PAST WAYS

SAFEGUARDING & CHILD PROTECTION

POLICY

2023 – 2024

SIGNED \_\_M Barratt DATE 21.07.2023

Chairperson

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**Aims:** To ensure that children are effectively safeguarded from the potential risks of harm at Pastways and that the safety and well-being of children are of the highest priority in all aspects of the project’s work.

To help staff, students, parents and board members feel able to articulate any concerns in the knowledge that effective action will be taken as appropriate.

This ‘Safeguarding’ Policy is one of several Pastways policies that outlines the responsibility of the project to safeguard and promote the well-being of students, staff, board members, volunteers and anyone who meets the young people at Pastways.

In simple terms, our Policy here at Pastways is to safeguard its students from physical, sexual, and emotional harm and neglect. We will take all reasonable and practical steps to ensure that all young people who come into contact with the project, do so safely, that we care for them and thus enable them to enter adulthood happily and successfully.

**Pastways Designated persons are:**

**Mrs P Booth Manager** DSL (Designated Safeguarding Lead)

[**Pat.Booth@Pastways.org**](mailto:Pat.Booth@Pastways.org)

0114 2457855

Mobile 07500 771400

**Mrs S Morton** DSD (Designated Safeguarding Deputy)

[**Sarah.Morton@Pastways.org**](mailto:Sarah.Morton@Pastways.org)

0114 2457855

Mobile 07483 344587

**In the absence of the DSL / DSD, the following support officers in Pastways can assist.**

Shannon Hatfield

Jessica Jones

Luke Knowles

Christine Register

**Designated Board Member**

**Matthew Barrett**

(Chairperson) Contact through Pastways 0114 2457855

**Local Authority Designated Officer** (LADO) 0114 2734855 (Option 1)

Email - [lado@sheffield.gov.uk](mailto:lado@sheffield.gov.uk)

The Designated Persons will liaise and build good working relationships with schools and other agencies.

Allegations made against staff are dealt with by the Manager.

Allegations made against the Manager are dealt with in the first instance by the Chairperson of the Board of Directors.

**Principles**

This project recognises its legal and moral duty to promote the well-being of children, protect them from harm and respond to any form of child abuse accordingly and appropriately.

We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practise that results in a child being physically or psychologically affected or damaged.

We agree that we have primary responsibility for the care, welfare, and safety of the students in our charge. We will carry out this duty through our teaching and learning, pastoral care, and other activities involving our students.

To achieve this all staff (including volunteers and board members) in Pastways and associated with this project in whatever capacity will always act proactively in child welfare matters, especially where there is a possibility that a child may be at risk of significant harm.

Pastways seeks to adopt an open and accepting attitude towards children as part of our responsibility for pastoral care. We understand that students with protected characteristics, as of the ‘equality act 2010’, may be more at risk of abuse/harassment/bullying. P.A.S.T Ways will take positive steps to support students who face disadvantages to make them feel safe and secure.

The project hopes that its students, staff, board members, parents and anyone associated with the project directly or otherwise (including our neighbours and wider community sections) will feel free to talk about any concerns and see the project as a safe place to do so. Furthermore, we hope the students in particular will see the project as a safe place if there are difficulties at home.

Additionally, we will communicate with parents and carers about the importance of keeping children safe, especially online at home. We will make it clear to parents that while at P.A.S.T Ways students will be protected with a firewall and their internet searches monitored. To keep students safe online at home we will keep parents informed of what we are asking students to access at home and if and when a student will be interacting with adults from the project at home.

The fears and worries of our students will be taken seriously if they seek help from a member of staff. However, staff cannot promise ‘secrecy’ if concerns are such that a referral must be made to the Designated Safeguarding Lead or Deputy or where appropriate other agencies and the Referring Schools may need to be made aware to safeguard the student’s welfare.

At Pastways, if we have suspicions, cause for concern or direct information or evidence that a child’s physical, sexual, or emotional well-being is being, or is likely to be, harmed or that they are being neglected, we will take appropriate action per the procedures issued by the Sheffield Children’s Safeguarding Board.

As Such:

* We assert that all members of staff (including volunteers and Board Members) in Pastways are and feel an integral part of the Child Safeguarding Process.
* Accept without question that safeguarding children at the project is a responsibility for all staff, including volunteers and the board.
* We will ensure through training and supervision that all staff, and volunteers at Pastways are aware of how to report concerns or suspicions, and who to report them to.
* The project has in place a Safeguarding Staff member with the knowledge and expertise in recognising and acting on child protection concerns. To give advice and to be responsible for coordinating action within the project and for liaising with schools and other agencies, where appropriate. **It is essential that in all cases of Safeguarding / Child protection concerns involving Students at Pastways that the Designated Safeguarding Lead and Designated Deputy Safeguarding Lead are made aware of the situation.** Any further actions required including the relevant or necessary sharing of such information is dealt with by the DSL / DSD.
* Safeguard the welfare of students whilst in Pastways, through positive measures to address bullying, especially where this is aggravated by sexual or racial or homophobic, factors, disability or special educational needs, cyberbullying, or internet technologies.
* Ensure that all staff are aware of the Child Protection procedures established by the Sheffield Safeguarding Children’s Board and where appropriate the local authority and or Central Government and act on any guidance or advice given by them.
* We will ensure through our recruitment and selection of paid employees and volunteers that all people who work at Pastways are suitable to work with children.
* We will act swiftly and robustly to make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child.
* We will support students who have been placed on or are subject to a Child Protection or Child in Need Plan. This includes those students who are Child Looked after Children (CLA), or adopted.
* Where students present with or are suffering anxiety around bereavement, this should be referred to the relevant member of support staff in the first instance.
* We will encourage all volunteers as well as those from Sheffield Hallam University and Sheffield University, to complete the Sheffield Children Safeguarding On-Line Training to enhance and support their development and enable them to have a better understanding of the process.

**Terminology**

**Child:** understanding that our Safeguarding and Child Protection applies to all young people who are students at the project. A child is anyone who has not yet reached their 18th birthday and is entitled to services or protection under the Children Act 1989.

**Safeguarding:** includes all that we do to ensure children are protected from abuse (in its many forms) and neglect.

**Child Protection:** This is the process of protecting individual children identified as either suffering or likely to suffer, significant harm as a result of abuse or neglect. Social services will normally take the lead once a child has been identified as being at risk. The legislation places responsibilities on school staff in the identification, prevention and management of child abuse and safeguarding children from harm.

**Child Abuse**

There are four types of child abuse as defined in ‘Keeping Children Safe in Education

(2022):

***Physical Abuse:*** Is defined as a form of abuse which may involve actions such as hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

***Emotional Abuse:*** Is defined as the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. This may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunity 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, such as interactions that are beyond their developmental capability,

overprotection and limitation of exploration and learning, or preventing the child

from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, including cyberbullying, causing the child to frequently feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, but it may also occur alone.

***Sexual Abuse:*** Is defined as abuse that involves forcing or enticing a child to take part in sexual activities, not necessarily involving violence, regardless of whether the child is aware of what is happening. This may involve physical contact, including assault by penetration, or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. It may also include non-contact activities, such as involving children in looking at, or in the

production of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can be perpetrated by people of any gender and age.

***Neglect:*** Is defined as the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of a child’s health or development. This may involve a parent or carer failing to provide a child with adequate food, clothing, or shelter (including exclusion from home or abandonment); failing to protect a child from physical or emotional harm or danger; failing to ensure adequate supervision (including through the use of inappropriate caregivers); or failing to ensure access to appropriate medical careor treatment.

**At Pastways Every Child Matters.**

Pastways meets the government's Agenda in respect of the Every Child Matters outcome. We believe that all our students have a right to:

* Be Healthy
* Stay Safe
* Enjoy and Achieve
* Make a positive contribution
* Achieve Economic Well-Being.

**Conduct of staff.**

All members of staff are required to always work professionally with children especially, when:

* Working alone with a child.
* Making physical interventions.
* Dealing with sensitive information.
* Giving and receiving gifts from children and parents.

Pastways staff should have NO contact with any current and ex-pupils, via mobile telephone (including texting) or any contact through social media, public or private.

**NOTE the age definition of ‘child’ according to the ‘Children Act 1989’ is anyone who has not yet reached their 18th birthday.**

If any member of staff has reasonable suspicion that a child is suffering harm and fails to act per this policy and the Sheffield Safeguarding Children Board Procedures, this could be viewed as misconduct and appropriate action taken.

**Please Note….**

**When dealing with Safeguarding or Child Protection Concerns….**

*Do Not Ask a Student for a Written Statement, It Can Interfere with a Police or Social Care Investigation.*

*You can make notes, which the Police or Social Care may request from you.*

# **Police and Social Care Requests and involvement**

It is reasonable to expect, on occasion, requests from the Police or Social Care for information or details concerning current students, former students, and their families. They may also request face-to-face conversations with students in Pastways.

**On all such occasions, these requests should be directed to and dealt with by the DSL or the DDSL.**

**Allegations against members of staff.**

If anyone makes an allegation that a member of staff, including volunteers.

* Committed an offence against a child.
* Placed a child at risk of significant harm.
* Behaved in a way that questions their suitability to work with children.

In the first instance, the Manager will handle the allegation, this will be discussed with Pastways Chairperson this will then be reported immediately to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed. Allegations made against the Manager are dealt with in the first instance by the Chair of the Board.

**Dealing with Concerns.**

If someone believes that a child may be at risk of significant harm or is suffering, they should follow Pastways procedures.

* All ‘causes for concern’ must be reported immediately to the **DSL** or the **DSD**, who will then decide and advise on the appropriate actions.
* Whatever the result, the incident will be logged and placed in a secure cabinet in the Manager's office, and then the relevant school informed.
* A ‘cause for concern’ being logged and updated with relevant details and any action taken.
* There will be regular, ongoing sharing of relevant information with the schools involved.
* If appropriate, other professionals, including those external agencies pertinent, will be made aware and informed accordingly.

The procedure followed in the project relates to the DSL / DSD having received a concern.

If advice is to be sought from Social Care or the police, the DSL / DSD will inform the relevant schools and then make immediate contact with those professionals.

Referrals to Social Care are made by the DSL/DSD, (in agreement with the referring schools) contacting the relevant safeguarding/Social Care, duty advisers or the Police.

All staff should be aware that they can make individual referrals themselves. For the relevant contact details, please see the DSD at Pastways. Please always ensure that the

DSL/ DSD And referring schools are informed if you are making or have made a referral.

Please ensure that you follow the guidelines in this policy, if Social Workers or the Police request information about, or, wish to see a student at Pastways.

A regular review of ‘resolved’ and ‘unresolved’ cases is to be completed by the DSL and the DSD. This gives the opportunity to monitor, review, evaluate and decide on agreed actions. All further involvement and documentation must be stored in this file and nowhere else. Files will be stored securely. All members of staff should be familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of the Sheffield Safeguarding Children Board and the DFE document, Keeping Children Safe in Education Part 1 September 2022.

**Confidentiality and Information sharing.**

All members of staff at Pastways will ensure that all data about students is handled accordingly within the requirements of the law and any national and local guidance.

Any low-level concerns are shared confidentially with the DSL and/or DSD. The DSL will consult with their LADO if unsure whether low-level concerns shared about a member of staff meet the harm threshold. Low-level concerns will not be considered insignificant and will be shared responsibly. Staff and volunteers understand that low-level concerns can arise in several ways and know how to report concerns safely.

Any member of staff who has access to sensitive information about a child or the child’s family must ensure that such information is shared **ONLY on a need-to-know basis.**

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated member of staff (DSL / DSD) for Child Protection.

* We will share information with schools and other agencies following agreed procedures.
* We will cooperate with schools and other agencies regarding safeguarding and child protection, including representation at case conferences.
* We will work together with schools and other agencies when completing an FCAF or other intervention paperwork. This will be discussed with students and their families. This documentation will be stored in the Manager's office.
* When documentation is required for a Case Conference, a secure e-mail system is used by Pastways.

**Referral / Safeguarding information.**

The manager (DSL) **Mrs P Booth** will hold a confidential, face-to-face meeting to receive any Safeguarding, Child Protection, or other relevant information.

**Safeguarding at Pastways.**

As well as ensuring that we address Child Protection Concerns, we will also ensure that children who attend the project are kept safe from harm whilst they are in our charge.

* Bullying: the project will also ensure that bullying is identified and dealt with so that any harm caused by other students can be minimised. Bullying can be in many forms, including, sexualized behaviour, bullying that is homophobic in nature, racist, cyberbullying or where there appear to be links to domestic abuse in the family home.
* Safe Recruitment and code of conduct for staff including a Supervision and Induction Policy
* Confidentiality
* Behaviour and Discipline
* Health and Safety
* Physical restraint
* On-Line Safety
* CSE /CRE/CCE, County Lines
* Prevent, Radicalisation and extremism.
* FGM (Female Genital Mutilation)
* HBV (Honour Based Violence)
* FM (Forced Marriage)
* Child on Child Abuse
* CME Children Missing from Education, guided by the [Police](https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf) document

**Other legislation and guidance**

This policy is underpinned and written about the following guidance:

* Keeping Children Safe in Education (2023)
* Working together to safeguard children (2018)
* Human Right Acts 1998.
* Equality Act 2010.
* Data Protection Act 2018
* The arrangements agreed and published by our 3 local safeguarding partners.
* Section 175 of the Education Act 2002
* The DfE Staffing and Employment Advice for schools which relates to The School

Staffing (England) Regulations 2009

* The Children Act 1989 (and 2004 amendment)
* Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74.

of the Serious Crime Act 2015 and Statutory guidance on FGM

* The Rehabilitation of Offenders Act 1974
* Schedule 4 of the Safeguarding Vulnerable Groups Act 2006
* Statutory guidance on the Prevent duty
* Statutory framework for the early year’s foundation stage
* KCSIE now applies to providers of post-16 education, including sixth-form colleges,

as set out Education and Training (Welfare of Children) Act 2021.

* Disqualification under the Childcare Act 2006
* Part 3 of the schedule of the Education (Independent School Standards) Regulations 2014

**New Staff/Volunteers Recruitment and Training**

All new staff receive initial induction training around Safeguarding and Child Protection

All staff have access to and MUST ensure that they are fully up to date with the DFE ‘Safeguarding Children in Education’ Part One document. This document needs to be read and understood by all staff in conjunction with the School’s own Safeguarding Policy (this document).

The SSCB (Sheffield Safeguarding Children’s Board) full Policy is also a very useful and fully informative document

**Recruitment**

Pastways uses and follows the up-to-date guidance (Keeping Children Safe in Education 2023) in respect of the recruiting of staff and volunteers at the project the completion of all necessary checks before a person takes up a position at the project and when a candidate is shortlisted, they must complete a self-declaration of any criminal record or information.

* Identity checks and character references to be sought.
* Academic qualifications, making sure they are genuine.
* Previous employment history to be examined, any gaps accounted for.
* DBS checks.

**Volunteers.**

* The project will provide safeguarding training to all new volunteers, this will enable them to fulfil their responsibilities in respect of child protection effectively.
* All staff/volunteers are encouraged to attend safeguarding training. If staff cannot access face-to-face training, then the school expects them to complete online training using the Sheffield Safeguarding Children’s Board website, (this is particularly aimed at Sheffield Hallam and Sheffield University students who have Pastways as their placement).

**Children Missing from Education**

There are standard practices and procedures in place in Education generally to support projects, staff and other authorities when children are missing from Education. At Pastways, we will follow these standard procedures accordingly. As with all concerns for young people, our safeguarding procedures to ensure the safety and well-being of our students will be uppermost.

A child going missing from education, particularly repeatedly, can be a warning sign of a

range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or

exploitation or child criminal exploitation, or issues such as mental health problems,

substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some

children are particularly at risk. These include children who:

* Are at risk of harm or neglect.
* Are at risk of forced marriage or FGM.
* Come from Gypsy, Roma, or Traveller families.
* Come from new migrant families.
* Come from the families of service personnel.
* Go missing/run away from home or care.
* Are supervised by the youth justice system.
* Cease to attend school.

We will follow our procedures for unauthorised absence and for dealing with children who go missing from PASTways, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the referring school and the (AP) Alternative Provide network.

**Child Sexual Exploitation (CSE) & Children at Risk of Exploitation (CRE)**

Recently, the problematic issue of Child Sexual Exploitation has been at the forefront of several published reports. CSE is also at the higher end of the agenda when it comes to Safeguarding and Child Protection.

The response to any concerns about CSE involving any student at Pastways is of paramount importance.

The project’s DSL and DSD will lead in all cases of CSE where concerns are raised about a student or students. All staff should know and be clear on who the lead persons are at the project to deal with matters of CSE.

**All staff should be aware of the indicators of CSE.**

As in the case of any Safeguarding concern, reports and actions, all matters of CSE & CRE will be logged, documented, and stored securely in the Manager's Office, and reports will be given to relevant schools.

CSE is defined as a form of sexual abuse where an individual or group takes advantage of an

imbalance of power to coerce, manipulate or deceive a child into sexual activity, for any of the following reasons:

* In exchange for something the victim needs or wants
* For the financial advantage, increased status or other advantage of the perpetrator or facilitator
* Through violence or the threat of violence
* We recognise this is relevant to both boys and girls. Risk factors may include going missing,
* staying out unusually late
* Engagement in offending
* Disengagement from education
* Using drugs or alcohol
* Unexplained gifts/money
* Overly secretive
* Repeat concerns about sexual health.
* A decline in emotional wellbeing
* Association in gangs
* Unexplained injuries
* Carrying weapons, access to or carrying an unusual number of mobile phones

**Child Criminal Exploitation (CCE), *County Lines***

Criminal exploitation of children is a geographically widespread form of harm that is a ‘typical’ feature of county lines criminal activity. Drug networks or gangs groom and exploit children and young people to carry drugs and money from area to area. Victims are typically trafficked for this criminality.

Pastways will deal with any concerns accordingly and report to the relevant authorities immediately.

The **DSL** will take the lead in any such instances, or where concerns are raised.

Children and young people involved with gangs and criminal exploitation need help and

support. This can include those involved in serious violent crimes. They might be victims of

violence or pressured into doing things like stealing or carrying drugs or weapons. They

might be abused, exploited and put into dangerous situations.

Child criminal exploitation is defined as a form of abuse

where an individual or group takes advantage of an imbalance of power to coerce,

manipulate or deceive a child into taking part in criminal activity, for any of the following

reasons:

In exchange for something the victim needs or wants

For the financial advantage or other advantage of the perpetrator or facilitator

Through violence or the threat of violence

**County lines** refer to gangs and organised criminal networks exploiting children to move,

store or sell drugs and money into one or more areas, locally and, or across the UK.

Signs which may indicate criminal exploitation:

* Persistently going missing from school or home and or being found out-of-area.
* Unexplained money, clothes, or mobile phones or unexplained injuries
* Excessive texts, phone calls
* Relationships with controlling, older individuals or groups or changes in relationships
* Leaving home, care without explanation
* Suspicion of physical assault, unexplained injuries
* Parental concerns
* Carrying weapons

**Prevent – Radicalization / Extremism.**

The latest government legislation places mandatory requirements on schools and other education establishments to be proactive and have a policy to deal with the possibility of any student becoming radicalized into any extreme group.

Prevent Duties

Extremism refers to the vocal or active opposition to fundamental British values, including

democracy, the rule of law, individual liberty, and the mutual respect and tolerance of

different faiths and beliefs. Extremism also includes calling for the death of members of the

armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and

extremist ideologies associated with terrorist groups.

The school will ensure all staff including governors and volunteers need to be aware of

extremism, including the signs of it, alerts to concerning behaviours, and ideologies

considered to be extreme. They need to understand the British Values agenda

and adhere to their duties in the Prevent Guidance 2015 to prevent radicalisation.

**The Manager or Deputy will:**

* Establish existing mechanisms for understanding the risk of extremism.
* Ensure staff understand the risk to deal with issues arising through the delivery of regular training and updates.
* Provide appropriate and sufficient training on the Prevent duty.
* Ensure all staff (including governors and volunteers) implement the duty.
* The project will respond to any concern about Prevent as a safeguarding concern and will report in line with the school’s safeguarding reporting procedures This may include a referral into Channel using the case pathway process.
* We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children’s resilience to radicalisation.
* We will use the relevant forms to record any concerns, keeping records which will be treated as Child Protection Records, and storing them as appropriate.

**FGM – Female Genital Mutilation, HBA – Honour-Based Abuse**

‘Honour-based’ abuse (HBA) encompasses incidents or crimes committed to

protect or defend the honour of the family and/or community, including FGM, forced

marriage, and practices such as breast ironing. Abuse committed in this context often

involves a wider network of family or community pressure and can include multiple

perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert

to the possibility of a child being at risk of HBA or already having suffered it. If staff have a

concern, they will speak to the DSL, who will activate local safeguarding procedures.

Female Genital Mutilation (FGM)

FGM comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.” (World Health Organisation, 2016)

FGM has been an embedded practice for centuries in some countries in the world including

Africa, the Middle East, Iran, Iraq, Oman, the United Arab Emirates, the Occupied Palestinian Territories, India, Indonesia, Malaysia and Pakistan (DH, 2015). The World Health Organisation estimated that between 100 to 140 million women and girls worldwide have undergone FGM, but the prevalence of FGM in the UK is difficult to estimate because of the hidden nature of the crime.

All suspected or actual cases of FGM are a safeguarding concern and safeguarding procedures will be followed. This will include a referral to the police. If any staff are concerned about a pupil, they will refer to the Designated Safeguarding Lead/s within the School before reporting the concern directly to the Police. It is a mandatory reporting duty for all staff to directly report to the police where it is believed an act of FGM has been carried out on a girl under 18 in the UK. Failure to do so may result in disciplinary action being taken.

There are 4 types of FGM, mainly carried out on girls between the ages of five and ten. In

In some countries, it is practised on babies as young as two or three days old and in other areas, it is practised before marriage or as part of the wedding rituals.

It is the parent’s decision as to whether their daughters are 'cut', but they face tremendous

pressure from older members of their families, especially, if they return to their country of

origin. In most countries, including the UK, FGM is illegal.

**Signs may include:**

* Being repeatedly absent from school or absent for a prolonged period.
* Not participating in Physical Education
* Unauthorised and or extended leave, vague explanations or plans for removal of a
* female in a high-risk category (parents from a country who are known to practice FGM)
* especially over the summer period
* Plans to take a holiday which may be unauthorised, unexplained, or extended in a
* a country known to practice FGM.
* Having difficulty walking, sitting, or standing, or looking uncomfortable
* Finding it hard to sit still for long periods (where this was not a problem
* previously)
* Spending longer than normal in the bathroom or toilet due to difficulties urinating, or
* having frequent urinary, menstrual or stomach problems
* Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour Being reluctant to undergo any medical examination.

**FM – Forced Marriage**

FM is a specific offence under Section 121 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Should there be any concerns or indications, arising, that indicate FM, the DSL/DSD must be informed. The appropriate action will be taken and Safeguarding & Child Protection procedures followed accordingly.

HBV is an abuse of human rights. Specific offences are committed. As with FGM (see above), should there be any concerns or indications for any of our students who are or may be at risk of HBV or any other form of domestic violence, the project will take the appropriate action as required. As with all our Child Protection concerns, procedures will be followed accordingly.

The DSL will: speak to the pupil about the concerns in a secure and private place, activate

the local safeguarding procedures and refer the case to the local authority’s designated

officer, seek advice from the Forced Marriage Unit on 020 7008 0151 or fmu@fco.gov.uk,

refer the pupil to a class teacher, learning mentor, or member of the team as appropriate.

**Child on Child Abuse**

Child-on-child abuse is behaviour by an individual or group, intending to physically, sexually or emotionally hurt others. We recognise that being subject to harassment, violence and/or abuse may breach a child’s rights, as set out in the human rights act. We recognise Child on Child abuse can take many forms:

* Bullying including cyberbullying.
* Up-skirting.
* Gender-based violence.
* Sexual assaults and sexting.
* The sending of indecent images from one person to another through Digital Media Devices

PASTways recognises this as a safeguarding concern for all of our children.

There are examples of children of all ages sending and receiving indecent images through digital media.

There is a growing use of social media across projects, children must be supported if they receive any such images.

In the event of such a safeguarding concern, we will seek advice from agencies and professionals acknowledging that there are both national and local guidelines that we need to adhere to. We will respond by working closely with parents and carers.

We will teach children about this aspect of safeguarding through online safety lessons. These are linked to online safety policies and the PHSE curriculum.

Always take the complaint seriously.

**Photographing Children.**

* Pastways will not allow others to photograph or film children during a project activity without parental permission.
* We will not allow images of students to be used on the Pastways website, publicity, or press releases without consent from parents.

**Physical contact and restraint.**

Members of staff may have to make physical interventions with children, this will only be done in line with the project's policy. Certain members of staff will have completed relevant training in respect of ‘Restraint’ of pupils. (Team Teach).

Wherever possible trained members of staff should be utilised.

This does not preclude any other members of staff from intervening in given situations where necessary.

**Sexual Violence and Sexual Harassment**

Sexual violence includes rape, assault by penetration and sexual assault. Sexual violence may include an online element which threatens/encourages or facilitates sexual violence. Sexual violence and sexual harassment can occur between 2 or more children from any age and can happen both physically and/or verbally. P.A.S.T Ways are aware that sexual violence and sexual assault can happen both inside and outside of P.A.S.T Ways. Sexual violence and sexual harassment are never acceptable in any form and we make this clear to staff and students that there is a **zero-tolerance** policy.

The project has a clear set of values and expectations that are demonstrated to students and upheld by regular discussions/sessions of Personal, Social, and Health Education (PSHE). The sessions are age appropriate and are developed to be fully inclusive to all students. The sessions will tackle:

* Healthy relationships
* Boundaries and consent
* Stereotyping, prejudice and equality
* Self-Esteem
* How to recognise abusive, coercive and controlling relationships and behaviours
* The concepts of law relating to sexual consent, sexual exploitation, sexual violence and sexual harassment

**Responding to signs, reports, and concerns**

* Staff are aware that even though there may be no reports of sexual harassment or sexual violence it may still be occurring.
* Staff will challenge physical behaviour such as grabbing bottoms, breasts, and genitalia, pulling down trousers, flicking bras and lifting skirts.
* Staff will challenge any verbal behaviour such as catcalling and sexual jokes, or sexual comments.
* All reports of Sexual violence and sexual assault will be reassured that they are being taken seriously and that they will be supported and kept safe.
* Where possible reports will be managed by the DSL and another member of staff in most cases this will be the DSD
* Staff should never promise confidentiality as it is likely the report will need to be shared in the best interests of the victim
* When a report of sexual violence or sexual harassment is made the wishes of the victim should always be considered, especially regarding decisions about how investigations will be progressed and the support they are offered this will be balanced with our duty to protect other students and the victim.
* All concerns and reports will be recorded as well as decisions and the reasons for them.
* P.A.S.T Ways will do its best to protect the victim(s) and alleged perpetrator(s) from bullying or harassment, both face-to-face and online.

**Additional Information**

* It is important to be aware that mental health problems can be an indicator that a child has suffered or is at risk of abuse, neglect, or exploitation. If you do have any concerns about a child’s mental health, you must report this to the DSL.
* All staff to be aware of the indicator to signal children are at risk or involved in crime, which can include increased absence from school, change in friendship, signs of self-harm, change in well-being, signs of assault, unexplained gifts, or seen to be associated with criminal networks.
* Being homeless or at risk of becoming homeless presents a risk to a child’s welfare. The DSL should be aware of contact details and routes into the Local Housing Authority (LHA). Indicators of a family at risk: Household debt, rent arrears, domestic abuse, anti-social behaviour, and family being asked to leave their property. if you are to be informed of this information, this must be passed on to the DSL.
* It is essential that everybody working in a school understands their safeguarding responsibilities.

Signed…………A close-up of a signature

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Manager Dated …