan, LAC Care Plan.
- Treat information with confidentiality but never promising to “keep a secret.”
- Notify the DSL or their Deputy of any child on a child protection plan or child in need plan who has unexplained absence.
- Be prepared to identify and support children and young people who may benefit from early help, support, and interventions.
- Ensure that they know who the DSL and Deputy DSLs are and know how to contact them.
- Have an awareness of the Child Protection Policy, the Relational policy, the Staff Code of Conduct, procedures relating to the safeguarding response for children who go missing from education and the role of the DSL.

Senior Leadership/Management Team responsibilities:

- Contribute to inter-agency working in line with HM Working Together to Safeguard Children 2023 (updated February 2024) guidance.
- Provide a co-ordinated offer of early help when additional needs of children and young people are identified.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- Ensure all staff and volunteers are alert to the definitions of abuse and indicators, and through access to regular training opportunities and updates.
- Working with the relevant local authority Social Care teams, support their assessment and planning processes including the attendance at conferences and core group meetings and providing reports as required.
- Provide support and advice on all matters pertaining to safeguarding and child protection to all staff regardless of their position within APTCOO.
- Treat any information shared by staff or young people with respect and follow agreed policies and procedures.
- Ensure that allegations or concerns against staff including low-level concerns are dealt with in accordance with guidance from Department for Education (DfE KCSiE 2024 Part Four 'Allegations made against staff, volunteers, and contractors in Sections One and Two.

Teachers (including NQTs) and Headteachers – Professional Duty (Independent Special School only)

The Teachers Standards 2012 (updated 13 December 2021) remind us that teachers, newly qualified teachers and headteachers should safeguard children and young people and maintain public trust in the teaching profession as part of our professional duties.

The Children and Social Work Act of 2017, places responsibilities for Designated Teacher to have responsibility for promoting the educational achievement of children and young people who have left care through adoption, special guardianship, or child arrangement orders or who were adopted from state care outside England and Wales.

Designated Safeguarding Lead

We have a Senior Designated Safeguarding Lead **Michaela Ledsham** who takes lead responsibility for safeguarding children and child protection who has received appropriate training and support for this role. The Snr Designated Safeguarding Lead is a senior member of APTCOO leadership team, and their responsibilities are explicit in their job description.

We also have a Deputy Safeguarding Lead, who will provide cover for the Senior Designated Safeguarding Lead when they are not available. Our Deputy Safeguarding Lead and the additional safeguarding lead has received the same training as our Senior Designated Safeguarding Lead. They will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded within APTCOO ethos and that specific duties are discharged. They will assist the Senior Designated Safeguarding Lead in managing referrals, attending child protection conferences, reviews, core group meetings and other meetings of a safeguarding and protection nature to support the children and young people.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding young people. Our Designated Safeguarding Lead will ensure there is a structured procedure within APTCOO, which will be followed by all the members of APTCOO community in cases of suspected abuse.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

The Senior Designated Safeguarding Lead is expected to:

Manage Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Support staff who make referrals to children's social care and other referral pathways.
- Refer cases where a person is dismissed or left due to risk/harm to a child and the DBS as required.
- Ensure arrangements are in place year-round for all staff and volunteers to seek advice, support and inform of safeguarding concerns, or incidents and disclosures that inform children and young people are at risk of harm, or abuse, harm or bullying or sexual harm or harassment has occurred.
- Ensure appropriate systems are in place to manage and address online safety, access to mobile phone networks, especially for those children and young people who are potentially at greater risk of harm, abuse, and exploitation and refer concerns where required linked to the PREVENT duty.

Work with others

- As required, consult with the relevant Local Authority 'case manager' (as per Part Four of KCSiE 2024) and the LADO where there are child protection concerns/allegations that relate to a member of staff.
- Consult with the relevant Local Authority case manager and the LADO/LADO Allegation Officer where there are concerns about a staff member.
- Consult with staff on matters of safety and safeguarding and deciding when to make a referral by consulting with other agencies and acts as a source of support, advice, and expertise for other staff.
- Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children and young people including providing and writing reports for conferences and reviews.
- Consult with the local authority and other agencies in line with HM Working Together to Safeguard Children 2023 (Updated February 2024) and the relevant local Safeguarding Children Partnership (SCP) procedures and practice guidance.
- The headteacher, designated safeguarding leads and board of trustees/governing board are aware of the local arrangements put in place by the relevant local Safeguarding Children Partnership (SCP) and know how to access the relevant SCP websites and training.

Undertake training.

- Formal Designated Safeguarding Lead training will be undertaken every two years. Informal training and updating of knowledge and skills will be at regular intervals, undertaken at least annually.
- The Senior Designated Safeguarding Lead is responsible for their own training and should obtain access to resources or any relevant refresher training.
- The Senior Designated Safeguarding Lead is also responsible for ensuring all other staff with designated safeguarding responsibilities access up to date and timely safeguarding training and maintains a register or data base to evidence the training.

The training undertaken should enable the Designated Safeguarding Leads to:

- Understand the assessment process for providing early help and intervention through the relevant Local Authority and local SCP's Pathways to Provision/threshold of Need processes, the Early Help Service, and Family Hubs.
- Have a working knowledge of how the relevant local Safeguarding Children Partnership's (SCP's) operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so.
- Ensure that each member of staff has access to the Safeguarding & Child Protection policy and procedures and any revisions/updates.
- Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals and record on the CPOMS system.
- Understand the Prevent Duty and provide advice and support to staff on protecting and preventing children from the risk of radicalisation and being grooming into extremist behaviours and attitudes (KCSiE 2024 Annex A and B).
- Understand the reporting requirements for FGM and PREVENT.
- Encourage a culture of protecting children and young people and listening to children and young people and their wishes and feelings.

Raise awareness.

- Ensure that the child protection policies are known, understood, and used appropriately.
- Ensure that the child protection policy is reviewed annually in consultation with staff members, and procedures are updated and reviewed regularly and implemented, and that the board of trustees/governing board is kept up to date and actively involved.
- Work strategically to ensure policies and procedures are up to date and drive and support development work within APTCOO.
- Ensure that the safeguarding & child protection policy is available to parents and carers and uploaded to APTCOO website and make parents/carers aware that referrals may be made about suspected abuse or neglect.
- Ensure all staff receive induction training covering safeguarding & child protection before working with children and young people and can recognise and report any concerns immediately as they arise.
- Are aware of the local safeguarding children's partnership 'safe alert protocols'

Child Protection file

- The Senior Designated Safeguarding Lead is responsible for ensuring that when a child leaves APTCOO, their 'child protection,' 'child in need' file or 'confidential' file is transferred to the new education provision at the same time the individual goes on the roll of their new education provision.
- A record of the number of children and young people open and subject to CP, CiN and LAC concerns is maintained and shared with the board of trustees/governing board annually.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- A record or data on the cohort of children and young people having or have had a social worker and social care involvement will be maintained.
- We will ensure our management arrangements for maintaining, keeping, and storing information and records for children where a safeguarding or child protection concern has been identified for a child or young person is managed in accordance with statutory guidance in KCSiE 2024.

The Senior DSL has the responsibility to ensure that all safeguarding and child protection files are effectively recorded, maintained, responded to and reported in line with the relevant local authority and SCP processes and KCSiE 24 and Working Together to Safeguard Childre 2023 guidelines.

APTCOO use electronic child protection and confidential safeguarding files, which are held on the Child Protection Online Management System (CPOMS); these are kept separate from the main learner file, which are also electronic records and are stored, online, on the APTCOO shared drive.

Availability

- A Designated Safeguarding Lead will always be available (either in person, or by phone) for staff to discuss any safeguarding concerns. In the absence of the Designated Safeguarding Leads a member of the senior leadership team (the CEO) will provide cover. These arrangements will be in place all year round and include any out of APTCOO hours' activities/short breaks in line with the guidance contained in DfE KCSiE 2024 Part Two and Annex C.

Headteacher of the Independent Special School

The Headteacher of APTCOO will ensure that:

- The policies and procedures adopted by the board of trustees/governing board (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by **all** staff.
- The Senior Leadership Team have oversight of our Single Central Record (SCR) which is reviewed regularly and is compliant with statutory guidance.
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children and young people.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children and young people, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- The Headteacher will ensure all staff and volunteers have access to and read and understand the requirements placed on them through: - our Safeguarding & Child Protection Policy and the Staff Code of Conduct.
- The Headteacher will ensure there are mechanisms in place to assist staff to fully understand and discharge their role and responsibilities as set out in KCSiE 2024.
- Where there is an allegation made against a member of staff (either paid or unpaid) that meets the criteria for a referral to the LADO, then the headteacher will discuss the allegation immediately with the relevant Local Authority LADO (within 24 hours) and ensure that cases are managed as per Part Four of

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

KCSiE 24: Allegations made against/Concerns raised in relation to teachers, including supply teachers, other staff, volunteers, and contractors.

- If the allegation is against the Headteacher, the CEO will be required to manage the allegation and consult with statutory safeguarding leads, such as the relevant Local Authority LADO – see below.

The Board of Trustees/Board of trustees/governing board

We recognise our board of trustees/board of trustees/governing board has a strategic leadership responsibility for the ‘safeguarding arrangements’ we put in place and must ensure they comply with their duties from the statutory guidance informed by KCSiE 2024 and Working Together to Safeguard Children 2023, ensuring all policies, procedures and training are effective and always comply with the law.

The board of trustees/governing board will be collectively responsible for ensuring that safeguarding arrangements are fully embedded within APTCOO’s ethos and reflected in APTCOO’s day to day safeguarding practices by:

- Ensuring there is an individual member of the governing body to take leadership responsibility for safeguarding and champion safeguarding & child protection issues in APTCOO.
- Ensuring that APTCOO has effective policies and procedures in line with statutory guidance as well as with local SCP’s guidance and monitors APTCOO’s compliance with them.
- Ensuring that safeguarding policies and procedures are in place for appropriate action to be taken in a timely manner to promote a child or young person’s welfare.
- Recognising the importance of information sharing between agencies through the statutory guidance provided within KCSiE 2024 regarding Data Protection Act 2018 and UK GDPR and the additional clarification regarding processing personal information fairly and lawfully and to keep the information they hold safe and secure (KCSiE paragraph 92).
- Ensuring cooperation with the relevant commissioning local authority and other safeguarding partners.
- Appointing a Senior Designated Safeguarding Lead from the leadership team to take lead responsibility for child protection/safeguarding and that a Designated Teacher for Looked After Children is appointed and appropriately trained.
- Ensuring all staff, and governors read and fully understand at least KCSiE 2024 Part One and or Annex A as a minimum and ensure that there are mechanisms in place to assist staff to understand and discharge their role and responsibilities as required within the guidance.
- Ensuring that the board of trustees/governing board understands it is collectively responsible for APTCOO’s ‘safeguarding arrangements,’ even though a governor/trustee will be nominated as the ‘Safeguarding Governor’ and person who will champion all safeguarding requirements.’
- All members of the governing body will undertake safeguarding training to ensure they have the knowledge and information needed to equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place are effective and support the delivery of robust ‘safeguarding arrangements and act as the ‘critical friend’. This training must focus on their strategic role and not on operational procedures.
- The Chair of Governors and named Safeguarding Governor will access role specific training to enable them to comply and discharge their child protection/ safeguarding responsibilities including should any allegations be made against the Headteacher.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- Ensuring that staff undergo safeguarding child protection training at induction and that there are arrangements in place for staff to be regularly updated to ensure that safeguarding remains a priority.
- Ensuring volunteers who work with children are made aware of APTCOO's arrangements for child protection and their responsibilities.
- Ensuring there are procedures in place to manage allegations against staff and exercise disciplinary functions in respect of dealing with a complaint KCSiE 2024 Part Four Section One.
- Ensuring that arrangements/procedures are in place to manage and provide clarity on the process for sharing 'low level' concerns, which should be referred to within APTCOO's Staff Code of Conduct, (Allegations and concerns about a staff member that after initial consideration by the 'case manager' do not meet the criteria for a referral to LADO).
- Ensuring the Chair of the board of trustees/governing board is able to respond if there is an allegation against the headteacher by consulting with the LADO or other appropriate officers within the relevant local authority.
- Ensuring appropriate responses to children and young people who go missing from education, particularly on repeat occasions, or have unexplained or persistent absence from education.
- Ensure an overview is in place to help identify the risk of abuse, including child sexual exploitation and being at risk of exploitation.
- Be aware of the issues involving the complexity of serious violence and sexual violence and sexual harassment between children and young people and ensure the DSL team and SLT has appropriate policy, procedures in place and staff are trained, to recognise and respond to incidents and resources to manage actions and support for those involved.
- Ensure the DSL team and staff are alert and able to respond to harmful online challenges and hoaxes, including providing information and advice to parents and carer and informing where to get help and support.
- The SLT and DSL team works closely with the police and safeguarding partners to raise awareness of the impact of knife crime and adopt proactive practice to address concerns locally and within the community.
- Ensuring appropriate filters and monitoring systems are in place to protect children and young people online and children and young people are taught about keeping safe online through the curriculum.
- Give all staff the opportunity to contribute to and shape the 'safeguarding arrangements,' and child protection policy.
- Any safeguarding concerns involving outside organisations will be addressed through our safeguarding policies and procedures, and in line with the relevant local authority local Safeguarding Children Partnership procedures.
- Prevent people who pose a risk of harm from working with children and young people by adhering to statutory responsibilities to check staff who work with children and young people, making decisions about additional checks and ensuring volunteers are supervised as required.
- Ensure at least one person on an interview panel has completed safer recruitment training.
- Inform any new prospective employees' that online social media checks will be completed as part of the interview process (KCSiE 2024 Part Three Safer Recruitment).
- Recognising that certain children and young people are more vulnerable than others, such as looked after children and children with special educational needs and disabilities.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

Children with Special Educational Needs

We acknowledge that children with special educational needs (SEN) and or disabilities can face additional safeguarding challenges on and offline. Children with SEN and or disabilities are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication and mental health needs which may make it difficult to tell others what is happening.

All staff are aware that additional barriers can exist when recognising abuse and neglect for children and young people with SEND and be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children and young people. They may not always show outward signs and may have communications barriers and difficulties in reporting challenges, especially involving exploitation or incidents involving child- on - child harm, abuse, or harassment and particularly where that harassment or harm is of a sexual nature. Our staff's vigilance and professional curiosity will be a supporting factor in keeping all of our children and young people safe.

Our policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children which include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child or young person's additional needs or 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; and communication barriers and difficulties in overcoming their ability to disclose incidents or the risk of harm they feel subject to,
- addressing individual behaviour concerns and incidents considering the individual's SEN and disabilities.
- Our school PSHE curriculum encompasses the above and this is a regular timetabled session for all pupils. Our PSHE curriculum is a framework that is specific to SEND and is delivered in small groups or 1-2-1 in relation to the pupil's cognitive ability or need.
- All young people at APTCOO have a personalised risk assessment that details their transportation, manual handling where required, personal care needs, medication and access to specialist services such as SALT/Sensory OT.

Taking action where concerns are identified.

Our staff recognise the difference between concerns about a child or young person and that individual being in immediate danger.

If staff have concerns about a child or young person, they will need to decide what action to take. A discussion should take place with the Senior Designated Safeguarding Lead, to agree a course of action.

If a child is in immediate danger or risk of harm a referral will be made immediately to the relevant local authority SCP Multi-Agency Safeguarding Hub and/or immediately to the police if at imminent risk of harm by the Designated Safeguarding Lead.

If a child or young person chooses to tell a member of staff about alleged abuse, there are a number of actions that staff will need to take to support the individual:

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- The key facts will be established in language that the child or young person understands, and their words will be used in clarifying/expanding what has been said.
- No promises will be made to the child or young person e.g., to keep secrets.
- Staff will stay calm and be available to listen.
- Staff will actively listen with the utmost care to what the child or young person is saying.
- Where questions are asked, this should be done without pressurising, and only using open questions.
- Leading questions should be avoided as much as possible.
- Questioning should not be extensive or repetitive.
- Staff will not/ should not put words in the child or young person mouth but will subsequently note the main points carefully.
- The staff will keep a full written record duly signed and dated, including the time the conversation with the child or young person took place, outline what was said, comment on the child or young person body language etc.
- It is not appropriate for staff to make children, young people or vulnerable adults write statements about abuse that may have happened to them or get them to sign the staff record.
- Staff will reassure the child or young person and let them know that they were right to inform them and inform the individual that this information will now have to be passed on.
- The Designated Safeguarding Lead will be immediately informed unless the disclosure has been made to them.
- Information should be shared with the relevant local authority's children's social care without delay, either to the child or young person own social worker or to the relevant local SCP MASH. Children's Social Care will liaise with the police where required, which will ensure an appropriate police officer response rather than a uniformed response.
- The Police would only therefore be contacted directly in an emergency or if a child or young person is in immediate risk of harm, abuse, or danger.
- If unsure, the MASH has available a Consultation Phone Line during office hours where a conversation (without naming children, young people or vulnerable adults) can be used to speak with a qualified social worker. No record of the conversation will be made it is purely an advice line.

Staff should never attempt to conduct an investigation of suspected child abuse by interviewing the child or young person or any others involved especially if a criminal act is thought to have occurred. The only people who should investigate child abuse and harm are Social Care, Police, or the NSPCC.

Confidentiality

We recognise that all matters relating to child protection are confidential; however, a member of staff must never guarantee confidentiality to children and young people; individuals will not be given promises that any information about an allegation will not be shared.

Where there is a child protection concern it will be passed immediately to the Designated Safeguarding Lead and/or to children's social care. When a child or young person is in immediate danger the relevant social care team/the police will be contacted.

Senior Designated Safeguarding Lead/Head Teacher will disclose personal information about a learner to other members of staff, including the level of involvement of other agencies, only on a 'need to know' basis.

All staff are aware that they have a professional responsibility to share information with other agencies to safeguard children and young people. They are aware that the Data Protection Act 1998 (DPA) and UK General Data Protection Regulation (UK GDPR) should not be a barrier to sharing of information where failure to do so would result in a child being placed at risk of harm (KCSiE 24 paragraph 55).

Further guidance can be found by visiting the relevant local authority Safeguarding Children Partnership's website:

Nottinghamshire: <https://www.nottinghamshire.gov.uk/nscp>

Nottingham City: <https://www.nottinghamcity.gov.uk/ncscp>

City of Doncaster: [Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](https://www.doncaster.gov.uk/dscp)

Information Sharing

Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children and young people safe. Rapid Reviews (RRs) have highlighted that missed opportunities to record and thereby understand the significance of sharing information in a timely manner can have severe consequences for the safety and welfare and well-being of children (Working Together to Safeguard Children 2023, updated February 2024).

We will adopt the information sharing principles detailed in statutory safeguarding guidance contained within:

- *DfE KCSiE 2024 paragraphs 114 to 122 and Annex C.*
- *HM Working Together to Safeguard Children 2023 Paragraphs 28 to 34 and on pages 18 to 22.*
- *HM Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (Data Protection Act 1998 (DPA) and UK General Data Protection Regulation (UK GDPR)).*

Records and Monitoring (KCSiE 2024 paragraphs 66 to 67, Part Four, Part Five, Annex C)

Any concerns about a child or young person will be recorded in writing within 24 hours. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such.

At no time will an individual member of staff be asked to or consider taking photographic evidence of any injuries or marks to a child or young person; this type of behaviour could lead to the staff member being taken into managing allegations procedures. The body maps will be used in accordance with recording guidance and to support clarity for example of areas of injury, marks and bruising and or touching.

Any concerns will be reported and recorded without delay to the appropriate safeguarding services e.g., relevant local authority SCP/MASH processes or the individual's social worker if already an open case to social care.

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

We will ensure all of our files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit as required by statutory guidance.

Why recording is important.

Our staff will be encouraged to understand why it is important that recording is comprehensive and accurate and what the messages from serious case reviews are in terms of recording and sharing information. It is often when a chronology of information is pieced together that the level of concern escalates or the whole or wider picture becomes known.

APTCOO uses CPOMS

We acknowledge without information being recorded it can be lost, misinformed, open to interpretation or change. This could be crucial information, the importance of which is not always necessarily apparent at the time. We will ensure all our recording is made in timely manner and is kept safe and signed off by one of our DSLs to evidence the reporting and information being used to safeguard the child or young person and detail the 'individual's journey through the safeguarding system.'

We acknowledge, on occasion this information could be crucial evidence to safeguard a child or young person or be evidence in future criminal prosecutions.

Recording Practice and Procedures

Timely and accurate recording will take place when there are any issues regarding a child or young person.

A recording of every incident or concern for the child or young person will be made, including any telephone calls to other professionals. These will also be recorded on the chronology and kept within the child protection record for that child or young person, as over time they are likely to help identify any patterns or emerging risks and needs. This will include any contact from other agencies who may wish to discuss concerns relating to a child or young person. Actions will be agreed, and roles and responsibility of each agency will be clarified, and outcomes recorded.

The chronology will be brief and log activity; the full recording will be on the record of concern on CPOMS.

Further detailed recording will be added to the record of concern and will be signed and dated. Records will include an analysis of the event or concerns and will take account of the holistic needs of the child or young person, and any historical information held on the individual's file.

Support and advice will be sought from the relevant local authority's social care, or the early help service whenever needed. In this way a picture can emerge, and this will assist in promoting an evidence-based assessment and determining any action(s) that needs to be taken.

This may include no further action, or specific 'lower level' support referrals in line with the relevant local authority SCP pathways.

Such robust practice across child protection and in safeguarding and promoting the welfare of children and young people will assist APTCOO's DSL team in the early identification of any concerns which may require addressing further and the prevention of future harm, risk, or abuse.

The Child Protection (CP), Child in Need (CiN) or Confidential file (KCSiE 2024 Annex C pages 171 to 172 and paragraphs 101,121 to 122, 547 and 550).

The establishment of a Child Protection, CiN or Confidential Safeguarding file, which is separate from the child or young person main APTCOO file, is an important principle in terms of storing and collating information about children and young people which relates to either a child protection or safeguarding concern or an accumulation of concerns about an individual's welfare which are outside of the usual range of concerns which relate to ordinary life events. It should be borne in mind that what constitutes a 'concern' for one child or young person may not be a 'concern' for another and the individual's particular circumstances will need to be considered for example if a child or young person is subject to a child protection plan, CiN plan or has looked after status (LAC). Professional judgement will therefore be a key factor when making this decision and will need clear links between pastoral staff and those with Designated Safeguarding Lead responsibilities.

A 'child protection' or 'confidential safeguarding' file is commenced in the event of:

- A referral to the relevant local authority/SCP MASH/Children's Social Care.
- A number of minor concerns on the child's main learner file.
- Any child is open to social care or Early Help Service.
- Involved with statutory safeguarding agency.

All 'child protection' or 'confidential' files should contain the following

- A front sheet.
- A chronology.
- A record of concern in more detail and body map, where appropriate.
- A record of concerns and issues shared by others.

APTCOO keep electronic records of all concerns about children on CPOMS, even where there is no need to refer the matter to the relevant local authority/SCP MASH/Children's Social Care (or similar) immediately, but these records will be kept within the separate concerns file.

Records will be kept up to date and reviewed regularly by the Snr Designated Safeguarding Lead, to evidence and support actions taken by staff in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.

APTCOO's 'confidential safeguarding or child protection' files can be active or non-active in terms of monitoring i.e., a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded

on the front sheet as a start and end date. If future concerns arise, they can be re-activated and indicated as such on the relevant record as new information arises.

All electronic records are covered within our Information Security & Acceptable Use policy protocols.

Transfer of child's child protection file, child in need, LAC, or confidential file (statutory requirement):

We will adopt the file transfer guidance and arrangements contained in KCSiE 2024 and ensure when a child or young person moves education provision their child protection/confidential safeguarding file is sent securely to their new educational setting when the child or young person starts/ leaves APTCOO.

For those children, young people or vulnerable adults subject of social care and safeguarding agency involvement will ensure the file is able to evidence the child or young person's journey and include key information as described in KCSiE 2024. Should a child subject to social care involvement transfer education provider we will ensure the individual's child protection or confidential file move is transferred within 5 days as required by KCSiE.

Our Senior DSLs will liaise directly with the receiving education provision and hold a discussion to share important information to support the individual's transfer to ensure the child or young person remains safeguarded, has any 'reasonable adjustments' agreed, and put in place and to ensure the changes experienced by them are as smooth as possible to enable a positive integration experience and engagement with new staff and learning.

In accordance with KCSiE 2024 we will maintain information, on CPOMS, of children who have been open to social care, have had a social worker or who are closed to social care and may have returned to the family home. This information will only be considered for sharing 'if appropriate' with the new provision in advance of the child or young person leaving to allow for the new provision to continue supporting the children who have had a social worker or been victims of abuse, including those who are currently receiving support through the 'Channel' programme.

(KCSiE 2024 paragraph 121 to 122 and Annex C).

Educating Young People – Opportunities to teach safeguarding (KCSiE 2024 paragraphs 128 to 136, Annex A & Annex C Online Safety).

We will teach children and young people in an age-appropriate way about youth produced imagery, on-line risks associated with social networking to prevent harm by providing them with the skills, attributes, and knowledge to help them navigate risks, including covering online safety, remote learning, filters and monitoring, information security, cyber-crime, reviewing online safety platforms and use of mobile technology. We will ensure appropriate filters and monitoring systems are in place and regularly review their effectiveness.

The education we provide for online safety will consider the need for children and young people to learn using online technologies in a safe environment whether that be in APTCOO, in the home or in a community environment. This will also be taught as part of a wider PSHE/RSE programme, as well as through other subject areas and ICT.

We will ensure a whole APTCOO approach is in place to promote giving children and young people the space to explore key issues in a sensitive way and the confidence to seek the support of adults should they encounter problems or online harms, hoaxes or harassment including involving incidents of sexual violence, sexual harassment between children and young people and other forms of exploitation.

We will carefully consider mobile phone use and how this is managed to ensure it is reflected in our mobile and smart technology policy. This will include where children and young people have unlimited and unrestricted access to the internet via mobile phone networks (i.e., 3G, 4G and 5G). We are aware many children and young people have independent and unsupervised access to smart technology and could mean some children and young people could be vulnerable to sexual harassment, bullying, and exploitation via their mobile and smart technology. We will use opportunities to raise awareness of risks and share this with parents and carers where able.

Our PSHE Curriculum Framework covers the use of technology in relation to online safety in detail. We share #wakeupwednesday updates with our families so they too are fully informed of any dangers online and trends in particular media sites/groups/platforms.

Helplines and reporting

- children and young people can talk to a Child Line counsellor 24 hours a day about anything that is worrying them by ringing 0800 11 11 or in an online chat at <https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>
- Where staff members feel unable to raise an issue with their employer, or feel they have a genuine concern that is not being addressed we acknowledge they may wish to consider whistleblowing channels. Likewise, if parents and carers are concerned about their child, they can contact the NSPCC Helpline by ringing 0800 028 028 0295, or by emailing help@nspcc.org.uk

Policies that supplement our safeguarding arrangements:

- Relational policy.
- Anti-bullying policy.
- Low Level Concerns Policy
- Whistleblowing Policy
- Online Safety Policy
- Safer Recruitment Policy
- Information Security & Acceptable Use Policy
- Staff code of Conduct

Advice and information website links for parents, carers and young people:

- [Bullying](#)
- [Online safety](#)
- [Child Exploitation and Online Protection Centre \(CEOP\)](#)
- [Family Lives](#)

APTCOO Safeguarding & Child Protection Policy 2024/2025

Created in line with Nottinghamshire, Nottingham City and City of Doncaster Safeguarding Children Partnerships policies and procedures

- [Barnardos](#)
- [Kidscape](#)
- [NHS Direct](#)
- [NSPCC](#)
- [Parents against Child Sexual Exploitation \(PACE\)](#)
- [Women's Aid Federation](#)
- [Parents Centre](#)
- [Sarah's Law \(Child Sex Offender Disclosure Scheme\) | Metropolitan Police](#)
- [Action For Children](#)

APTCOO follow the relevant local authority Safeguarding Children Partnerships agreed pathway/threshold of needs as per the links below:

- [Nottinghamshire Pathway to Provision](#)
- [Nottingham City Threshold of Needs](#)
- [City of Doncaster Multi Agency Threshold Document](#)

Body Map Guidance

Medical assistance should be sought where appropriate.

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual member of staff at APTCOO be asked to or consider taking photographic evidence of any injuries or marks to a child or young person's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures, the body map below should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g., MASH or the individual's social worker if already an open case to social care.**

When you notice an injury to a child or young person aim to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds, and burns:

- Exact site of injury on the body, e.g., upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the individual feel hot?
- Does the individual feel pain?
- Has the individual's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record.

A copy of the body map should be kept on the individual's child protection file.

BODYMAP

(This must be completed at time of observation)

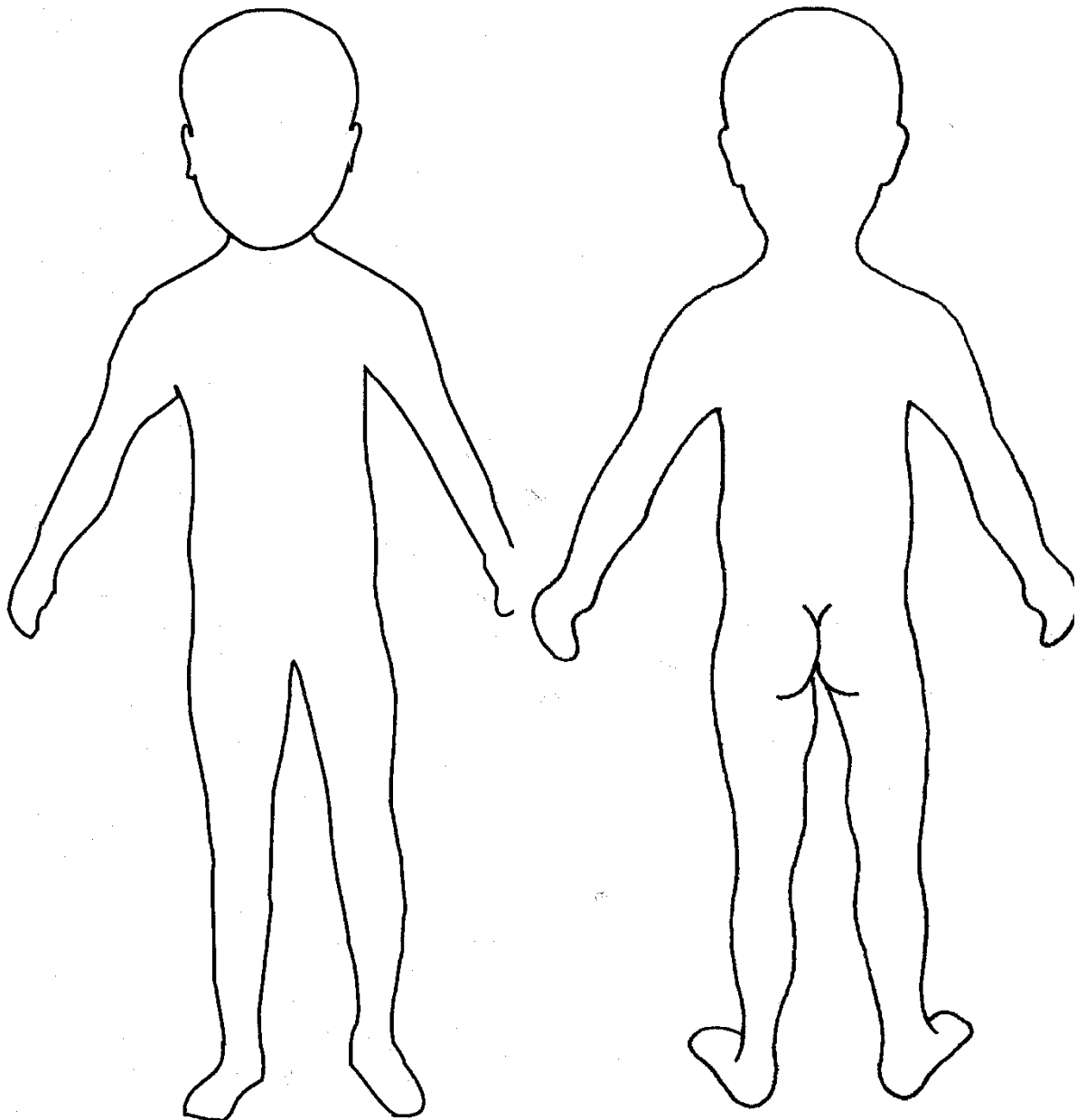
Names for
Child: _____

Date of
Birth: _____

Name of
Worker: _____

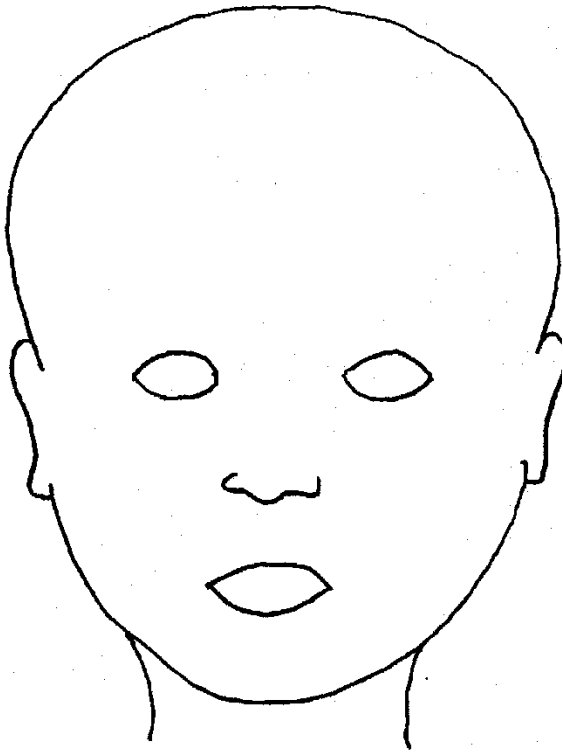
Agency: _____

Date and time of
observation: _____

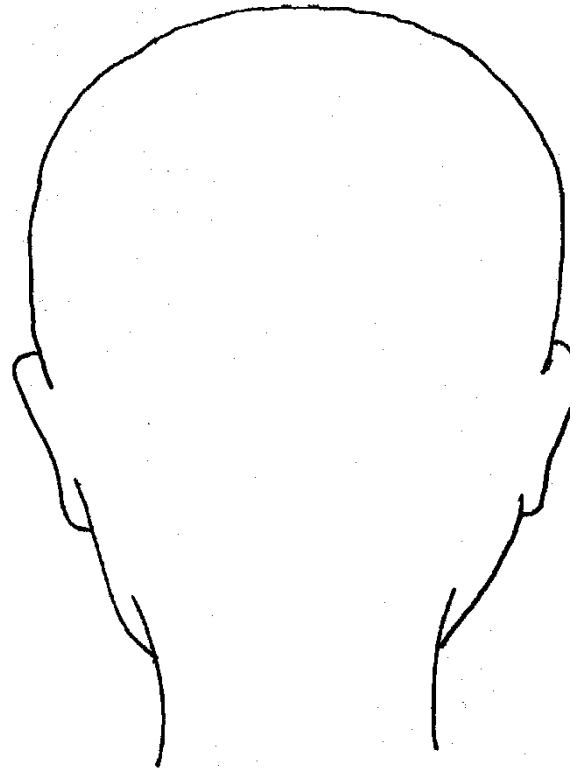


Name of
Child: _____

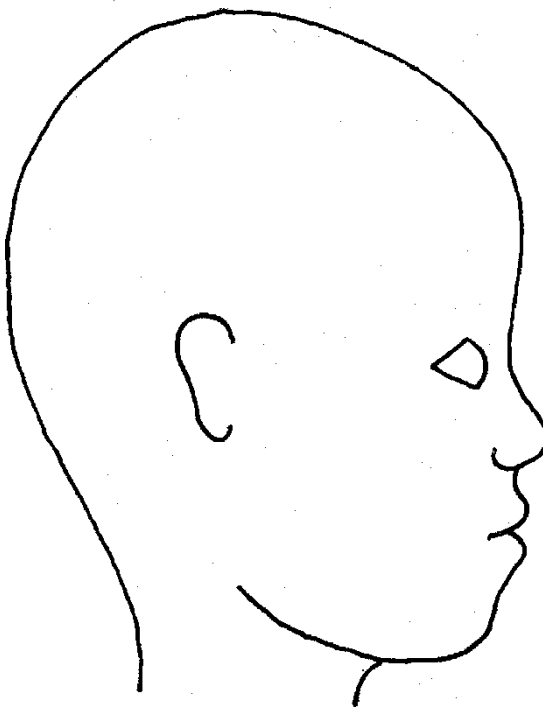
Date of
observation: _____



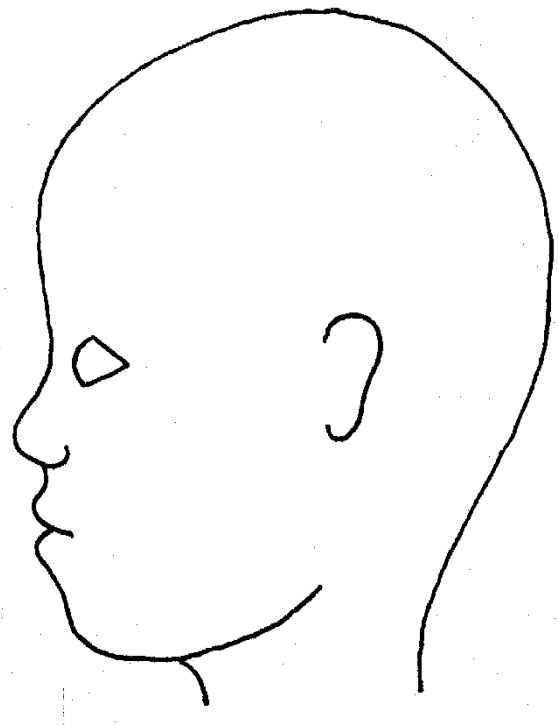
FRONT



BACK



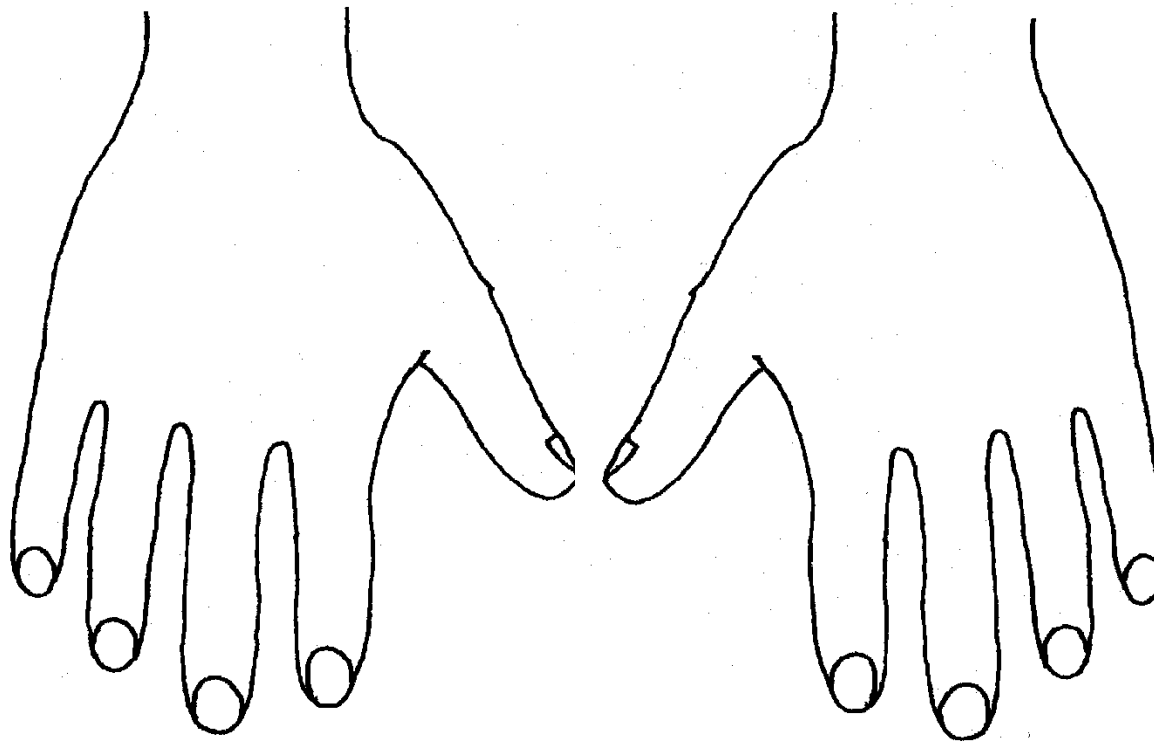
RIGHT



LEFT

Name of Child: _____

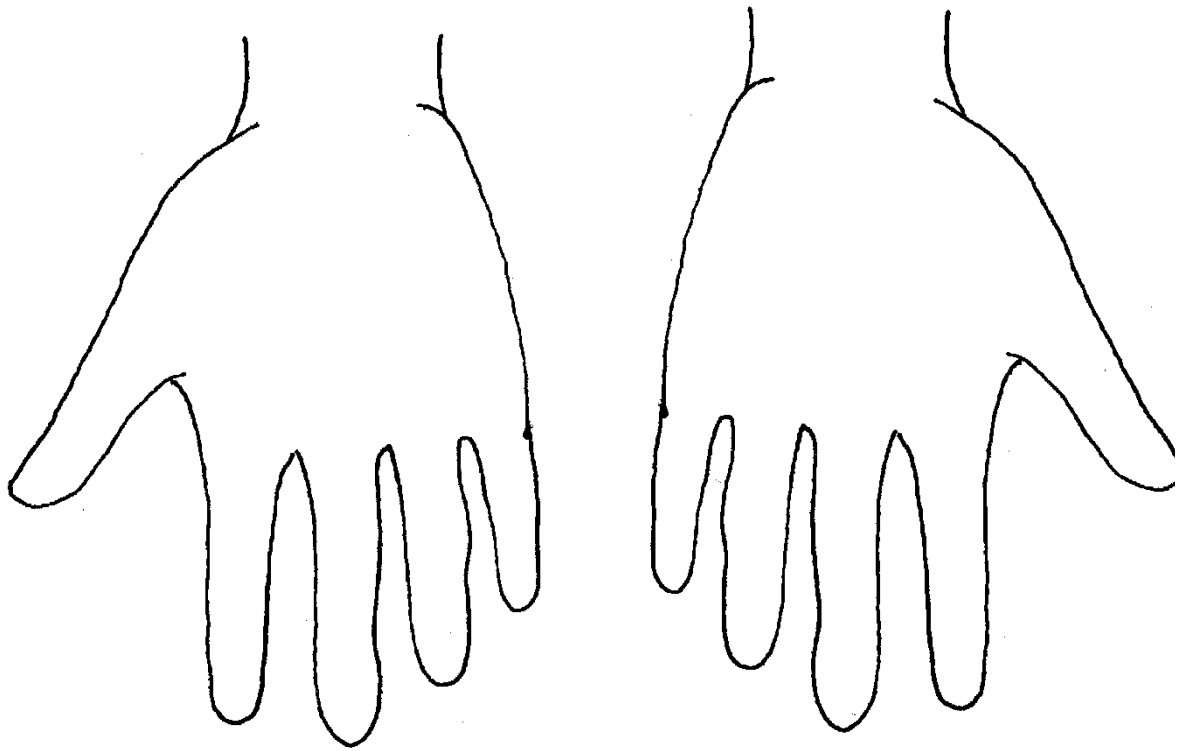
Date of
observation: _____



R

L

BACK



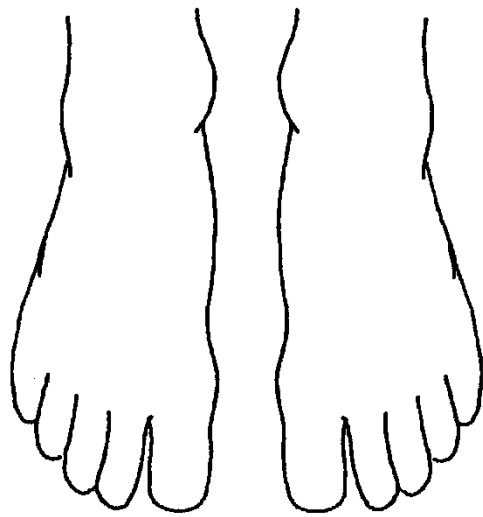
R

L

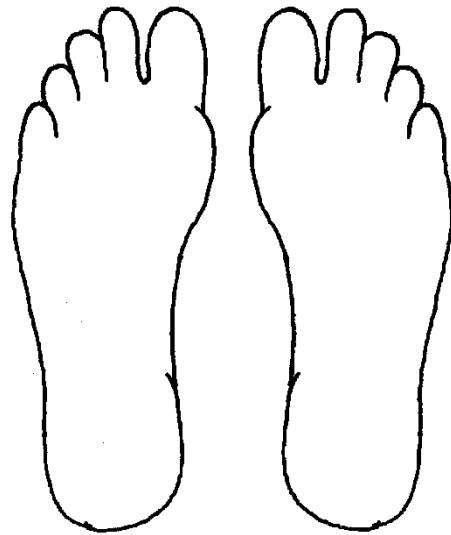
PALM

Name of
Child: _____

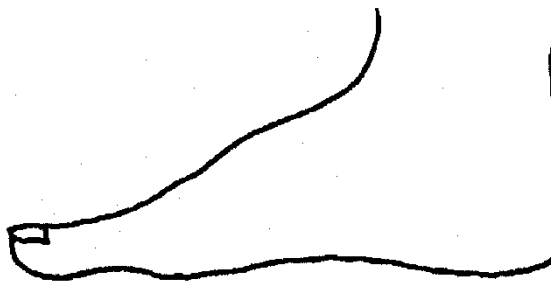
Date of
observation: _____



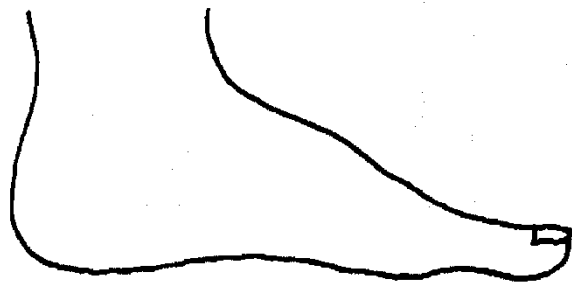
R TOP L



R BOTTOM L



R

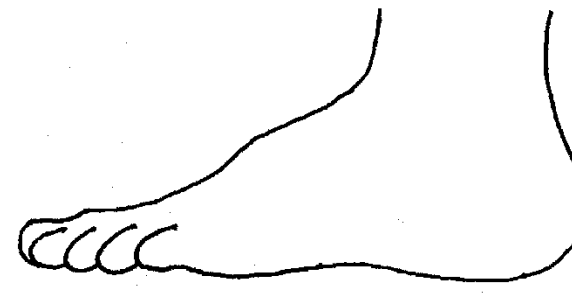


L

INNER



R



L

OUTER

Printed Name and
Signature of worker:

Date:

Time:

Role of Worker

Other information:
