



ACE TIVERTON
SCHOOL

**Safeguarding
&
Child Protection
Protocols
2021**

ACE Tiverton: Safeguarding Statement

We are committed to safeguarding and promoting the health, safety, and welfare of all our students and expect all staff, volunteers and visitors to share this commitment. Under Section 11 of the Children's Act 2004 we have the responsibility to safeguard and promote our students' welfare; this responsibility complements Section 175 of the Education Act 2002. We listen to our students and take seriously what they tell us.

What do we do to make this happen?

- We train and support the whole staff team to ensure a deep awareness of how young people will be protected and safeguarded whilst part of our school community.
- We train and then check to be certain that all staff are fully aware of how to report any concerns over their protection, safeguarding and welfare.
- We have a clear statement of responsibility in relation to safeguarding as laid out in school policies.
- We evidence this responsibility in our day to day actions and through clear lines of accountability for reporting and recording concerns.
- We provide opportunities for all students to express their views, feelings and opinions.
- We have recruitment procedures that support the safeguarding of young people, as laid out in our Recruitment policy and DBS Clearance procedure developing in line with a range of statutory national guidance.
- We work closely with other Agencies and Parents/Carers to support and safeguard the welfare of all young people in our community.
- We ensure that every visitor is correctly signed onto our site and supervised as required.
- We supply and enforce the wearing of relevant identification for all members of our community, visitors, contractors and challenge those not displaying correct identification.

What do we do if there is a concern relating to students' safety, welfare or health?

- Detailed statements and information are taken from anyone reporting a concern.
- Students are asked to identify a member of staff they feel comfortable talking with.
- Statements are taken from students, if appropriate.
- Information is assessed, and if necessary, a referral made to internal or external agencies for further actions.
- All incidents reports are logged centrally using CPOMS and paper reporting if appropriate.
- On rare occasions, our concern about a student may mean that we will consult other agencies, even before contacting Parents or Carers.
- Our procedures have been outlined by the Devon Children and Families Partnership and we have adopted Safeguarding Policy and Practice in line with this.
- If you want to know more about our procedures or policies, please speak to the Headteacher.

Designated Safeguarding Lead: Hannah Smart, Head Teacher

Deputy Designated Safeguarding Lead: Gustav Deysel, Pastoral Manager

Safeguarding Team Members: Jo Panton, SENCo, & Stacy Fagg, Lead Administrator

We ask everyone in our school community to:

- ✓ Follow our Covid-safe protocols.
- ✓ Report any concern about a student or staff member, no matter how small.
- ✓ Behave in the most professional and appropriate way, including using appropriate language, throughout our school site.
- ✓ Follow instructions given in the case of a fire bell sounding or other emergency.
- ✓ Avoid using mobile 'phones, cameras or other devices around students or in communal areas, unless previously agreed.
- ✓ Follow the agreed plan for your visit, remaining in the specific room and moving around the school using the one-way system and at times other than class change over times.

Report immediately, if a student or member of staff, says something to you that you think could be a safeguarding matter, listen carefully to them and avoid asking leading questions. Do not promise that it will remain confidential and write down what was said immediately, reporting to a member of the safeguarding team as soon as possible.

In the case of a fire, please alert a member of staff immediately; should the Fire Alarm sound during your visit, follow the signs to the closest external exit and report to the assembly point at the front of the school building.

What to do when you are concerned:





INCIDENT STATEMENT FORM

Use this format to take a statement from a student relating to the incident in question. If you are making a statement, as a member of staff please indicate below by circling the correct option in the first row.

Is this statement taken from a student?	Yes	No	Is this a statement made by a member of staff?	Yes	No
Date Statement made			Lead Staff for Incident		
Is this form being used to gather a statement from another person? If so, detail below:					

Student Name		Date of incident	
Staff Name		Location of incident	

What Happened?

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Who was there?

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What was said?

--

Please turn over

In what order did events happen? (to the best of your memory)

First	
Then	
Next	
Finally	

Is there anything else you would like us to know?

--

Please read the statement back with the student or other person contributing. Check they are happy with the details and do not want to add anything additional. If they are happy, ask them to sign or initial below.

Student/Person making Statement	
Staff Member	
Date	

Please return to the lead member of staff collating incident details.

Remember your GDPR and confidentiality duties – do not discuss this with anyone other than the lead member of staff or members of the safeguarding team.



Incident Summary Form

This form is to be used by the lead member of staff collating statements and information relating to a particular event. This form, once completed and incident closed, should be added to the relevant electronic system (CPOMS or Arbor) as indicated below.

Lead Staff:		Date:	
Actions Taken	Yes	No	Comments
Statements Taken			Student: By Staff:
Statements Reviewed			
CCTV viewed			
Lead Staff spoken with any participants in the incident?			
Further Advice sought by Lead staff?			
Other			
Outcome of incident			

	What	Who	When
Follow Up Supportive Actions			
Follow Up Consequences			

Actions Post Incident

What	Who	When	Completed?
Speak to Student(s)			
Speak to Family (ies)			
Speak to staff member (s)			
Incident Review Needed?			
Gather all statements and other information.			

File Location	Arbor	CPOMS	Student File
Person 1			
Person 2			

Closing Incident

Lead Staff Name		Lead Staff Signature	
Date			



For Early Help, Consultation and Enquiries please contact:

Telephone: **0345 155 1071**

Email: mashsecure@devon.gov.uk

Fax: 01392 448951

Enquiry Form available at:

<https://new.devon.gov.uk/making-a-mash-enquiry>

Post: **Multi-Agency Safeguarding Hub, P.O. Box 723, Exeter EX1 9QS**

Emergency Duty Team out of hours 0845 6000 388

Police non-emergency 101

For all LADO enquiries Exeter (01392) 384964

<https://new.devon.gov.uk>

Early Help Team

Senior Manager: TBC

Manager Exeter and South: TBC

Manager Mid & East: Ian Flett 07815 562 370

Manager South & West: Karen Hayes 07854 253424

Manager Northern: Sarah Simpson 07854 304 512

Locality Early Help Mailbox

North: earlyhelpnorthsecuremailbox@devon.gov.uk

Mid & East: earlyhelpmideastsecuremailbox@devon.gov.uk

South & West: earlyhelpsouthsecuremailbox@devon.gov.uk

Exeter: earlyhelpexetersecuremailbox@devon.gov.uk

For emergencies outside of office hours please call:

0345 600 0388 or 0845 600 0388

Worried? 😞 Concerned? 🧑 Got Questions? Want to Talk? 🗣️ Need Information? ⓘ

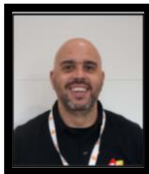
You can talk to **any** member of staff or contact the following:

Our Safeguarding Team

Hannah Smart
Headteacher
Designated Safeguarding Lead.



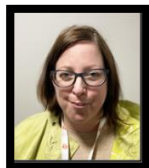
Gustav Deysel
Pastoral Manager
Deputy Designated Safeguarding Lead



Stacy Fagg
Lead Administrator



Joanna Panton
SENCo



Devon Multi-Agency Safeguarding Hub: 0345 155 1071
Devon Childrens and Family Partnership: www.dcfp.org.uk

Your family and friends are good places to get support but if you think there is an immediate risk of harm, please don't keep it to yourself.

Talk to any adult in our school family – we will help you. If you don't how to start, just use the word "TREE" and we will know you are worried.

If you want to get confidential or anonymous (no one asks your name) help, these organisations can help.

Shout is a free, anonymous text based talking service. You can text 85258 and someone will reply.



Childline can be contacted via a free phone number: 08001111. There is also a website childline.org.uk.



Young Minds is online, social media and free texts: send YM to 85258 and you will be contacted by text.



Safeguarding Terms

The following gives an overview of key safeguarding events and what to do in the case of immediate risk and if you have concerns without an immediate risk of harm. In all case, staff **MUST** record details of the incident or concern on CPOMS prior to leaving site for the day or earlier if directed by the Safeguarding Lead for the individual case.
“The best safeguard is an environment of overall excellence” “People Like Us”: Utting Report 1997

Full Term	Definition	What To Do: Immediate Risk	What To Do: Non- immediate Risk
Contextual Safeguarding	We recognise that students’ risk of experiencing significant harm in extra-familial contexts, and seek to include these contexts within prevention, identification, assessment, and intervention safeguarding activities.		
Child Sexual Exploitation (CSE)	Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they are in a loving and consensual relationship. This is called grooming	Inform Safeguarding Team	
Female Genital Mutilation (FGM)	The practice, traditional in some cultures, of partially or totally removing the external genitalia of girls and young women for nonmedical reasons. It is illegal in many countries.	Dial 999	Inform DSL & dial 101
Peer on Peer Abuse	Peer-on-peer abuse includes, but is not limited to: physical and sexual abuse, sexual harassment and violence emotional harm, on and offline bullying; teenage relationship abuse. It can even include grooming children for sexual and criminal exploitation.	Inform Safeguarding Team	
Harmful Sexual Behaviour (HSB)	Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people and which may be harmful or abusive (derived from Hackett, 2014). It may also be referred to as sexually harmful behaviour or sexualised behaviour.	Inform DSL - contact 101 to check whether criminal act has taken place.	Inform DSL
Sexualised Behaviour	A child preoccupied with sexual behaviour, such as persistently wanting to touch their own and/or others genitals and is resistant to redirection.	Inform DSL	
Upskirting	The action or practice of surreptitiously taking photos or videos at an angle so as to see up a woman's skirt or dress.	Inform DSL	Dial 999
Extremism	The holding of extreme political or religious views; fanaticism.	Dial 999.	Inform DSL
PREVENT	Prevent is about safeguarding and supporting those vulnerable to radicalisation. Prevent is 1 of the 4 elements of CONTEST, the Government’s counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism	Inform Safeguarding Team	
County Lines	A form of criminal exploitation where urban gangs persuade, coerce or force children and young people to store drugs and money and/or transport them to suburban areas, market towns and coastal towns	Inform Safeguarding Team – seek advice from 101	
Cuckooing	A practice where people take over a person’s home and use the property to facilitate exploitation.	Inform Safeguarding Team – seek advice from 101	
Early Help Assessment (EHA)	An initial assessment and planning tool that facilitates and coordinates multi-agency support. It assesses the situation of the child or young person and their family and helps to identify the needs of both the children and the adults in the family.	Refer to Pastoral Manager	
Team Around the Family (TAF)	A network of practitioners who work together to agree a plan and delivery of support to meet a child or young person’s assessed needs, and to some extent, needs of the family where these impact on the child or young person	Refer to Pastoral Manager	
Multi-Agency Safeguarding Hub (MASH)	A group of key professionals (Police, CSC, Health) together to facilitate early, better quality information sharing, analysis and decision-making, to safeguard and mitigate the risk of anyone slipping through the safeguarding net,	Anyone can refer to MASH however please engage the Safeguarding Team into any referral involving a student.	

