

Safeguarding & Child Protection Policy for Colleges & Educational Settings & Providers of Education Services for Children & Young People

September 2019

BIRMINGHAM INDEPENDENT COLLEGE



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Revised 6 April 2020 - due to COVID-19 crisis causing more on-line lessons. See appendix 6 (point 5.1a) BIC E-Safety policy dated 6 April 2020.

Safeguarding & Child Protection Policy for Colleges, Education Settings & Education Services

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PART ONE: SAFEGUARDING POLICY

1.0 INTRODUCTION

Safeguarding and promoting the welfare of children is defined as –

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.
- Children include everyone under the age of 18

This means that our College is committed to safeguarding and promoting the welfare of all its students. We believe that:

- *Our young people have the right to be protected from harm, abuse and neglect*
- *That every child has the right to an education and young people need to be safe and to feel safe in College*
- *Young people need support that matches their individual needs, including those who may have experienced abuse*
- *Our young people have the right to express their views, feelings and wishes and voice their own values and beliefs*
- *Our young people should be encouraged to respect each other's values and support each other*
- *Our young people have the right to be supported to meet their emotional and social needs as well as their educational needs*
- *Our College will contribute to the prevention of abuse, victimisation, bullying (including homophobic, bi-phobic, trans-phobic and cyber-bullying), exploitation, extreme behaviours, discriminatory views and risk taking behaviours*

All staff and visitors have an important role to play in safeguarding young people and protecting them from abuse.

Colleges will fulfil their local and national responsibilities as laid out in the following documents:

- *The most recent version of Working Together to Safeguard Children (DfE)*
- *The most recent version of Keeping Children Safe in Education: Statutory guidance for Colleges and colleges (DfE Sept 2019)*
- *West Midlands Safeguarding Children Procedures*
- *The Education Act 2002 s175*

In our College the following people will take the lead in these areas:

Our Data Protection officer is:
Ms Vivienne Lambert

Our Rights Respecting link is:
Ms Hermin McIntosh

Our lead for Mental Health is:
SENCO

<ul style="list-style-type: none"> • <u><i>Sexting in Colleges & Colleges – responding to incidents and safeguarding young people (UKCCIS) 2016</i></u> • <i>General Data Protection Legislation (2018)</i> <u>https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en</u> • <i>Mental Health & Behaviour in Colleges.</i> <u>https://www.gov.uk/government/publications/mental-health-and-behaviour-in-Colleges--2</u> • Birmingham Criminal Exploitation & Gang Affiliation Practice Guidance (2018) <u>https://www.birmingham.gov.uk/downloads/file/11545/birmingham_criminal_exploitation_and_gang_affiliation_practice_guidance_2018</u> 	
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<p>2.0 OVERALL AIMS</p> <p>This policy will contribute to the protection and safeguarding of our students and promote their welfare by:</p> <ul style="list-style-type: none"> • Clarifying standards of behaviour for staff and students • Contributing to the establishment of a safe, resilient and robust ethos in the College, built on mutual respect and shared values • Introducing appropriate work within the curriculum • Encouraging students and parents to participate; • Alerting staff to the signs and indicators that all may not be well • Developing staff awareness of the causes of abuse • Developing staff awareness of the risks and vulnerabilities their students face • Addressing concerns at the earliest possible stage; and • Reducing the potential risks students face of being exposed to violence, extremism, exploitation, discrimination or victimisation. 	<p><i>This means that in our College we will:</i></p> <ul style="list-style-type: none"> • <i>Identify and protect our vulnerable students</i> • <i>Identify individual needs as early as possible; and</i> • <i>Design plans to address those needs</i> • <i>Work in partnership with pupils/ students, parents/carers and other agencies.</i> <p><i>Our policy extends to any establishment our College commissions to deliver education to our students on our behalf including alternative provision settings.</i></p> <p><i>Our Proprietors will ensure that any commissioned agency will reflect the values, philosophy and standards of our College. Confirmation should be sought from the College that appropriate risk assessments are completed and ongoing monitoring is undertaken.</i></p>
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<p>3.0 GUIDING PRINCIPLES</p>	<p><i>This means that in our College all staff will</i></p>
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<p>These are the 7 guiding principles of safeguarding, as stated by Birmingham Safeguarding Children Partnership (found in Right Help Right time);</p> <ul style="list-style-type: none"> • Have conversations and listen to children and their families as early as possible. • Understand the child’s lived experience. • Work collaboratively to improve children’s life experience. • Be open, honest and transparent with families in our approach. • Empower families by working with them. • Work in a way that builds on the families’ strengths. • Build resilience in families to overcome difficulties. 	<p><i>be aware of the guidance issued by Birmingham Safeguarding Children Partnership <u>Right Help Right Time</u>, and procedures for <u>Early Help</u>.</i></p> <p><i>All staff will be enabled to listen and understand the lived experience of children and young people by facilitating solution focused conversations appropriate to the child/young person’s preferred communication style.</i></p>
<p>4.0 EXPECTATIONS</p> <p>All staff and visitors will:</p> <ul style="list-style-type: none"> • Be familiar with this Safeguarding & Child Protection Policy • Understand their role in relation to safeguarding • Be alert to signs and indicators of possible abuse (See Appendix 1 for current definitions and indicators) • Record concerns and give the record to the DSL, or deputy DSL, and • Deal with a disclosure of abuse from a child in line with the guidance in Appendix 2 - you must inform the DSL immediately, and provide a written account as soon as possible. • Be involved, where appropriate, in the implementation of individual College-focused interventions, Early Help assessments and Our Family Plans, Child In Need Plans and inter-agency Child Protection Plans 	<p><i>This means that in our College:</i></p> <p><i>All our staff will receive annual safeguarding training and update briefings as appropriate. Key staff will undertake more specialist safeguarding training as agreed by the Governing Body.</i></p> <p><i>Our Proprietors will be subjected to an enhanced DBS check and ‘section 128’ check.</i></p> <p><i>We will follow Safer Recruitment processes and checks for all staff.</i></p>
<p>5.0 THE DESIGNATED SAFEGUARDING LEAD (DSL)</p> <ul style="list-style-type: none"> • The DSL will be a member of the Senior Leadership Team. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated. • Governing bodies and proprietors should ensure that the DSL role is explicit in the role-holder’s job description and appropriate time is made available to the DSL and deputy DSL(s) to allow them to undertake their duties. 	<p><i>This means the DSL team in our College will be:</i></p> <p><i>Lead: Ms Vivienne Lambert</i> <i>Deputies: Ms Hermin McIntosh</i></p> <p><i>Any steps taken to support a child/ young person who has a safeguarding vulnerability must be reported to the lead DSL.</i></p> <p><i>Staff will be informed of relevant details only when the DSL feels their having knowledge of a situation will improve their ability to support an individual child and/or family. A written record will be made of what information has been shared, with whom, and when.</i></p>

<ul style="list-style-type: none"> • Safeguarding and Child Protection information will be dealt with in a confidential manner. • Safeguarding records will be stored securely in a central place separate from academic records. Individual files will be kept for each student: the College will not keep family files. Files will be kept for at least the period during which the student is attending the College, and beyond that in line with current data legislation and guidance. • If a student moves from our College, Child Protection and Safeguarding records will be forwarded on to the DSL at the new College, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two Colleges may be necessary, especially on transfer from Primary to Secondary Colleges. 	<p><i>We will not disclose to a parent any information held on a young person if this would put the child at risk of significant harm</i></p> <p><i>We will record where and to whom the records have been passed and the date. This will allow the new setting to continue supporting victims of abuse and have that support in place for when the young person arrives.</i></p>
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<p>6.0 THE DESIGNATED TEACHER FOR LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN</p> <ul style="list-style-type: none"> • The Governing body must appoint a designated teacher (in non-maintained Colleges and colleges an appropriately trained teacher should take the lead) and should work with local authorities to promote the educational achievement of registered pupils who are looked after. On commencement of sections 4-6 of the Children and Social Work Act 2017, our designated teachers will have responsibility for promoting the educational achievement of children/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. • Birmingham Children's Trust has on-going responsibilities to the young people who cease to be looked after and become care leavers. That includes keeping in touch with them, preparing an assessment of their needs and appointing a personal adviser who develops a pathway plan with the young person. This plan describes how the Birmingham Children's Trust will support the care leaver to participate in education or training. 	<p><i>In our College the Designated Teacher is: Ms Vivienne Lambert</i></p> <p><i>Our Designated Teacher will:</i></p> <ul style="list-style-type: none"> • <i>Work with the Virtual College to provide the most appropriate support utilising the pupil premium plus to ensure they meet the needs identified in the child's personal education plan.</i> • <i>Work with the virtual College head to promote the educational achievement of previously looked after children. In other Colleges and colleges, an appropriately trained teacher should take the lead.</i> <p><i>Our DSL's will keep the details of Birmingham Children's Trust Personal Advisor appointed to guide and support the care leaver, and will liaise with them as necessary regarding any issues of concern affecting the care leaver</i></p>
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7.0 THE GOVERNING BODY

Governing Bodies and proprietors should ensure that there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare;

- The College operates "Safer Recruitment" procedures and ensures that appropriate checks are carried out on all new staff and relevant volunteers
- The Head of College and all other staff who work with young people undertake safeguarding training on an annual basis with additional updates as necessary within a 2-year framework and a training record maintained
- Temporary staff and volunteers are made aware of the College's arrangements for safeguarding & child protection and their responsibilities
- The College remedies any deficiencies or weaknesses brought to its attention without delay; and
- The Governing body have a written policy and procedures for dealing with allegations of abuse against members of staff, visitors, volunteers or governors that complies with all BSCP procedures.
- The Nominated Proprietor is responsible for liaising with the Head of College and DSL over all matters regarding safeguarding and child protection issues. The role is strategic rather than operational – they will not be involved in concerns about individual students.

In our College this means that:

All governors must have read part 2 of "KCSIE-19"

*Our nominated Proprietor for Safeguarding and Child Protection is:
Ms V Lambert*

This Proprietor will receive safeguarding training relevant to the governance role and this will be updated every 2 years.

The Governing Body will review all policies/procedures that relate to safeguarding and child protection annually.

A member of our Governing Body (usually the Chair) is nominated to be responsible for liaising with Birmingham Children's Trust in the event of allegations of abuse being made against the Head of College

The Nominated Proprietor will liaise with the Head of College and the DSL to produce a report at least annually for governors and ensure the annual Section 175 safeguarding self-assessment is completed and submitted on time.

8.0 SAFER RECRUITMENT & SELECTION

The College should pay full regard to 'Safer Recruitment' practice including scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

It also includes undertaking interviews and appropriate checks including disclosure & barring check, barred list checks and prohibition checks. Evidence of these checks must be recorded on our Single Central Record.

All recruitment materials will include reference to the College's commitment to safeguarding and promoting the wellbeing of pupils.

This means that in our College:

*The following College staff have undertaken Safer Recruitment training:
1 Ms V Lambert
2 Ms H McIntosh*

One of these will be involved in all staff recruitment processes and sit on the recruitment panel.

<p>8.1 Induction</p> <p>All staff must be aware of systems within their setting which support safeguarding and these should be explained to them as part of staff induction.</p> <p>8.2 Staff Support</p> <p>Regular supervision will be offered to the Lead DSL within College, usually half-termly and may be extended to other members of staff as deemed appropriate by the College.</p>	<p><i>Our staff induction process will cover:</i></p> <ul style="list-style-type: none"> • <i>The Safeguarding & Child Protection policy;</i> • <i>The Behaviour Policy;</i> • <i>The Staff Behaviour Policy (sometimes called a Code of Conduct);</i> • <i>The safeguarding response to children who go missing from education; and</i> • <i>The role of the DSL (including the identity of the DSL and any deputies).</i> <p><i>Copies of policies and a copy of Part one of the KSCIE-19 document is provided to staff at induction.</i></p> <p><i>We recognise the importance of multiple perspectives in safeguarding and child protection work. We will support staff by providing an opportunity to talk through all aspects of safeguarding work within education with the DSL and to seek further support as appropriate.</i></p>
<p>9.0 THE USE OF REASONABLE FORCE</p> <p>There are circumstances when it is appropriate for staff in College to use reasonable force to safeguard children and young people. The term ‘reasonable force’ covers the broad range of actions used by staff that involves a degree of physical contact to control or restrain young people. This can range from guiding a young person to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury.</p> <p>‘Reasonable’ in these circumstances means ‘using no more force than is needed’. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil’s path, or active physical contact such as leading a pupil by the arm out of the classroom. Departmental advice for Colleges is available here: https://www.gov.uk/government/publications/use-of-reasonable-force-in-Colleges</p>	<p><i>This means in our College:</i></p> <p><i>By planning positive and proactive behaviour support the occurrence of challenging behaviour and the need to use reasonable force will reduce.</i></p> <p><i>We will write individual behaviour plans for our more vulnerable young people, and agree them with parents and carers.</i></p> <p><i>We will not have a ‘no contact’ policy as this could leave our staff unable to fully support and protect their pupils and students.</i></p> <p><i>When using reasonable force in response to risks presented by incidents involving young people including any with SEN or disabilities, or with medical conditions, our staff will consider the risks carefully.</i></p>
<p>10.0 THE COLLEGE ROLE IN THE PREVENTION OF ABUSE</p> <p>This Safeguarding & Child Protection Policy cannot be separated from the general ethos of the College, which should ensure that students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.</p> <p>Safeguarding issues will be addressed through all areas of the curriculum.</p>	<p><i>This means that in our College:</i></p> <p><i>We will provide opportunities for students to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.</i></p> <p><i>All our policies which address issues of power and potential harm, for example Anti-Bullying, Discrimination, Equal Opportunities, Handling, Positive Behaviour, will be inter-linked to ensure a</i></p>

	<i>whole College approach.</i>
<p>11.0 WHAT WE WILL DO WHEN WE ARE CONCERNED - EARLY HELP RESPONSE</p> <p>Where unmet needs have been identified for a young person utilising the Right Help Right Time (RHRT) model but there is no evidence of a significant risk, the DSL will oversee the delivery of an appropriate Early Help response.</p> <p>The child/young person`s voice must remain paramount within a solution focused practice framework.</p> <p>The primary assessment document is the 2019 Early Help Assessment (EHA)</p> <p>Should it be felt that a Think Family or Social Care response is needed to meet the unmet safeguarding need; the DSL will initiate a Request for Support, seeking advice from Children`s Advice and Support Service (CASS) as required.</p> <p>The DSL will then oversee the agreed intervention from College as part of the multiagency safeguarding response and ongoing College-focused support.</p>	<p><i>This means that in our College we will: implement Right Help Right Time</i></p> <p><i>All Staff will notice and listen to children and young people, sharing their concerns with the DSL in writing</i></p> <p><i>Safeguarding leads will assess, plan, do and review plans</i></p> <p><i>Senior leaders will analyse safeguarding data and practice to inform strategic planning and staff CDP</i></p> <p><i>The DSL will generally lead on liaising with other agencies and setting up the Our Family Plan. This multi-agency plan will then be reviewed regularly and progress updated towards the goals until the unmet safeguarding needs have been addressed.</i></p> <p><i>In our College although any member of staff can refer a situation to CASS, it is expected that the majority are passed through the DSL team</i></p>
<p>12.0 SAFEGUARDING STUDENTS WHO ARE VULNERABLE TO RADICALISATION</p> <p>With effect from 1st July 2015, all Colleges are subject to a duty to have “due regard to the need to prevent people being drawn into terrorism” (section 26, Counter Terrorism and Security Act 2015). This is known as The Prevent Duty.</p> <p>The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.</p> <p>Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 4.</p>	<p><i>This means that in our College:</i></p> <p><i>Values freedom of speech and the expression of beliefs and ideology as fundamental rights underpinning our society`s values. Students and teachers have the right to speak freely and voice their opinions.</i></p> <p><i>However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.</i></p>
<p>12.1 Risk Reduction</p> <p>The College governors, Head of College and the DSL will assess the level of risk within the College and put actions in place to reduce that risk. Risk assessment may include consideration of the College`s RE curriculum, SEND policy, Assembly Policy, the use of College premises by external agencies, integration of</p>	<p><i>We are clear that this exploitation and radicalisation must be viewed as a safeguarding concern and that protecting children from the risk of radicalisation from any group (including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo-Nazi/White Supremacist,</i></p>

students by gender and SEN, anti-bullying policy and other issues specific to the College's profile, community and philosophy. To this end, open source due diligence checks will be undertaken on all external speakers invited to our College. An example of this can be found at:

https://www.birmingham.gov.uk/downloads/download/773/the_prevent_duty

The setting is required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism: this will normally be the DSL. The responsibilities of the SPOC are described in Appendix 5

The College will monitor online activity within the College to ensure that inappropriate sites are not accessed by students or staff.

The College has a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

12.2 Channel

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

Further guidance about duties relating to the risk of radicalisation is available in the Advice for Colleges on [The Prevent Duty](#).

Domestic Terrorism, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements) is part of our College's safeguarding duty.

*The SPOC for our College is:
Name: Ms V Lambert*

All staff within our College will be alert to changes in a /young person's behaviour or attitude which could indicate that they are in need of help or protection.

We will use specialist online monitoring software, which in this College is called Talktalk Filter

Our College will make referrals to Channel if we are concerned that an individual might be vulnerable to radicalisation

13.0 STUDENTS WHO ARE VULNERABLE TO EXPLOITATION, FORCED MARRIAGE, FEMALE GENITAL MUTILATION OR TRAFFICKING

With effect from October 2015, all Colleges are subject to a mandatory reporting requirement in respect of female genital mutilation (FGM). When a teacher suspects or discovers that an act of FGM is going to be

This means that in our College we ensure:

Our staff are supported to talk to families and local communities about sensitive concerns in relation to their children and to find ways to address them together wherever possible.

<p>or has been carried out on a girl aged under 18, that teacher has a statutory duty to report it to the Police.</p> <p>Failure to report such cases will result in disciplinary sanctions.</p> <p>The teacher will also discuss the situation with the DSL who will consult Birmingham Children’s Trust before a decision is made as to whether the mandatory reporting duty applies.</p>	<p><i>All staff are up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation around;</i></p> <ul style="list-style-type: none"> • <i>Forced Marriage</i> • <i>FGM</i> • <i>Trafficking</i> • <i>Criminal Exploitation & Gang Affiliation</i> <p><i>Our staff will be supported to recognise warning signs and symptoms in relation to each specific issue, and include such issues, in an age appropriate way, in their lesson plans.</i></p>
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<p>14.0 CHILDREN MISSING FROM EDUCATION</p> <p>A child going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risks and to help prevent the risk of them going missing in future.</p> <p>Work around attendance and Missing from Education will be coordinated with safeguarding interventions.</p> <p>The College must notify the Local Authority of any pupil/student who fails to attend College regularly after making reasonable enquiries, or has been absent without the College’s permission for a continuous period of 5 days or more.</p> <p>The College (regardless of designation) must also notify the Local Authority of any pupil/student who is to be deleted from the admission register because s/he:</p> <ul style="list-style-type: none"> • Has been taken out of College by their parents and is being educated outside the College system (e.g. home education) • Has ceased to attend College and no longer lives within a reasonable distance of the College at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the College of the change) • Displaced as a result of a crisis e.g. domestic violence or homelessness 	<p><i>This means that in our College we will:</i></p> <p><i>Hold two or more emergency contact numbers for each pupil.</i></p> <p><i>All our attendance work will liaise closely with the DSL.</i></p> <p><i>We will adapt our attendance monitoring on an individual basis to ensure the safety of each young person at our College</i></p> <p><i>Our College will demonstrate that we have taken reasonable enquiries to ascertain the whereabouts of students that would be considered ‘missing’.</i></p> <p><i>We will work closely with the CME Team, College Admissions Service and the Elective Home Education Team</i></p>
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<ul style="list-style-type: none"> • Has been certified by the College medical officer as unlikely to be in a fit state of health to attend College before ceasing to be of compulsory College age, and neither s/he nor his/her parent has indicated the intention to continue to attend the College after ceasing to be of compulsory College age • Is in custody for a period of more than four months due to a final court order and the proprietor does not 	
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<p>reasonably believe that s/he will return to the College at the end of that period</p> <ul style="list-style-type: none"> • Has been permanently excluded 	
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<p>15.0 PEER ON PEER ABUSE</p> <p>It is important that College and college can recognise that children are capable of abusing their peers, and that this abuse can include physical abuse, sexting, initiation/hazing, sexual violence and harassment. The College's values, ethos and behaviour policies provide the platform for staff and students to clearly recognise that abuse is abuse and it should never be tolerated or diminished in significance. It should be recognised that there is a gendered nature to peer on peer abuse i.e. that it is more likely that girls will be victims and boys perpetrators.</p> <p>Colleges should recognise the impact of sexual violence and the fact young people can, and sometimes do, abuse their peers in this way. When referring to sexual violence this policy is referring to sexual offences under the Sexual Offences Act 2003 as described below:</p> <ul style="list-style-type: none"> • Rape: A person (A) commits an offence of rape if: there is intentional penetration of the vagina, anus or mouth of another person (B) with his penis, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents. • Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina, anus or mouth of another person (B) with a part of her/his body or anything else, the penetration is sexual, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents. • Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, (B) does not consent to the touching and (A) does not reasonably believe that (B) consents. 	<p><i>This means that in our College:</i></p> <p><i>We will not tolerate instances of peer on peer abuse and will not pass it off as “banter”, “just having a laugh” or “part of growing up”.</i></p> <p><i>We will follow both national and local guidance and policies to support any young people subject to peer on peer abuse, including sexting (also known as youth produced sexual imagery) and gang violence.</i></p> <p><i>We will follow the guidance on managing reports of child-on-child sexual violence and sexual harassment in Colleges.</i></p> <p><i>We will utilise the Children who pose a Risk to Children College Safety Plan produced by the local authority</i> https://www.birmingham.gov.uk/downloads/file/9504/children who pose a risk to children</p> <p><i>Our DSL will follow local guidance to enable provision of effective support to any young person affected by this type of abuse.</i></p> <p>https://www.birmingham.gov.uk/downloads/file/8321/responding to hsb - College guidance</p>
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<p>16.0 Criminal Exploitation & Gang Affiliation</p> <p>Criminal exploitation interlinks with a number of multiple vulnerabilities and offences including a child being exposed to and/or the victim of physical and emotional violence, neglect, poor attendance, sexual abuse and exploitation, modern slavery, human trafficking and missing episodes.</p>	<p><i>This means that in our College we will follow the Criminal Exploitation & Gang Affiliation Practice Guidance issued in 2019 (see link below) and use the risk assessment screening tool to support our referrals to CASS for any children in our College we are concerned about.</i></p> <p>https://www.birmingham.gov.uk/downloads</p>
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It is important that children who are criminally exploited are seen as victims and not treated as criminals, and treated through safeguarding and child protection procedure.

Work to address criminal exploitation is covered by relevant legislation including:

- Crime & Disorder Act – 1998
- Children Act – 2004
- Serious Crime Act – 2015
- Modern Slavery Act – 2015
- Criminal Finances Act – 2017
- Children & Social Work Act - 2017

And the new Working Together (2018) requires agencies support vulnerable people within the context of the wider safeguarding agenda.

[/file/11545/birmingham_criminal_exploitation_and_gang_affiliation_practice_guidance_2018](#)

We will be aware of and work with the Police and local organisations to disrupt as much as possible gang activity within our College.

PART 2; THE KEY PROCEDURES

Responding to concerns about a child

In our College **Birmingham Independent College**
Our DSL(s) are **Ms V Lambert**
Our safeguarding Proprietoris **Ms H McIntosh**

CONCERN ABOUT A CHILD:

Record on electronic recording system
Record in writing on
Incident Form and hand to DSL
Speak to Designated Safeguarding Lead (DSL) if
urgent.

DSL(s) review concerns and decide next steps referring to Right Help Right Time (RHRT)

- Consider discussing concerns with parent / carers and seek consent where appropriate.
- Consider completing Early Help Assessment (EHA).

At any point consider seeking advice:

16.0 INVOLVING PARENTS/CARERS

16.1 In general, we will discuss any Safeguarding or Child Protection concerns with parents/carers before approaching other Colleges or agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL.

16.1.2 However there may be occasions when the College will contact another College or agency **before** informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.

16.2 Parents/carers will be informed about our Safeguarding & Child Protection Policy through *our Student and Parent Handbook and Website*

17.0 MULTI-AGENCY WORK

17.1 We work in partnership with other agencies in line with Right Help Right Time to promote the best interests of our young people and keep them as a top priority in all decisions and actions that affect them. Our College will, where necessary, liaise with these agencies to implement or contribute to an Early Help Assessment and Our Family Plan and make requests for support from Birmingham Children's Trust. These requests will be made by the DSL to the Children's Advice and Support Service (CASS) - 0121 303 1888. Where the young person already has a safeguarding Social Worker or Family Support Worker, concerns around escalation of risks must be reported immediately to the Social/ family support worker, or in their absence, to their team manager.

17.2 When invited the DSL will participate in a MASH strategy meeting, usually by conference phone, adding College-held data and intelligence to the discussion so that the best interests of the young person are met.

17.3 We will co-operate with any Child Protection enquiries conducted by Birmingham Children's Trust: the College will ensure representation at appropriate inter-agency meetings such as Our Family Plan, Children in Need, Initial and Review Child Protection Conferences, and Core Group meetings.

17.4 We will provide reports as required for these meetings (17.3). If the College is unable to attend, a written report will be sent and shared with Birmingham Children's Trust at least 24 hours prior to the meeting.

17.5 Where a pupil/student is subject to an inter-agency Child Protection Plan or a multi-agency risk assessment conference (MARAC) meeting, the College will contribute to the preparation, implementation and review of the plan as appropriate.

18.0 OUR ROLE IN SUPPORTING CHILDREN

18.1 Our College staff will offer appropriate support to individual students who have experienced abuse, who have abused others (peer on peer abuse) or who act as Young Carers in their home situation.

18.2 An Our Family Plan will be devised, implemented and reviewed regularly for these children. This Plan will detail areas of support, who will be involved, and the child's wishes and feelings. A copy of the Plan will be kept in the child's safeguarding record.

18.3 Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the College community through a multi-agency risk assessment. Within our College we will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.

18.4 We will ensure the College works in partnership with parents/ carers and other agencies as appropriate.

19.0 RESPONDING TO AN ALLEGATION ABOUT A MEMBER OF STAFF

See also Birmingham Safeguarding Children Board Procedures on Allegations against Staff and Volunteers.

19.1 This procedure must be used in any case in which it is alleged that a member of staff, Proprietor, visiting professional or volunteer has:

- Behaved in a way that has harmed a young person or may have harmed a young person;
- Possibly committed a criminal offence against or related to a young person; or
- Behaved in a way that indicates s/he is unsuitable to work with young people.

19.2 Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff in College to abuse students.

19.3 All staff working within our organisation must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately.

19.3.1 Allegations or concerns about staff, colleagues and visitors must be reported directly to the Head of College who will liaise with the Birmingham Children's Trust Designated Officer (LADO) Team who will decide on any action required.

19.3.2 If the concern relates to the Head of College, it must be reported immediately to the Chair of the Governing Body, who will liaise with the Designated Officer in Birmingham Children's Trust (LADO) and they will decide on any action required.

19.3.3 If the safeguarding concern relates to the proprietor of the setting then the concern must be made directly to the Birmingham Children's Trust Designated Officer (LADO) Team who will decide on any action required.

20.0 CHILDREN WITH ADDITIONAL NEEDS

20.1 Our College recognises that all students have a right to be safe. Some students may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.

20.2 When the College is considering excluding, either for a fixed term or permanently, a vulnerable pupil or one who is the subject of a Child Protection Plan, or where there is an existing Child Protection file, we will conduct an holistic multi-agency risk-assessment prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment should be completed prior to convening a meeting of the Governing Body.

21.0 CHILDREN IN SPECIFIC CIRCUMSTANCES

21.1 Private Fostering

21.1.1 Many adults find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of Birmingham Children's Trust) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or immediate relative. If the arrangement is to last, or has lasted, for 28 days or more, it is categorised as private fostering.

21.1.2 The Children Act 1989 defines an immediate relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step parent.

21.1.3 People become involved in private fostering for all kinds of reasons. Examples of private fostering include:

- Young people who need alternative care because of parental illness;
- Young people whose parents cannot care for them because their work or study involves long or antisocial hours;
- Young people sent from abroad to stay with another family, usually to improve their educational opportunities;
- Unaccompanied asylum seeking and refugee children/young people;
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
- Young people staying with families while attending a College away from their home area.

21.1.4 There is a mandatory duty on the College to inform Birmingham Children's Trust of a private fostering arrangement - this is done by contacting CASS (0121 303 1888). The Trust then has a duty to check that the young person is being properly cared for and that the arrangement is satisfactory.

22.0 Links to additional information about safeguarding issues and forms of abuse

22.1 Staff who work directly with children/young people, and their leadership team should refer to this information

22.2 Guidance on children in specific circumstances found in Annex A of KCSIE-18, and additional resources as listed below:

Issue	Guidance	Source
Abuse	http://westmidlands.procedures.org.uk/pkphz/regional-safeguarding-guidance/abuse-linked-to-faith-or-belief http://westmidlands.procedures.org.uk/pkpost/regional-safeguarding-guidance/domestic-violence-and-abuse http://westmidlands.procedures.org.uk/pkphl/regional-safeguarding-guidance/neglect 2.26 Children who abuse others West Midlands Safeguarding Children Group	West Midlands Safeguarding Children Procedures
Bullying	http://westmidlands.procedures.org.uk/pkphh/regional-safeguarding-guidance/bullying#	West Midlands Safeguarding Children Procedures
Children and the Courts	https://www.gov.uk/government/publications/young-witness-booklet-for-5-to-11-year-olds https://www.gov.uk/government/publications/young-witness-booklet-for-12-to-17-year-olds	MoJ advice
Missing from Education, Home or Care	http://westmidlands.procedures.org.uk/pkpls/regional-safeguarding-guidance/children-missing-from-care-home-and-education http://westmidlands.procedures.org.uk/pkotx/regional-safeguarding-guidance/children-missing-education-cme	West Midlands Safeguarding Children Procedures
Family Members in Prison	https://www.nicco.org.uk/	Barnardos in partnership with Her Majesty's Prison and Probation Service

Drugs	http://policeandColleges.org.uk/KNOWLEDGE%20BASE/Psychoactive%20Substances.html http://policeandColleges.org.uk/KNOWLEDGE%20BASE/alcohol.html http://westmidlands.procedures.org.uk/pkpzo/regional-safeguarding-guidance/children-of-parents-who-misuse-substances	(HMPPS) Birmingham Police and Colleges Panels
Domestic Abuse	http://westmidlands.procedures.org.uk/pkpost/regional-safeguarding-guidance/domestic-violence-and-abuse	West Midlands Safeguarding Children Procedures
Child Exploitation	http://westmidlands.procedures.org.uk/pkpll/regional-safeguarding-guidance/child-sexual-exploitation http://westmidlands.procedures.org.uk/pkpsx/regional-safeguarding-guidance/trafficked-children Birmingham Criminal Exploitation & Gang Affiliation Practice Guidance (2018) https://www.birmingham.gov.uk/downloads/file/11545/birmingham_criminal_exploitation_and_gang_affiliation_practice_guidance_2018	West Midlands Safeguarding Children Procedures WMP, BCSP, BCT
Homelessness	https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets	HCLG
Health & Wellbeing	http://westmidlands.procedures.org.uk/pkpht/regional-safeguarding-guidance/self-harm-and-suicidal-behaviour https://www.birmingham.gov.uk/downloads/file/9462/medicine_in_Colleges_feb_2018	West Midlands Safeguarding Children Procedures BCC Education Safeguarding
Online	https://www.birmingham.gov.uk/downloads/file/8446/sexting_flow_chart_feb_2017 http://policeandColleges.org.uk/onewebmedia/Searching%20Screening%20&%20Confiscation%20Jan%202018.pdf 2.5 Online safety: Children exposed to abuse through digital media West Midlands Safeguarding Children Group	BCC Education Safeguarding Birmingham Police and Colleges Panels
Private Fostering	https://www.birmingham.gov.uk/downloads/file/2792/private_fostering_in_birmingham_information_for_professionals	BCC
Radicalisation	http://westmidlands.procedures.org.uk/pkpzt/regional-safeguarding-guidance/safeguarding-children-and-young-people-against-radicalisation-and-violent-extremism	West Midlands Safeguarding Children Procedures
Violence	http://westmidlands.procedures.org.uk/pkplh/regional-safeguarding-guidance/sexually-active-children-and-young-people-including-under-age-sexual-activity https://www.birmingham.gov.uk/downloads/file/8321/responding_to_hsb_-_College_guidance https://www.birmingham.gov.uk/downloads/file/9504/children_who_pose_a_risk_to_children http://policeandColleges.org.uk/KNOWLEDGE%20BASE/secondary_menu.html http://westmidlands.procedures.org.uk/pkpzs/regional-safeguarding-	West Midlands Safeguarding Children Procedures BCC Education Safeguarding Birmingham Police and Colleges Panels

[guidance/children-affected-by-gang-activity-and-youth-violence](#)

<https://www.gov.uk/government/policies/violence-against-women-and-girls>

[2.24 Honour-based violence | West Midlands Safeguarding Children Group](#)

APPENDICES

DEFINITIONS AND INDICATORS OF ABUSE

1. NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger
- Stealing, scavenging and/or hoarding food
- Frequent tiredness or listlessness
- Frequently dirty or unkempt
- Often poorly or inappropriately clad for the weather
- Poor College attendance or often late for College
- Poor concentration
- Affection or attention seeking behaviour
- Illnesses or injuries that are left untreated
- Failure to achieve developmental milestones, for example growth, weight
- Failure to develop intellectually or socially
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- The child is regularly not collected or received from College
- The child is left at home alone or with inappropriate carers

2. PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape
- Bruises that carry an imprint, such as a hand or a belt
- Bite marks
- Round burn marks
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given
- Changing or different accounts of how an injury occurred
- Bald patches

- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Fear of going home or parents being contacted
- Fear of medical help
- Fear of changing for PE
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

3. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by rape and/or penetration or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Anal or vaginal discharge, soreness or scratching
- Reluctance to go home
- Inability to concentrate, tiredness
- Refusal to communicate
- Thrush, persistent complaints of stomach disorders or pains
- Eating disorders, for example anorexia nervosa and bulimia
- Attention seeking behaviour, self-mutilation, substance abuse
- Aggressive behaviour including sexual harassment or molestation
- Unusual compliance
- Regressive behaviour, enuresis, soiling
- Frequent or openly masturbating, touching others inappropriately
- Depression, withdrawal, isolation from peer group
- Reluctance to undress for PE or swimming
- Bruises or scratches in the genital area

4. SEXUAL EXPLOITATION

Child Sexual Exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the young person performing sexual activities, or another person performing sexual activities on the child/young person.

The presence of any significant indicator for sexual exploitation should trigger a referral to Birmingham Children’s Trust. The significant indicators are:

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity)
- Entering and/or leaving vehicles driven by unknown adults
- Possessing unexplained amounts of money, expensive clothes or other items
- Frequenting areas known for risky activities

- Being groomed or abused via the Internet and mobile technology; and
- Having unexplained contact with hotels, taxi companies or fast food outlets.
- Missing for periods of time (CSE and County Lines)

5. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a young person such as to cause severe and persistent adverse effects on the child/young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the young person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child/young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the young person participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying), causing young people frequently to feel frightened or in danger, or the exploitation or corruption of children/young people. Some level of emotional abuse is involved in all types of maltreatment.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly
- Over-reaction to mistakes
- Delayed physical, mental or emotional development
- Sudden speech or sensory disorders
- Inappropriate emotional responses, fantasies
- Neurotic behaviour: rocking, banging head, regression, tics and twitches
- Self-harming, drug or solvent abuse
- Fear of parents being contacted
- Running away
- Compulsive stealing
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B: Some situations where children stop communicating suddenly (known as “traumatic mutism”) can indicate maltreatment.

6. RESPONSES FROM PARENTS/CARERS

Research and experience indicates that the following responses from parents may suggest a cause for concern across all five categories:

- Delay in seeking treatment that is obviously needed
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb)
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development
- Reluctance to give information or failure to mention other known relevant injuries
- Frequent presentation of minor injuries
- A persistently negative attitude towards the child
- Unrealistic expectations or constant complaints about the child
- Alcohol misuse or other drug/substance misuse

- Parents request removal of the child from home; or
- Violence between adults in the household
- Evidence of coercion and control.

7. DISABLED CHILDREN

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that may not be of concern on an ambulant child such as the shin, maybe of concern on a non-mobile child
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment, for example, callipers, sleep boards, inappropriate splinting
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures.

DEALING WITH A DISCLOSURE OF ABUSE

When a pupil tells me about abuse they have suffered, what should I remember?

- Stay calm.
- Do not communicate shock, anger or embarrassment.
- Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
- Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
- Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
- Tell the child that it is not her/his fault.
- Encourage the child to talk but do not ask "leading questions" or press for information.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
- Do not tell the child that what s/he experienced is dirty, naughty or bad.
- It is inappropriate to make any comments about the alleged offender.
- Be aware that the child may retract what s/he has told you. It is essential to record in writing, all you have heard, though not necessarily at the time of disclosure.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.
- If the disclosure relates to a physical injury do not photograph the injury, but record in writing as much detail as possible.

NB - it is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.

Immediately after a Disclosure

You should not deal with this yourself. Clear indications or disclosure of abuse must be reported to Birmingham Children's Trust without delay, by the Head of College, DSL or in exceptional circumstances by the staff member who has raised the concern.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a young person who has been abused can be traumatic for the adults involved. Support for you will be available from your DSL or Head of College.

ALLEGATIONS ABOUT A MEMBER OF STAFF, PROPRIETOR OR VOLUNTEER

1. Inappropriate behaviour by staff/volunteers could take the following forms:
 - **Physical**
For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects, or rough physical handling.
 - **Emotional**
For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.
 - **Sexual**
For example, sexualised behaviour towards pupils, sexual harassment, inappropriate phone calls and texts, images via social media, sexual assault and rape.
 - **Neglect**
For example failing to act to protect children/young people, failing to seek medical attention or failure to carry out an appropriate risk assessment.
 - **Spiritual Abuse**
For example using undue influence or pressure to control individuals or ensure obedience, follow religious practices that are harmful such as beatings or starvation.

2. If a child makes an allegation about a member of staff, Proprietor, visitor or volunteer the Head of College must be informed immediately. The Head of College must carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The Head of College should not carry out the investigation him/herself or interview pupils.

3. The Head of College should exercise and be accountable for their professional judgement on the action to be taken as follows:
 - If the actions of the member of staff, and the consequences of the actions, raise credible child protection concerns the Head of College will notify Birmingham Children's Trust Designated Officer (LADO) Team¹ (Tel: 0121 675 1669). The LADO Team will liaise with the Chair of Governors and advise about action to be taken, and may initiate internal referrals within Birmingham Children's Trust to address the needs of children likely to have been affected.
 - If the actions of the member of staff, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff or the pupil. These should be addressed through the College's own internal procedures.
 - If the Head of College decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child's safeguarding file. The allegation should be removed from personnel records.

4. Where an allegation has been made against the Head of College, then the Proprietor takes on the role of liaising with the LADO Team in determining the appropriate way forward. For details of this specific procedure see the Section on Allegations against Staff and Volunteers in the West Midlands Child protection procedures.

5. Where the allegation is against the sole proprietor, the referral should be made to the LADO Team directly.

¹ In other authorities the LADO service is referred to as the Position of Trust Team (POT)

INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:
The demonstration of unacceptable behaviour by using any means or medium to express views which:
 - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
 - Seek to provoke others to terrorist acts;
 - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
 - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”. Those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that College staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
 - **Identity Crisis**– the student/pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society
 - **Personal Crisis**– the student/pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging
 - **Personal Circumstances**– migration; local community tensions; and events affecting the student/pupil’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
 - **Unmet Aspirations**– the student/pupil may have perceptions of injustice; a feeling of failure; rejection of civic life
 - **Experiences of Criminality**– which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration
 - **Special Educational Need**– students/pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
7. This list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:

- Being in contact with extremist recruiters
- Family members convicted of a terrorism act or subject to a Channel intervention
- Accessing violent extremist websites, especially those with a social networking element
- Possessing or accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour; and
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

PREVENTING VIOLENT EXTREMISM - ROLES AND RESPONSIBILITIES OF THE SINGLE POINT OF CONTACT (SPOC)

The SPOC for Birmingham Independent College (BIC) is Ms V Lambert, who is responsible for:

- Ensuring that staff of the College are aware that you are the SPOC in relation to protecting students/pupils from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing students/pupils from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of BIC in relation to protecting students/pupils from radicalisation and involvement in terrorism;
- Monitoring the effect in practice of the College's RE curriculum and Assembly Policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the College about the safeguarding processes relating to protecting students/pupils from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the College for case discussions relating to students/pupils who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information in relation to referrals of vulnerable students/pupils into the Channel² process;
- Attending Channel meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel Co-ordinator; and sharing any relevant additional information in a timely manner.

² Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

BIRMINGHAM INDEPENDENT COLLEGE

E-SAFETY POLICY

Created: January 2020

Review: January 2022

REVISED: 6 APRIL 2020 (see point 5.1a The use of Zoom and any other on-line lesson resource)

1. Principle

1.1 With the increasing availability of devices, which give unrestricted access to the internet for children, Birmingham Independent College (BIC) considers online safety to be extremely important. We endeavour to ensure that every student in BIC's care is safe; and the same principles apply to the digital world as apply to the real world. This policy applies to all BIC staff, volunteers, visitors, parents and students.

1.2 IT and online communications provide unrivalled opportunities for enhanced learning in addition to traditional methods, but also pose greater and more subtle risks to young people. BIC has a responsibility to provide a safe environment in which children can learn. Our students are therefore taught how to stay safe in the online environment and how to mitigate risks, including but not limited to the risk of identity theft, cyber-bullying, radicalisation, harassment, grooming, stalking and abuse.

2. Aims and objectives

2.1 The aim of this policy is to establish the ground rules we have in BIC for using ICT equipment and the Internet. New technologies have become integral to the lives of children and young people in today's society, both within educational establishments and in their lives outside school.

2.2 The Internet and other digital/information technologies are powerful tools which open up new opportunities for everyone but there are risks attached to them. Some of the dangers our pupils may face include:

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to, loss of or sharing of personal information.
- The risk of being subject to grooming by those with whom they make contact on the Internet.
- The sharing/distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication/contact with others, including strangers.
- Cyber-bullying.
- Extremism and radicalisation.

- Child Sexual Exploitation.
- Access to unsuitable video/Internet games.
- An inability to evaluate the quality, accuracy and relevance of information on the Internet.
- Plagiarism and copyright infringement.
- Illegal downloading of music or video files.
- The potential for excessive use, which may impact on the social and emotional development and learning of the young person.

2.3 Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is read and used in conjunction with other school policies; specifically Anti-Bullying, Behaviour and Safeguarding & Child Protection.

2.4 As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision, to build pupils' resilience to the risks to which they may be exposed so that they have the confidence and skills to face and deal with these risks.

2.5 The school provides the necessary safeguards to help ensure that we have done everything that could reasonably be expected to manage and reduce these risks. The e-safety policy explains how the school intends to do this, whilst also addressing wider educational issues in order to help young people (and their parents/carers/staff) to be responsible users and stay safe while using the Internet and other communications technologies for educational, personal and recreational use.

3. Scope of the E-safety policy

3.1 BIC's E-safety policy is in line with the following national frameworks:

- Keeping children safe in education (September 2019) [Keeping Safe in Education - September 2019](#)
- Ofsted Education Inspection Framework (May 2019) [Ofsted Education Inspection Framework](#)
- The Prevent duty (July 2015) [The Prevent Duty](#)
- Working together to safeguard children (July 2018) [working together to safeguard children \(July 2018\)](#)
- The Prevent Strategy (June 2011) and Channel guidance (April 2015) [Prevent Strategy](#) and [Channel Guidance](#)

3.2 This policy has links to the following policies:

- Safeguarding (including Child Protection)
- Behaviour
- Anti-bullying
- Data Protection

3.3 This policy applies to all members of the school community (including staff, pupils, governors, volunteers, parents/carers and visitors) who have access to and are users of school IT systems, both in and out of school. This policy, is implemented to protect the

interests and safety of the whole school community. It aims to provide clear guidance on how to minimise risks and how to deal with any infringements.

3.4 The Education and Inspections Act 2006 empowers Head of Colleges, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other e-safety incidents covered by this policy, which may take place out of school, but is linked to membership of the school.

3.5 The school will deal with such incidents within this policy and in associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate e-safety behaviour that take place out of school.

4. Roles & Responsibilities

This section outlines the roles and responsibilities for e-safety of individuals and groups within the school.

4.1 Head of College

The Head of College is responsible for ensuring the safety (including e-safety) of all members of the school community, although the day to day responsibility for e-safety is delegated to all staff including Child Sexual Exploitation and extremism and radicalisation;

- Ensuring that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place;
- Adequate training is provided for staff in e-safety, including Child Sexual Exploitation and extremism and radicalisation;
- Effective recording and monitoring systems are set up and outcomes are rigorously analysed;
- Co-ordinating and reviewing an e-safety education programme in school;
- What relevant procedures in the event of an e-safety allegation are known and understood;
- Establishing and reviewing the school e-safety policies and documents;
- The school's Designated Child Protection Officers are trained in e-safety issues and be aware of the potential for serious child protection issues to arise through the use of IT.

4.4 The Operations Manager

Is responsible for ensuring that:

- The school's ICT infrastructure is secure and meets e-safety technical requirements;
- The school's password policy is adhered to;
- The school's filtering and monitoring system is applied and updated on a regular basis;
- The use of the school's ICT infrastructure (network, e-mail, etc.) is regularly monitored in order that any misuse or attempted misuse can be reported to the Head of College for investigation/action/sanction.

4.5 Teaching & Support Staff

All teaching and support staff are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school e-safety policy and practices;
- E-safety issues are embedded in all aspects of the curriculum and other school activities;
- Students understand and follow the school's e-safety policy and follow the guidelines on acceptable internet use in their planners;
- They monitor ICT activity in lessons, extracurricular and extended school activities;
- In lessons where Internet use is pre-planned, pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in Internet searches.

4.6 Students

- Are responsible for using the school ICT systems in accordance with the guidance contained in their planners;
- All students are asked to sign an agreement pertaining to social media usage;
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials;
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's e-safety policy can also cover their actions out of school.

4.7 Parents/Carers

Parents/Carers play a crucial role in ensuring that their children understand the need to use the Internet/mobile devices in an appropriate way. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take opportunities to help parents understand these issues.

Parents and carers will be responsible for:

1. Endorsing via signature this guidance pertaining to social media and social networking;

5. Education and Training

5.1 E-safety education will be provided in the following ways:

2. E-Safety advice is provided as part of the form tutor and assembly programme and is regularly revisited lessons across the curriculum.
3. Students are taught in lessons to be critically aware of the materials/content they access on-line and are guided to validate the accuracy of the information.
4. Students are encouraged to adopt safe and responsible use of ICT, the Internet and mobile devices both within and outside of school during lessons.
5. Students are taught about e-safety in the context of extremism and radicalisation and Child Sexual Exploitation.

6. Rules for the use of ICT systems and the Internet are on noticeboards across BIC.
7. Staff act as good role models in their use of ICT, the Internet and mobile devices.

5.1a **The use of Zoom and any other on-line lesson resource.**

Safeguarding during on-line lessons

- ALL on-line lessons should be conducted in a public area in the home – **not in a bedroom**. If no responsible adult is present the lesson will not go ahead. Every lesson must have a responsible adult present who should introduce themselves at the beginning and end of each lesson. It is the responsibility of the professional member of BIC Team to ensure an introduction to the appropriate adult establishing who they are and recording their details i.e. their name and relationship to the student. If you are not made aware of who the adult is you must refer back to the SLT for approval to continue the lesson. This is an important part of our E-safety policy to safeguard both the professional and the student and therefore should be applied. Additionally, where possible a member of the SLT will be present to observe on-line lessons.
- On joining BIC parents would have been given the option for their child to have recordings conducted, or not, during their time with us. Those who did not agree to have recordings conducted staff will be notified prior to on-line lessons and that student should be directed to choose the option for no recording. Please ensure that all lessons are recorded and made available to BIC SLT.
- A class register must be completed and returned to the SLT at the end of each lesson.
- Lessons should be held on a PC/Laptop/Tablet.
- Parents will be emailed by the SLT with the appropriate link to join the lesson.

Using ZOOM.US

- Switch the settings to have microphones and videos off when joining the meeting
 - Ensure the host is in control of the screen, saving of the video and chat content
 - Professionals will have the option to mute and unmute all participants, including video screens
 - To select appropriate background environments, be conscious that this replaces the classroom and therefore should not have others (family members/friends and pets) present
 - Use the whiteboard and annotation tools, and the use of shared screens where appropriate to improve engagement.
 - Remind users about respecting others and using the chat box for commentary
 - Professional and students are requested to dress and talk appropriately!
1. Take time to practice and set up and review various protocols before each lesson, including communicating with pupils and parents regarding consent and safeguarding.
 2. Make sure you schedule your time, share the hyperlink/ID and as a host, join several minutes before the lesson starts to allow you to manage pupils joining the lesson.
 3. Use the waiting room feature before a lesson starts. Set aside time to introduce the technology to your students and ensure that they are all connected to the microphone and video aspects. A top tip would be to show pupils how they can

- use the 'raise your hand' feature if wanting to ask a question live during a lesson. There is no harm in reminding people about online etiquette and expectations.
4. Pupils will be very familiar with a teacher's expectations and style of delivery, and many students will be used to accessing content online, but it is unlikely they will be used to doing live and online lessons and in a large group. Consider how each student will be portrayed online and remind pupils about content, background displays and dress code. Please also bear in mind that some students may wish to not have their faces shown via the video option. You should ensure that you have established prior to your lesson which students may make this request. This request should be discussed and approved with the pastoral lead.
 5. Stick to time, but also take time to promote questions, pause for reflections. Use the whiteboard/annotation tools and gauge reactions from students. Give them a minute to pose questions, try the chat box features and [sharing files](#); learn the art of using breakout rooms, albeit learning how to monitor this tool where pupils can subdivide into smaller groups to work together on certain tasks.

5.2 Staff Training

- The school will ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- E-Safety training will be provided to staff as part of their wider safeguarding responsibilities and will include a focus on Child Sexual Exploitation and extremism and radicalisation.
- All staff will participate in the Workshop Raising Awareness of Prevent (WRAP)
- All new staff receive the school E-Safety, Safeguarding and Child Protection Policies and Keeping Children Safe in Education (September 2019) and the school ensure that these documents are understood.
- Operations Manager will receive regular updates through the Local Authority and/or other information/training sessions and by reviewing guidance documents released.

6. The acceptable use of ICT, including social media

6.1 Email

- Digital communications with pupils (e.g. e-mail) should be on a professional level and only carried out using official school systems.
- Under no circumstances should staff contact pupils, parents/carers or conduct any school business using personal e-mail addresses.
- School e-mail is not to be used for personal use.

6.2 Mobile Phones

- School mobile phones only should be used to contact parents/carers/students when on school business with students off site.
- Staff should not use personal mobile devices.
- Staff should not be using personal mobile phones in school during working hours when in contact with children.
- Students should adhere to the rules and guidelines set out in the Behaviour Policy regarding mobile phone use in school.

6.3 Social Networking Sites

Young people will not be allowed on social networking sites at school; at home it is the parental responsibility, but parents should be aware that it is illegal for children under the age of 13 to be on certain social networking sites.

- Staff should not access social networking sites on school equipment in school or at home. Staff should access sites using personal equipment.
- Staff users should not reveal names of staff, pupils, parents/carers or any other member of the school community on any social networking site or blog.
- Students/Parents/carers should be aware the school will investigate misuse of social networking if it impacts on the well-being of other students or stakeholders.
- If inappropriate comments are placed on social networking sites about the school or school staff then advice would be sought from the relevant agencies, including the police if necessary.
- Students will be taught about e-safety on social networking sites as we accept some may use it outside of school. This will take place on Citizenship/PSHE days, during form time and within assemblies.

6.4 Digital Images

- The school record of parents who do not wish photos to be taken of their child is available from the Operations Manager.
- Under no circumstances should images be taken using privately owned equipment without the express permission of the Head of College.
- Where permission is granted the images should be transferred to school storage systems and deleted from privately owned equipment at the earliest opportunity.

Although many of the above points are preventative and safeguarding measures, it should be noted that the school will endeavour whenever possible to use the internet in positive ways to publicise, inform and communicate information. The school has an active website which is used to inform, publicise school events and celebrate and share the achievement of students.

6.5 Websites

- In lessons where Internet use is pre-planned, students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in Internet searches.
- Staff will preview any recommended sites before use. Certain websites are automatically blocked by the school's filtering system.
- "Open" searches (e.g. "find images/ information on...") are discouraged when working with younger students who may misinterpret information.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by staff.
- All users must observe copyright of materials published on the Internet.
- Teachers will judge which students are allowed access to the internet with minimal supervision. Minimal supervision means regular checking of the students on the internet by the member of staff setting the task. All staff are aware that if they pass students working on the internet that they have a role in checking what is being viewed.

- Students should immediately report, to a member of staff the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Students must report any accidental access to materials of a violent, disturbing or sexual nature directly to a member of staff. Deliberate access to any inappropriate materials by a student will lead to the incident being dealt with under the school's Behaviour Policy. Students should be aware that all internet usage via the school's systems and its Wi-Fi network is monitored.

6.6 Passwords

- Staff passwords or encryption keys should not be recorded on paper or in an unprotected file and should be changed at least every 3 months. Users should not use the same password on multiple systems or attempt to “synchronise” passwords across systems
- Students’ passwords should not let staff know the passwords they use out of school. They must inform staff immediately if passwords are traced or forgotten so they can be reset.

6.7 Use of Own Equipment

- Privately owned ICT equipment should never be connected to the school’s network without the specific permission of the Head of College or the Operations Manager.
- Students should not bring in their own equipment unless asked to do so by a
- member of staff.

6.8 Use of School Equipment

- No personally owned applications or software packages should be installed on to school ICT equipment;
- Personal or sensitive data (belonging to staff) should not be stored on the local drives of desktop or laptop PCs.
- All staff should ensure any screens are locked (by pressing Ctrl, Alt, Del simultaneously) before moving away from a computer during the normal working day to protect any personal, sensitive, confidential or classified data and to prevent unauthorised access.

6.9 Data storage

- Staff are expected to save all data relating to their work to their Laptop if they have been assigned one
- The school discourages the use of removable media however if they are used we expect the Encryption of all removable media (USB pen drives, CDs, portable drives) taken outside school or sent by post or courier.
- Staff laptops should be encrypted if any data or passwords are stored on them.
- IEPs, assessment records, pupil medical information and any other data related to pupils or staff should not be stored on personal memory sticks but stored on an encrypted USB memory stick provided by school.

- Only take offsite information you are authorised to and only when it is necessary and required in order to fulfil your role. If you are unsure speak to a member of the Senior Leadership Team.

7. Monitoring and responding to incidents of e-safety

7.1 The Operations Manager will report any breaches, suspected or actual, of the school filtering systems to the Head of College. Any member of staff employed by the school who comes across an e-safety issue does not investigate any further but immediately reports it to the Operations Manager and impounds the equipment. (If the concern involves Operations Manager then the member of staff should report the issue to the Head of College).

7.2 Any e-safety incidents must immediately be reported to the Operations Manager (if a member of staff) who will investigate further following e-safety and safeguarding policies and guidance.

7.3 It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place through careless or irresponsible, or very rarely, through deliberate misuse. If any apparent or actual misuse appears to involve illegal activity e.g. child sexual abuse images, adult material which potentially breaches the Obscene Publications Act, criminally racist material or other criminal conduct, activity or materials the Police will be contacted in the case of a pupil while the LADO will be contacted in the case of a member of staff to discuss a suitable course of action. If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation. It is recommended that more than one member of staff is involved in the investigation which should be carried out on a “clean” designated computer. It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour/disciplinary procedures.

8. Extremism and radicalisation

8.1 The statutory guidance makes clear the need for schools to ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place and students are safe from radicalisation whilst online.

More generally, schools have an important role to play in equipping children and young people to stay safe online, both in school and outside. Internet safety will usually be integral to a school’s ICT curriculum and can also be embedded in lessons.

As with other online risks of harm, every teacher needs to be aware of the risks posed by the online activity of extremist and terrorist groups and will receive annual training through in-school Safeguarding Training and the Workshop Raising Awareness of Prevent.

Appendix One

E-safety agreement

PARENTS

- There are a number of important steps you can take to ensure your children are safer when using sites such as Facebook, Twitter, Bebo, Snapchat, WhatsApp or KiK.
- Become familiar with the sites yourself.
- Encourage your children to keep their profiles private.
- Be careful about what information your children are sharing on the sites. DO you know all of your child's online friends?
- Encourage children to think about who they want to add as a friend.
- Make sure your children know where to go for help if they feel uncomfortable.
- If you don't want your children to access these services use parental control devices to block access to the sites.
- Remember that children must be 13 years or older to sign up for Facebook.
- Monitor the amount of time your child is spending on social networking sites.

PUPILS

- Be careful with personal information. As soon as information goes online you have lost control over who will see it and how it will be used. Don't post pictures that you wouldn't want everyone to see.
- Don't assume everyone you meet online is who they appear to be. The information provided by users when they register is not checked. Anyone can create a profile pretending to be someone else.
- Don't post information that could be used to find you in the real world.
- Don't reply to message that harass you or make you feel uncomfortable.
- Always explore the privacy settings of the site to protect your privacy and to protect yourself from strangers.
- Get your friends and family to check your social networking site to check you are doing things safely.
- Keep your passwords to yourself.
- If you are the victim of cyber-bullying a) report the bully to the website b) keep evidence of what happened c) tell an adult
- Remember when you post something online you are posting it on the biggest screen in the world, which can be seen by billions of people.
- Please sign below to show that you have read the above advice.

Signed

Pupil: _____

Parent: _____

Head of College: _____

Date: _____

Appendix Two

Advice to students and staff

Our advice for parents

- There are a number of important steps you can take to ensure your children are safer when using sites such as WhatsApp, Kik, Facebook, MySpace or Bebo.
- Become familiar with the sites yourself
- Encourage your children to keep their profiles private.
- Be careful about what information your children are sharing on the sites.
- Do you know all of your child's online friends?
- Encourage children to think about who they want to add as a friend.
- Make sure your children know where to go for help if they feel uncomfortable.
- If you don't want your children to access these services use parental control devices to block access to the sites.
- Remember that children must be 13 yrs older to sign up for Facebook.
- Monitor the amount of time your child is spending on social networking sites.
- Raise any concerns you have regarding your child immediately to your child's Year Co-ordinator.

Our advice for pupils

- Be careful with personal information. As soon as information goes online you have lost control over who will see it and how it will be used.
- Don't post pictures that you wouldn't want everyone to see.
- Don't assume everyone you meet on-line is who they appear to be. The information provided by users when they register is not checked. Anyone can create a profile pretending to be someone else.
- Don't post information that could be used to find you in the real world.
- Don't reply to messages that harass you or make you feel uncomfortable.
- Always explore the privacy settings of the site to protect your privacy and to protect yourself from strangers.
- Get your friends and family to check your social networking site to check you are doing things safely.
- Keep your passwords to yourself.
- If you are the victim of cyber-bullying a) report the bully to the website, b) keep evidence of what happened and c) tell an adult.
- Remember when you post something on-line you are posting it on the biggest screen in the world, which can be seen by billions of people.
- For more information on E-Safety please visit, www.thinkuknow.co.uk/parents.