



Safeguarding children policy & child protection procedure

Lycée Français Charles de Gaulle, London

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Author Simon McNaught, Designated Safeguarding Lead

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Who this document applies to

This document applies to all young people under 18 at the Lycée.

Anyone coming into contact with our young people or visiting any of the Lycée sites must abide by this policy.

Everyone working at the Lycée as a member of staff or volunteer has a duty to safeguard and protect our young people. They must read this policy and sign to say they agree to work to it.

Visitors to the Lycée such as contractors and visitors must read our safeguarding statement:

Keeping young people safe is our top concern.

If on your visit you have any worries at all, please raise them with a member of staff or ask to speak to the Proviseur.

If you are still worried or do not feel able to share your concern with us you can:

- Speak to Simon McNaught, the Designated Safeguarding Lead, on 07814053463
- Contact Kensington & Chelsea Children's Services on 020 7361 3013 (Out of hours – 020 7361 3013)
- If you have a serious concern about the Lycée that we cannot deal with, please contact Ofsted on 0300 123 4666

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“Safeguarding is everyone’s responsibility. Every student at the Lycée has the right to live free from fear of abuse and for the adults in their lives, at home, in the community and at the Lycée, to watch over them, listen to their views and take action if they are concerned. This safeguarding policy sets out how parents, staff and school leaders will respond if they are worried about a child.”

M. Didier Devilard, Proviseur

Who's Who

Didier Devillard is the Proviseur and is ultimately responsible for the safe care of all young people at the school. He supervises the Designated Safeguarding Lead. Please contact M. Devillard with any concerns about staff.



t: 0207 590 6806

e: proviseur@LycéeFrançais.org.uk

Simon McNaught is the Designated Safeguarding Lead. He takes lead responsibility for safeguarding issues across the Lycée, has oversight of individual concerns and has oversight of all the work of the safeguarding team.



t: 0207 590 6811/ 07814 053463

e: smcnaught@LycéeFrançais.org.uk

Primary Schools

The Director of each of the primary schools is trained as a Deputy Designated Safeguarding Teacher leading on issues arising for pupils from their schools.

You can ask for these staff on the direct number for each of the schools. If unavailable, contact Simon McNaught (above) or any member of the safeguarding team (below)



**École Primaire South
Kensington**

Philippe Corbet

0207 590 6884

direction.sk@LycéeFrançais.org.uk



École de WIX

Patrick Bonnefoy

0207 738 0287

direction.wix@LycéeFrançais.org.uk



École Marie d'Orliac

Blaise Fenart

0207 736 5863

direction.fulham@LycéeFrançais.org.uk



École André Malraux

Aurélie Exbrayat

0208 578 3011

direction.malraux@LycéeFrançais.org.uk

South Kensington – Delphine Carton & Olivier Colangelo are the Deputy Designated Safeguarding Teachers on the main site. To support all our pupils we have safeguarding team members with responsibilities for year groups. Contact them on the main Lycée number.



**Proviseur
Adjoint
South
Kensington**

*Delphine
Carton*



**Proviseur
Adjoint
South
Kensington**

*Olivier
Colangelo*



**Chef du
Service
Médical**

*Dr
Pardis
Momeni*



**CPE 2^{nde} /
Premières**

*Pascale
Rivière*



**CPE 5^e (6-10)
/Terminales**

*Laurent
Sagot*



**CPE Section
Britannique**

*Isabelle
Feurtet*



**CPE Collège
(6^e + 3^e)**

*Carole
Philippe*



**CPECollège
(5^e (1-5) +
4^e)**

*Cébastien
Gnahore*

Deputy Designated staff

Safeguarding team members

“Staff are approachable – I know they care about us...”

Year 12 student

Our safeguarding team

With some 3500 students and four main sites we have a clear and coordinated system to ensure everyone knows what to do if they are worried about a child. All staff, students and parents know they may contact the safeguarding team with any concern and this team will ensure parents are informed where appropriate, coordinate the work of the Lycée with other organisations and maintain close vigilance on students who need our support.

There is a strong overlap between the school leadership and pastoral support functions, so that any plan required can be put in place with the required authority yet maintains a strong child focus. All members of the team have received up to date Designated Safeguarding Lead training.

The team is led by **Simon McNaught** as the Designated Safeguarding Lead. Simon has overall responsibility and ensures the policy framework is in place, provides individual supervision to the deputies and has oversight of all child protection cases. He liaises about all such cases with the Proviseur.

The directors and proviseur adjoints on all sites are the Deputy Designated Safeguarding Leads. They have particular responsibility for the children on their site where there are child protection or safeguarding issues.

The doctor and CPEs (Heads of Year) are also part of the safeguarding team and undertake the work alongside pupils and sometimes with agencies under the direction of the deputies.



Complaints

As well as talking to or emailing the staff above, young people or parents can make a complaint about something they have seen at the Lycée. Please see our [complaints procedure](#) on our website for more details.

Our mission

We are a cosmopolitan, successful and dynamic community. Our aim is to thoroughly prepare students for the next stage in their lives; to leave with qualifications better than they could have imagined, to understand their responsibility to keep themselves and others safe, to live by and promote French and British values, to challenge injustice and to live life to the full.

Principles

1. We **always** act in the best interests of each child.
2. We **listen** to any communication from young people or parents and always take concerns seriously.
3. We acknowledge there are **risks** to the young people in our care. Without proper care and vigilance abuse or neglect of young people could happen at the Lycée. We talk about these risks with young people, staff and parents and together will plan carefully to keep them safe.
4. While aware of the risks, we advocate for young people so that they can achieve their **hopes and goals**. We are aspirational for and with young people.
5. People **must** act if they are worried about a young person, and keep acting until they believe the young person is safe.
6. We are **open** in our decisions, and let parents and local authorities know about concerns.
7. We make it easy to raise a concern, and **anyone** raising concerns will be kept safe.

“Listening to children”

Valuing diversity

Difference is central to our strength as a people. We promote inclusive behaviours that empower young people to make choices right for them. Discrimination against young people can also be a safeguarding issue, and we will work with other agencies to consider how hurtful behaviour or comments affects young people and take action accordingly.

If staff or volunteers behave in a way that discriminates against particular groups we will take action to rectify things and consider whether this is a breach of our Code of Conduct.

What to do if you're worried about a child at the Lycée

Parents, visitors, staff and volunteers

If the child is in **imminent danger**, take action to keep them safe. Tell our staff or if necessary call the Police on 999 or Kensington & Chelsea 020 7361 3013

If you are concerned about **staff behaviour** contact the **Provisieur** directly on 206

For other concerns **speak to the relevant CPE or any other member of the Safeguarding Team**

We will contact you by the next school day (sooner if required) to tell you that action has been taken

If you do not hear, or you remain concerned, please speak to Simon McNaught, our Designated Safeguarding Lead.

Safeguarding team

Speak to the Safeguarding Officer or Directeur/trice with responsibility for the relevant primary school or year group. If unavailable, speak to another Deputy Safeguarding Lead or to Simon McNaught

Assess the level of risk using the [Kensington & Chelsea Threshold of Needs Guide](#).
For Level 1 & 2 needs, talk to the parents, the relevant CPE and provide support.

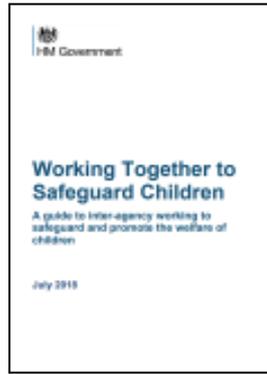
For Level 3 & 4 needs, contact parents (unless this would increase the risk). Seek consent to involve other agencies, as explained in the [threshold of needs guide](#).

If you have consent, refer to children's social care on **020 7361 3013**.
If you do not have consent and you have a child protection concern, you **must** still refer. Seek advice from the Designated Safeguarding Lead.

Monitor progress for the child.
Unless it will increase the risk to the child make contact with the referrer, parent and any staff who need to know to let them know what is happening and what to do.

All staff, volunteers & visitors have a duty to act to protect children

If you still have a concern after following these procedures please speak to Simon McNaught or the Provisieur.



The law

It's important every agency knows what to do if worried about a child. We follow the above national guidance so we are clear what to expect and can explain this to children and families.

Where there are specific risks we will access other specific guidance – please see a full list in Appendix B.

'Safeguarding & promoting welfare' of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

Working Together To Safeguard Children, July 2018 (introduction)

'Child protection' are the systems and processes all agencies follow if there is reasonable cause to suspect a child is suffering, or at risk of suffering, significant harm (s47, Children Act 1989).

Safeguarding in Kensington & Chelsea

We work within [the London Child Protection Procedures](#) and our [local safeguarding children board](#) which has specific procedures on:

- assessment
- domestic abuse & violence against women and girls
- suicide prevention
- child sexual exploitation
- escalation
- missing children
- female genital mutilation

Kensington & Chelsea have a [Duty Desk](#) who provide the first response prior to referral to the [Tri-Borough Multi Agency Safeguarding Hub](#) (MASH). Where there is cause for concern about a young person at the Lycée we will contact Kensington & Chelsea by phone on **020 7361 3013**.

Most of our young people live in other local authority areas. If we have concerns about young people at home we make a referral to their home social care team. When an incident happens at the Lycée we will contact both MASH and the young person's placing authority.

"Promoting the voice of young"

Identifying abuse & neglect

Abuse or neglect of a child can happen by someone inflicting harm or failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children. Sometimes they tell us about abuse. More often they don't.

We recognise the potential vulnerability with many of our young people living away from the country of their birth. We take steps to be extra careful, such as training all our staff in anti-radicalisation, knowing what to look for and what to do if they are worried. We also work with young people to ensure they develop positive, enjoyable and respectful relationships as they grow up. Where there are serious concerns we always involve others such as parents, health staff, police or social workers.

There are four categories of abuse defined in Working Together and accompanying indicators which, if observed, should trigger you to carefully consider whether what you are seeing could be as a result of abuse. That something is or is not on the list does not mean that you can instantly rule in or rule out abuse as a possibility and if there is something that is causing you concern you should act on those concerns.

Physical abuse	Sexual abuse	Emotional abuse	Neglect
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Staff must be familiar with each form of abuse and what to look for. These are listed in Appendix A.

Young people are abused or neglected in a range of situations. There is specific guidance about the following situations, also in Appendix A:

Domestic violence and abuse

Physical intervention and restraint

Bullying

Young people with sexually harmful behaviour

Racist incidents

Forced Marriages & Honour Based Violence

Child Sexual Exploitation

Female Genital Mutilation

Trafficking and exploitation

Radicalisation

Online or internet use and sexting

Photography & images

If young people raise a concern...

Always take young people seriously, listen carefully and report this to the safeguarding team.

Do...

Listen and accept

Try not to interrupt

Reassure they have done the right thing by telling you

Explain what you are going to do next

Make accurate notes using all the child's words as soon as possible

Inform your manager or the safeguarding team

Don't

Don't promise confidentiality

Don't investigate

Don't use leading questions

Don't ask the child to repeat the disclosure over and over

How should I respond?

Parents & young people:

If you have a concern about your child or another child at the school, please make contact with our [Safeguarding Team](#). We will listen to your concerns, take these seriously and ensure you receive a response. You can contact the safeguarding team via the Lycée switchboard. If you are still not satisfied you can contact Simon McNaught (Designated Safeguarding Lead), Didier Devillard (Proviseur), Kensington & Chelsea's duty team (020 7361 3013) or if necessary Ofsted (0300 123 4666).

School staff & volunteers

Every member of staff has a duty to act to keep young people safe. Failure to act on a concern could lead to disciplinary action.

Concerns about the behaviour of staff must be taken directly to the Proviseur.

Other concerns about young people should be taken to the Safeguarding Team. They will take the lead in ensuring the concern is explored and must let you know what happens.

If you are still concerned after taking a concern to the Safeguarding Team or Proviseur you must follow the [escalation process](#) until you are not worried anymore.

If your concern is around the Proviseur himself, you should contact the Deputy Cultural Attaché to the French Embassy (020 7073 1304).

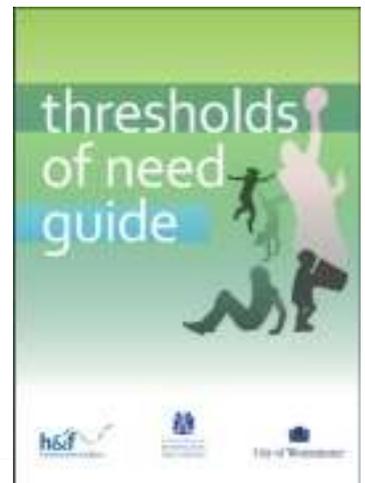
The Safeguarding Team

There are safeguarding leads and deputies on each site of the Lycée and we have a rota to make sure there is always someone available. Their responsibility is to ensure the proper procedures are followed and that the young person is safer as a result. The Designated Safeguarding Lead (Simon McNaught) has oversight of all referrals to local authorities and keeps the Proviseur informed.

How do I tell if a young person is at risk of abuse or neglect?

It's difficult to be certain, but if you have a reason to worry then that's enough to talk more with the safeguarding team about the risk or to involve other agencies. Use the definitions of abuse or neglect in this document and the Tri-Borough threshold of need guide.

Some of the key issues affecting our young people are set out in [Appendix A](#). More detailed guidance on specific issues is available in the London Child Protection Procedures (www.londoncp.co.uk).



Information Sharing

Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

Information sharing advice for practitioners, 2018

Sharing information internally:

Legally, we must share information within the lycée on a 'need to know basis', so that everyone who needs to know information to keep young people safe and help them develop does know.

When we are worried about a child it is essential we record the concern and inform the safeguarding team promptly.

Some information within the Lycée will be restricted, for example:

- Where there is an allegation about a member of staff the Proviseur will decide who will lead on the concern and contact other agencies.
- Where the detail of information is particularly sensitive this can be restricted, for example the details of sexual abuse or a young person sharing worries about their mental health or sexuality. Staff involved in their direct care may need to know in general terms the nature of the concern.

Sharing information with other agencies:

Where a significant issue arises the safeguarding team will ensure the parent is contacted within 24 hours and placing authority by close of the next working day, or immediately if required.

We follow the 7 Golden Rules from [Information sharing advice for practitioners, 2018](#):

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

What to do if you are still worried...

The Lycée has an internal escalation process, and links with the [Tri-Borough Local Safeguarding children Board escalation policy](#).

Anyone worried about a child **must** continue to raise the concern until they have a reason not to be worried about the child anymore.



Every member of staff must follow this process. There will be no reprisals for honestly raising a concern. Where an immediate decision is needed and a particular person is unavailable you may move to the next stage. The timescale for the process relates to the urgency of the decision, but in any event should not extend beyond one week.

We **always** listen to concerns raised by young people, families, staff, visitors or other organisations. The whistleblowing process should only be used if there are no clear safeguarding procedures, you are concerned your concern won't be dealt with properly or will be covered up, your concern has not been acted upon or you are worried about being treated unfairly. The prescribed organisation for safeguarding children whistleblowing is the NSPCC: **0800 028 0285** or help@nspcc.org.uk.

Safer Recruitment

We do our best to ensure we employ 'safe staff' by following the guidance given by the [London Child Protection Procedure on Safer Recruitment](#) and our individual procedures.

Safer recruitment means that all applicants will:

- a) understand their duties to safeguard young people from the outset through the advertisement and in their job description
- b) complete and sign an application form which includes a full education and employment history (with explanations for any gaps)
- c) provide business contact details for two verified, formal referee statements following our own format, including at least one who can comment on the applicant's suitability to work with young people (the last child care employer if they have one) and one who has known the candidate for at least 5 years
- d) provide evidence of identity and qualifications
- e) be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role
- f) provide evidence of their right to work in the UK
- g) be interviewed by a panel of at least two people testing skills and abilities with value based questions against the job description including at least one person with safer recruitment training. At least one member of the panel will have completed safer recruitment training.
- h) ensure that recruitment documentation will state its commitment to safeguard young people

We also verify the candidate's mental and physical fitness to carry out their work responsibilities. All new members of staff will undergo face to face induction training which includes familiarisation with the safeguarding policies and procedures and support to identify their child protection training needs. All staff will sign to confirm that they have read and understood the safeguarding policies and procedures and attend relevant training.

Agency

We obtain written confirmation from supply agencies that agency staff have been appropriately checked, and their suitability to work with young people at the Lycée will be assessed based on the young people's needs.

The HR team maintain records of recruitment checks undertaken and the appointing manager signs to evidence they have checked this documentation and the overall record is signed by the Designated Safeguarding Lead termly.

Supporting staff at the Lycée

Code of Conduct: Staff Behaviour Policy

We have published a Staff Behaviour Policy which sets out expectations of staff around appropriate boundaries, keeping the children and themselves safe – staff sign to say they have read this document.

Emotional support

Having to deal with a situation where a young person has experienced harm can be stressful and upsetting. We will support staff in a variety of ways, including a debrief with the line manager. Where necessary confidential counselling services and additional resources will be sought.

Supervision

Staff involved in working directly with young people, or supervising staff who do, will receive regular supervision to provide a space for the staff member to talk about issues which they are facing in the work environment, thoughts that they have in terms of developing the service that is provided to the young people and discuss the emotional impact of the role as well as any other issues that they consider relevant.

Supervision will also be used to reflect on any safeguarding issues that the staff member has been involved in (directly or indirectly) and allow for agreement on any further action required.



Concerns and allegations about staff

Staff should take care not to place themselves in a vulnerable position with a young person. Staff must adhere to the risk assessment for lone working and Intimate Care policy. All staff understand that a young person may make an allegation against a member of staff. Any such concern will be reported directly to the Proviser.

Where it is alleged current staff (including volunteers) may have

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

The Proviser (or a designate) on all such occasions will discuss the content of the allegation with [Kensington & Chelsea's LADO](#) (designated officer for the management and oversight of allegations) and follow their procedures for managing allegations against staff.

We will notify the DBS should an allegation made against a member of staff be upheld. Allegations about prior members of staff or historic allegations will be referred to the police.

Whistleblowing

Our staff occupy a vital position in promoting good practice and professional conduct throughout the organisation. We recognise that staff are committed to providing a high standard of service and that young people cannot be expected to raise concerns in an environment where staff fail to do so. All staff are aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If necessary, they should speak to the Designated Safeguarding Lead or the Local Safeguarding Children Board [LSCB designated officer](#).

If a member of staff notices anything that gives them cause for concern it is vital that this is raised.

Acting upon staff concerns is fundamental in order to ensure good practice and support for staff.

Resolving issues must be viewed by all staff as a positive action and not a breach of trust between colleagues or an attack on the organisation.

We value an atmosphere of openness and honesty and welcome suggestions, complaints and criticisms.

Whistleblowing includes raising and passing on concerns about any of the following:

- a) Poor standards of service
- b) Issues of bad practice
- c) The conduct of colleagues or managers
- d) Anything which is not in the best interest of the young person or the organisation
- e) Anything which is illegal or unacceptable behaviour.

Staff training

This strategy has been devised drawing on requirements in Keeping Children Safe in Education

Principles

The **Designated Safeguarding Lead** will ensure all staff and volunteers have safeguarding children training relevant to their role. We see safeguarding training as an on-going process and the Safeguarding Team will ensure there are safeguarding and child protection updates and reminders at least once a term.

Job Roles at the Lycée

We have aligned all job roles at the Lycée to the groupings set by the tri-borough Safeguarding Children Board and set out the training requirements (see Appendix C).

Requirements for staff undertaking supervision, interview panels and other particular roles are also listed here.

New staff

The **human resources team** send the appointment letter to new staff with links to Part I of Keeping Children Safe in Education with a requirement this is read and understood before they start work. On the first day of work the **supervisor** will:

- talk about Keeping Children Safe in Education with opportunity for questions,
- introduce them to the the Lycée Safeguarding Children Policy and pathways for raising concern and
- ensure they know what to do if worried about a child.

At the probationary review new staff will be explicitly asked about any concerns they have for young people at the Lycée and any other safeguarding issues they have identified.

Agency staff

Agency staff working at the Lycée for a month or more will be required to meet the same standards as permanent staff.

Agency staff working for less than one month must read Part I of the current [Keeping Children Safe in Education](#). Their agency must provide written assurance the member of staff has safeguarding children training to the appropriate level for the role in the relevant time period (see Appendix C).

Appendix A – definitions of abuse, neglect and specific situations

Physical abuse

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

Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving young people in looking at, or in the production of, sexual images, watching sexual activities, encouraging young people 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 young people.

Emotional abuse

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

Neglect

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

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

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

Indicators of abuse

Physical signs define some type of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The definition of physical signs is complicated, as young people may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the behavioural indicators of abuse and report any concerns to the Safeguarding Team.

It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.

A child who has been abused or neglected may:

- a) Have bruises, bleeding, burns, fractures or other injuries
- b) Show signs of pain or discomfort
- c) Keep arms or legs covered, even in warm weather
- d) Be concerned about changing for PE, swimming or in the residential areas for bathing/ bed
- e) Look unkempt and uncared for – present as smelly
- f) Change their eating habits
- g) Have difficulty in making or sustaining friendships
- h) Appear fearful
- i) Be reckless with regard to their own or others safety
- j) Self-harm
- k) Frequently miss school or arrive late
- l) Show signs of not wanting to go home
- m) Display a change in behaviour – from quiet to aggressive, or happy go lucky to withdrawn
- n) Challenge authority
- o) Become disinterested in school work
- p) Be constantly tired or preoccupied
- q) Be wary of physical contact
- r) Be involved in, or particularly knowledgeable about drugs or alcohol
- s) Display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the Safeguarding Team and other agencies to decide how to proceed.

Specific issues

Staff must respond if they identify any of the following:

a) **Domestic Violence and Abuse**

We recognise that Domestic Violence and Abuse (DVA) has a significant impact on a child's development and emotional wellbeing and should always lead to a child protection referral through the safeguarding team to MASH / MARAC / Police.

DVA is very widespread and where staff have concerns for other staff members they should talk to their supervisor.

b) **Physical Intervention and restraint**

Staff must read the chapter "physical contact with children" in our Staff Behaviour Policy and understand how to work with young people in a person centred way. Staff learn to analyse the child's behaviour and respond in a proactive and caring way to reduce the stress displayed.

Our procedure on physical intervention and restraint is set out in our Staff Behaviour Policy and acknowledges that staff must only ever use physical restraint as a last resort, when a child is endangering themselves or others, and that at all times it must be the minimum force necessary to prevent injury and applied for the shortest possible time.

All staff understand that physical intervention or restraint of a nature which causes injury or distress to a child may be considered a disciplinary matter.

c) **Bullying**

While bullying between young people is not a separate category of abuse it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying including cyber bullying and prejudice-based bullying should be reported and will be managed through our Anti-Bullying Policy and in some circumstances could lead to a child protection referral. Tutors and keyworkers will work with individual young people who have been bullied and those who have bullied others to assist them to understand their actions. If the bullying is particularly serious or if the procedures taken are ineffective the Safeguarding Team will consider implementing child protection procedures.

Staff who allow or condone bullying may face disciplinary proceedings under the child protection procedures. This includes cyber, racist, homophobic and gender related bullying.

d) **Young people with harmful sexual behaviour**

Young people may be harmed by other young people. Staff have been trained to recognise abusive behaviours, grading these using a recognised framework. Where there is concern a young person may have been sexually abused the local authority and parents will be contacted and we will plan together how best to respond.

e) **Racist Incidents**

We acknowledge repeated racist incidents or a single serious incident may lead to consideration as a disciplinary matter and under Child Protection procedures. All racist incidents, including for example racist jokes, name-calling or excluding someone on the basis of race, will be taken seriously and must be reported to the Proviseur.

f) **Forced Marriages & 'Honour' Based Violence**

Forced marriage is when a person faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if you're made to feel like you're bringing shame on your family).

'Honour' based crime is intended to protect 'family honour' through violence, threats, insults or other acts around forced marriage, where a cross-cultural relationship is suspected, or where other 'taboos' are broken such as wearing of non-traditional clothes or attending events that violate a family or cultural 'norms'. If staff become aware of either possibility it must be reported immediately to the Safeguarding Team or the Police.

g) **Child Sexual Exploitation**

Child sexual exploitation (CSE) is a form of sexual abuse that involves the manipulation and / or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status. The victims can be male or female. The manipulation or 'grooming' process involves befriending young people, gaining their trust, and often feeding them drugs and alcohol, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. While young people may believe they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited. CSE is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking. All staff must be aware of the indicators of sexual exploitation and all concerns reported immediately to the Safeguarding Team.

h) **Female Genital Mutilation**

Female Genital Mutilation is a form of violence against women and young girls and considered as child abuse in the UK wherever it has occurred. It is a grave violation of the human rights of girls and women to life and their right to health. The UK Government has signed international human rights laws against FGM, including the Convention on the Rights of the Child. Staff who become aware that this may be planned or has happened for any young women living in the home must inform the Safeguarding Team immediately for specific advice from the Police. E-learning is also available [here](#).

i) **Trafficking and exploitation**

The two most common terms for the illegal movement of people – 'trafficking' and 'smuggling', are very different. In human smuggling, immigrants and asylum seekers pay people to help them enter the country illegally; after which there is no longer a relationship. Trafficked victims are coerced or deceived by the person arranging their relocation. On arrival in the country of destination the trafficked child or person is denied their human rights and is forced into exploitation by the trafficker or person into whose control they are delivered.

- Young people are a special case, any child transported for exploitative reasons is considered to be a trafficking victim, whether or not they have been deceived. This is partly because it is not considered possible for young people to give informed consent.
- Even when a child understands what has happened they may still appear to submit willingly, to what they believe to be the will of their parents. Any concerns about trafficking and exploitation must be reported to the Safeguarding Team immediately.

j) Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. 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.

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.*

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.

Young people 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 our staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- **Identity Crisis** – the child is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- **Personal Crisis** – the child 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 young person’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 child 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** – young people may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, 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.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- 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; and
- Significant changes to appearance and / or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

Preventing Radicalisation

In order to reduce the risks of young people being radicalised we have:

- Ensured the Designated Safeguarding Lead, deputies and a substantial portion of the staff group completed anti-radicalisation training;
- maintained and applied a good understanding of the relevant guidance in relation to preventing young people from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- raised awareness about our role and responsibilities in relation to protecting young people from radicalisation and involvement in terrorism;
- raised awareness about the safeguarding processes relating to protecting young people from radicalisation and involvement in terrorism;
- the Designated Safeguarding Lead as the first point of contact for case discussions relating to young people who may be at risk of radicalisation or involved in terrorism;
- collated relevant information from referrals of vulnerable young people into the Channel process;
- ensured the Designated Safeguarding Lead (or designate) could attend Channel meetings as necessary and carry out any actions as agreed;
- ensured that progress on actions would be reported to the Channel Co-ordinator; and
- shared any relevant additional information in a timely manner.

k) Online or internet use and sexting

Young people are increasingly using mobiles phones, tablets and computers on a daily basis. Our policy states they may not be used in school time. While mobile devices are a source of fun, entertainment, communication and education we know that some adults and young people will use these technologies to harm young people. The harm might range from hurtful and abusive texts and e-mails, to enticing young people to engage in sexually harmful conversations, webcam photography or face-face meetings. Our e-safety policy explains how we try to keep young people safe in the home and at school. Cyber bullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our Anti-Bullying procedure.

“Chatrooms” and social networking sites are the more obvious sources of inappropriate and harmful behaviour and young people cannot access these on our IT system. We will work with young people on how to maintain their own safety and how to summon help if they are concerned about what they see on line. Some young people will undoubtedly be chatting on mobiles or social networking sites at home and parents are encouraged to consider measures to keep their young people safe.

The Staff Behaviour Policy provides further advice and guidance regarding the use of social networking and electronic communication with young people in our care.

l) Photography and images

The vast majority of people who take or view photographs or videos of young people do so for entirely innocent, understandable and acceptable reasons. We know some people abuse young people through taking or using images, so we must ensure that the following safeguards are in place.

While parents are permitted to bring in a camera to events, no staff member should use their personal equipment to take photographs of young people. the Lycée provides equipment for this purpose.

Where a staff member has concerns someone is taking photographs in breach of this policy they should contact the Proviseur.

To protect young people we need to:

- a) Act upon the Fair Processing Notice should the parents do not authorise the Lycée to use for publishing for its educational purpose any of their child’s photographs, audio or visual recordings.
- b) use only the child’s first name with the image.
- c) ensure that the child is appropriately dressed.
- d) encourage young people to tell us if they are worried about any photographs that are taken of them.

Staff should be aware that many indecent images in current circulation were taken by the child themselves or peers. Sex, sexuality and relationships should be an age-appropriate topic in the home, and include what to do if young people are worried about an image they see.



Appendix B - Other relevant legislation

- [Keeping Children Safe in Education, DfE, September 2018](#)
- [Working together to safeguard children A guide to inter-agency working to safeguard and promote the welfare of children July 2018](#)
- [What to do if you're worried a child is being abused Advice for practitioner, DfE, March 2015](#)
- [Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018](#)
- Misuse of Drugs Act 1971
- Safeguarding Children and Young People from Sexual Exploitation, DfE
- Preventing and tackling bullying, DfE, 2017
- SEND Code of Practice, DfE, January 2015
- Guidance for Safer Working Practice for Adults who Work with Children and Young People Revised
- Safeguarding Children and Safer Recruitment in Education”, DCSF Guidance February 2014
- Children missing education Statutory guidance for local authorities, DfE September 2016
- Framework for the Assessment of Children in Need and their Families
- The Equality Act 2010
- Safeguarding children who may have been trafficked, HMG, 2011
- Protecting children from radicalisation: the Prevent duty, DfE, June 2015
- Guidance on Private Fostering, DfE
- Children Act 1989
- Human Rights Act 1998
- UN Convention for Rights of the Child 1991
- Data Protection Act 2018 (May 2018)
- Sexual Offences Act 2003
- Children Act 2004
- Education Act 2002
- Protection of Freedom Act 2012
- Counter-Terrorism and Security Act 2015.
- Female Genital Mutilation Act 2003
- Serious Crime Act 2015
- Malicious Communications Act 1988
- Communications Act 2003
- Public Order Act 1986.
- Local Safeguarding Children Board Procedures (LSCB).
- The Modern Slavery Act 2015

Appendix C – Training requirements for job roles at the Lycée

This list is reviewed annually. If your job role is not listed please contact Human Resources for advice.

You **must** complete all training in the Mandatory Training section and **aim** to complete all training in the Target section.

the Lycée will align to the SCB (Safeguarding Children Board) requirements for what is covered in the different levels of training.

Group	Roles	Mandatory Training	Target
<p>Group 1 Staff and volunteers who have infrequent contact with young people or families and who may become aware of possible abuse and neglect.</p>		<p>Online Safeguarding/Prevent training</p> <p>Discussions at team meeting (once per term)</p> <p>Read and understand Keeping Children Safe in Education (Part 1) (at each update)</p>	Anti-discriminatory practice (3 years)
<p>Group 2 Those in regular contact or have a period of intense but irregular contact, with young people</p>	Education and Care Volunteers	<p>Online Safeguarding/Prevent Training</p> <p>Discussions at team meeting (once per term)</p> <p>Read and understand Keeping Children Safe in Education (Part 1) (at each update)</p>	Anti-discriminatory practice (3 years)
<p>Group 3 Members of the workforce who work predominantly with young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and reviewing the needs of a child and parenting capacity where there are safeguarding concerns.</p>		<p>Group 3 full day face to face training (every 2 years)</p> <p>Discussions at team meeting (once per term)</p> <p>Read and understand Keeping Children Safe in Education (Part 1) (at each update)</p>	CHANNEL general awareness e-learning (3 years)

Safeguarding Team	All staff on the safeguarding team	Termly group supervision	All staff on the safeguarding team have been trained to Group 4&5 (Designated Safeguarding Lead) standard.
Groups 4&5 Professional advisors, named and designated lead professionals.	Deputy Des. Safeguarding Leads Designated Safeguarding Lead	Designated Safeguarding Lead training on analysis and decision-making (every 2 years) Interagency training (every 2 years) Group safeguarding supervision (once per term) Read and understand Keeping Children Safe in Education (Parts I&II) (at each update) PREVENT awareness training (2 years) Twilight sessions	Network meetings biannually with similar roles from other organisations to compare performance, peer review approaches and share good practice.
Interview panels	Staff involved in interviewing potential volunteers and employees	At least one member of staff on an interview panel must have received face to face Safer Recruitment training (every 3 years)	All staff on interview panels must complete Safer Recruitment e-learning.
Supervisors	Staff providing supervision staff in Group 2 or above	Safeguarding Supervision (1 day) training (every 3 years)	
Offsite activity leaders		Activity risk assessments (every 2 years)	
Designated Teacher for Looked After Children	Designated Teacher for LAC	Appropriate training for role as per s20(2) of Children and Young Persons Act 2008	
Investigating allegations	HR managers Proviseur Registered Manager Other staff undertaking investigatory duties	Read and understand Keeping Children Safe in Education (Parts I&II) (at each update)	1 day Allegations & concerns about staff: referrals and investigations face to face training (3 years)

CONTACT DETAILS FOR LADO (Local Authority Designated Officer)

- **Tri-Borough** (Hammersmith & Fulham, Kensington and Chelsea and Westminster)

<https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-kensington-and-chelsea>

- **Ealing LADO**

<https://www.egfl.org.uk/services-children/safeguarding/child-protection/contacts-advice-and-support>

<https://www.ealingfamiliesdirectory.org.uk/kb5/ealing/directory/advice.page?id=HmORtqsNW2A&escb=true>

- **Wandsworth LADO**

http://www.wandsworth.gov.uk/info/266/child_protection