



**WHOLE SCHOOL POLICY FOR SAFEGUARDING
INCORPORATING CHILD PROTECTION
POLICY**

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1. PURPOSE & AIMS

The purpose of Wymondham College's safeguarding policy is to ensure every child who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our school from maltreatment.
- Prevent impairment of our children's and young people's health or development.
- Ensure that children and young people at our school grow up in circumstances consistent with the provision of safe and effective care.
- Undertake that role so as to enable children and young people at our school to have the best outcomes.

This policy applies to, and will give clear direction to, all staff, supply staff, volunteers, visitors, Trustees (throughout this policy they will be referred to as 'adults'), and parents/carers about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school. 'Children' includes everyone under the age of 18.

Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school.

We use the terms "**must**" and "**should**" throughout the policy. We use the term "**must**" when the person in question is legally required to do something and "**should**" when the advice set out should be followed unless there are exceptionally good reasons not to.

This policy is applicable to all students registered at the school.

This policy **should** be read alongside the following DfE documents:

- Statutory guidance Keeping Children Safe in Education 2024 (KCSIE 2024), in particular Part One, Part five and annex B;
- Statutory guidance [Working Together to Safeguard Children](#); and
- Departmental advice [What to do if you are Worried a Child is Being Abused - Advice for Practitioners](#);

and our own policies including:

- The behaviour policy (which includes measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying, and the school's response to harmful sexual behaviour);
- Staff code of conduct;
- Attendance policy (including safeguarding response to children who are absent from education particularly on repeat occasions and/or for prolonged periods); and
- Safe use of technology policy.

2. OUR ETHOS

The child's welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our school will be able to talk freely to any 'adult' at our school if they are worried or concerned about something. All 'adults' will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment.

All 'adults' who come into contact with students and their families have a role to play in safeguarding students. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help and support to meet the needs of the child as soon as they emerge. **All staff should maintain an attitude of 'it does happen here' where safeguarding is concerned.** When concerned about the welfare of a child, whether that

is within or outside the home, including online, staff members must always act in the **best interests** of the child.

We ensure that safeguarding and child protection is at the forefront and underpins all relevant aspects of process and policy development. We operate with the best interests of the child at heart.

The systems we have in place are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

Throughout our broad and balanced curriculum, we will provide activities and opportunities for children to develop the knowledge, values, and skills they need to identify risks, including knowing when and how to ask for help for themselves and others to stay safe (this includes online). The Relationships Education, Relationship and Sex Education and Health Education (delivered in regularly timetabled lessons and reinforced throughout the whole curriculum) will cover relevant topics in an age and stage appropriate way, through a planned, developmental curriculum enabling pupils to learn about their rights and responsibilities to behave and stay safe in a variety of contexts on and offline. This will provide further reinforcement to help children identify risks, know when to seek support and develop the skills to ask for help from trustworthy, reliable sources. Further information can be found in the DfE guidance '[Teaching online safety in school.](#)' and '[Relationships Education, Relationships and Sex Education and Health Education.](#)'

At Wymondham College the PSHE curriculum is used to support the safeguarding education of our students, alongside assemblies and tutor time. Visiting speakers from organisations such as Norfolk Police and The Matthew Project are also a key part of our overarching safeguarding education. Students receive safeguarding newsletters and are also directed to guidance and support on the College website. In addition, the College promotes National Awareness Days such as Safer Internet Day and World Mental Health Day.

We will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children](#) (2023) and [Norfolk Multi Agency Safeguarding Partnership arrangements](#) (Annex 3).

As part of our responsibilities for safeguarding and promoting the welfare of children, we will provide a coordinated offer of early help when additional needs of children are identified. These may include if a child:

- Is disabled or has certain health conditions and has specific additional needs.
- Has special educational needs (whether or not they have a statutory education, health, and care plan);
- Has a mental health need;
- Is a young carer;
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- Is frequently missing/goes missing from care or from home;
- Is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- Is at risk of being radicalised or exploited;
- Has a family member in prison or is affected by parental offending;
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- Is misusing drugs or alcohol themselves;
- Has returned home to their family from care;
- Is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;

- Is a privately fostered child; or
- Is persistently absent from education, including persistent absences for part of the school day.

We recognise our responsibilities and understand the importance of working in line with:

- The Equalities Act 2010;
- The Human Rights Act 1998; and
- The Public Sector Equality Duty.

This means we do not unlawfully discriminate against pupils because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (protected characteristics).

3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Julie Marsh	j.marsh@wymcol.org 01953 609000
Mental Health Lead / Champion	Julie Marsh	j.marsh@wymcol.org 01953 609000
Alternate DSL	Ali Pownall	a.pownall@wymcol.org 01953 609000
	Chelsey Ryder	c.ryder@wymcol.org 01953 609000
	Dale McMorran	d.mcmorran@wymcol.org 01953 609000
	Amanda Ellis	a.ellis@wymcol.org 01953 609000
	Richard Smith	r.smith@wymcol.org 01953 609085
	Sarah Buckton	s.buckton@wymcol.org 01953 609000
	Lee Summers	l.summers@wymcol.org 01953 609000
	Sarah Morgan	s.morgan@wymcol.org 01953-609000
Principal	Zoe Fisher	principal@wymcol.org 01953 609000
Named Safeguarding Trustee	Roger Margand	clerk@setrust.co.uk
Chair of the Sapientia Education Trust	Peter Rout	clerk@setrust.co.uk
SET Director of Safeguarding and Attendance	Michelle Atkinson	m.atkinson@setrust.co.uk

It is the responsibility of **every** 'adult' in our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

Where there is a safeguarding concern, the DSL and other adults in school will ensure the child's wishes and feelings are considered when determining what action to take and what services to provide. The DSL and Trustees will ensure that systems are in place and well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

The Board of Trustees

The Board of Trustees at Sapientia Education Trust is accountable for ensuring the effectiveness of this policy and our compliance with it. Trustees will ensure they facilitate a whole school and Trust approach to safeguarding. This means ensuring safeguarding and child protection is at the forefront and underpins all relevant aspects of process and policy development. Although the Trustees take collective responsibility to safeguard and promote the welfare of our pupils, we also have a named Trustee Roger Margand who champions safeguarding across the Trust.

The Board of Trustees will ensure that:

- The safeguarding policy is in place and is reviewed annually (as a minimum) and updated if needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt, available publicly via our school website and has been written in line with Local Authority guidance and the requirements of the Norfolk Local Safeguarding Partnership.
- The safeguarding and child protection policy is effective by:
 - reflecting the whole school/college approach to child-on-child abuse, the recognition of it and the different forms it may take;
 - reflecting reporting systems;
 - describing procedures which are in accordance with government guidance;
 - referring to locally agreed multi-agency safeguarding arrangements put in place by the safeguarding partners;
 - being reviewed annually (as a minimum) and updated if needed, so that it is kept up to date with safeguarding issues as they emerge and evolve, including lessons learnt; and
 - being available publicly either via the school or college website or by other means.
- The school has a behaviour policy which includes measures to prevent bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- The Trust has a staff code of conduct in place which should, amongst other things, include acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications including the use of social media;
- The school has appropriate safeguarding arrangements in place to respond to children who go missing from education, particularly on repeat occasions;
- The school contributes to inter-agency working in line with [Working Together to Safeguard Children](#) (2023);
- A senior member of staff from the leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one Deputy Designated Safeguarding Lead (DDSL) who is an appropriately trained member to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this

role (in term time and during school or college hours). The role will be evidenced explicitly in the role holder's job description;

- All staff receive a safeguarding induction *before* commencing work and are provided with a copy of this policy, Part One and Annex B of KCSIE, the staff code of conduct, the behaviour policy and the school's safeguarding response for those pupils who are routinely absent from education as detailed in section 6 of this policy;
- All staff undertake appropriate safeguarding and child protection (including online safety) training that is updated annually;
- Procedures are in place for dealing with allegations against members of staff, supply staff and volunteers in line with statutory and SET guidance; and
- Safer recruitment practices are followed in accordance with the requirements of 'KCSIE 2024'.

The Trustees (via the Education committee) will receive a safeguarding update from each school, at least 3 times a year, as part of the Head Teacher's report.

The Sapientia Education Trust

The Sapientia Education Trust will ensure that:

- This policy is effectively implemented through the Trust's safeguarding strategy;
- Regular quality assurance activities are completed at all school to assess the effectiveness of the school's safeguarding arrangements;
- Principal and DSLs are provided with a written report containing actions and recommendations to ensure safeguarding requirements are met;
- Ongoing safeguarding training is made available to DSLs and DDSLs;
- DSLs, DDSLs and HTs are supported in their roles;
- DSLs and DDSLs are part of the Sapientia DSL Network; and
- Remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

Sapientia Education Trust Safeguarding team has the right to access individual pupil safeguarding files for the purpose of quality assurance, support, guidance, and direction.

The Principal

The Principal is responsible for:

- Identifying a senior member of staff from the leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying alternate members of staff to act as the Deputy Designated Safeguarding Lead (DDSL) in his/her absence to ensure there is always cover for the role (term time and during school hours), Each school should also appoint at least one Deputy Safeguarding Lead (DDSL), some schools will have more than one DDSL. Individual schools are also responsible for ensuring all staff have received the appropriate level of safeguarding training to undertake their role;
- Ensuring that the policies and procedures adopted by the school, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures; and
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff, supply staff or volunteer.

The Designated Safeguarding Leads (DSL)

- o The Designated Safeguarding Lead is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within our school. The DSL will carry out their role in accordance with the responsibilities outlined in Annex C of 'KCSIE 2024';
- o The DSLs and DDSLs will undergo suitable training, including Prevent training, to equip them with the skills and knowledge required to undertake their role, which will be updated at a minimum every two years; in addition, their skills and knowledge will be refreshed at regular intervals, annually at a minimum. This will be done by accessing e-courier and disseminating national and local updates to staff, attendance at DSL cluster/forum meetings and Local Safeguarding Children's Groups. All training will be in line with Norfolk Safeguarding Partnership.
- o The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded using MyConcern (see Annex 1);
- o During term time the DSL and/or a DDSL will always be available (during school or college hours) for staff in the school to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL is not available on the school site in person, we will ensure that they are available via telephone and/or any other relevant media. Alternatively, contact can be made with the SET Director of Safeguarding and Attendance – Michelle Atkinson;
- o The DSL will regularly provide staff, pupils, parents, and carers with signposting information for reporting safeguarding concerns out of school hours and during school holidays;
- o The DSL or DDSLs will represent our school at child protection conference, core group meetings and other meetings. They will liaise with Children's Services and other agencies where necessary;
- o The DSL or DDSLs will make referrals to Children's Services and other agencies when required;
- o The DSL and DDSLs will maintain up to date records and child protection files ensuring that they are kept confidential and stored securely using MyConcern;
- o The DSL will ensure all adults undergo appropriate safeguarding training, to give them the necessary skills and knowledge to perform their safeguarding duties;
- o The DSL is responsible for ensuring that all staff members, supply staff and volunteers are aware of our policy and the procedure they need to follow;
- o Work with those who are responsible for attendance, behaviour and SEND within the school;
- o The DSL and DDSLs will work with the Principal and senior leaders, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement, and achievement; and
- o The DSL and DDSLs are aware of the requirement for children to have an appropriate adult when in contact with Police officers who suspect them of an offence, as outlined in the Police and Criminal Evidence Act (1984) – Code C.

The appropriate adult' means, in the case of a child:

- o The parent, guardian or, if the juvenile is in the care of a local authority or voluntary organisation, a person representing that authority or organisation;
- o A social worker of a local authority; or
- o Failing these, some other responsible adult aged 18 or over who is not:

- o a Police officer;
- o employed by the police;
- o under the direction or control of the chief officer of a police force; or
- o a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions,

The Police and Criminal Evidence Act 1984 ([PACE](#)) states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child for the purposes of the code.

PACE also states that If at any time an officer has any reason to suspect that a person of any age may be vulnerable, then that person is entitled to be accompanied by an appropriate adult at any point.

The DSL will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a pupil about an offence they may suspect. This communication will be recorded on MyConcern.

If having been informed of the vulnerabilities, the designated safeguarding lead (or deputy) does not feel that the officer is acting in accordance with PACE, they should ask to speak with a supervisor or contact 101 to escalate their concerns.

A person whom there are grounds to suspect of an offence must be cautioned¹ before questioned about an offence², or asked further questions if the answers they provide the grounds for suspicion, or when put to them the suspect's answers or silence, (i.e., failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution.

A Police Officer must not caution a juvenile or a vulnerable person unless the appropriate adult is present. If a child or a vulnerable person is cautioned in the absence of the appropriate adult, the caution must be repeated in the appropriate adult's presence.

Further information can be found in the Statutory guidance - [PACE Code C 2019](#).

4. TRAINING & INDUCTION

Every new member of staff, supply staff, contractor or volunteer will receive safeguarding training **before** contact with students at the school. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child (including reassuring victims that they are being taken seriously and that they will be supported and kept safe), how to record, the processes for referral to Children's Services and the statutory assessments under Section 17 and Section 47 as well as the remit of the role of the Designated Safeguarding Lead (DSL). The training will also include information about raising concerns about another adult's behaviour and suitability to work with children. Staff will also receive online safety training as this is part of the overarching safeguarding approach of our school. They will be given copies of the documents outlined above, which they are required to read and sign to say they have accessed and read these key documents via MyConcern. They will also be provided with information on how to complete a referral on MyConcern.

¹ The police caution is: "You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence."

² A person need not be cautioned if questions are for other necessary purposes, e.g.: (a) solely to establish their identity or ownership of any vehicle; to obtain information in accordance with any relevant statutory requirement; in furtherance of the proper and effective conduct of a search, e.g. to determine the need to search in the exercise of powers of stop and search or to seek co-operation while carrying out a search; or to seek verification of a written record.

In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part one of 'KCSIE 2024'. In order to achieve this, we will ensure that:

- All members of staff will undertake appropriate safeguarding training on an annual basis, and we will evaluate the impact of this training;
- All staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively;
- All staff have read and signed all policies and statutory documents at induction and when they are updated;

All regular visitors, supply staff, temporary staff and volunteers to our school will be given a copy of our safeguarding procedures; they will be informed of whom our DSL and DDSLs are and what the recording and reporting system is. (See Annex 2 and 3).

Our Trustees will also undertake appropriate safeguarding training at induction and updated annually to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Trustees to support them in their safeguarding role is provided by the Trust.

5. PROCESSES AND PROCEDURES

When 'adults' become concerned about the welfare of a child, they should always act in the best interests of the child and have a responsibility to act as outlined in this policy.

All 'adults' are required to report any concerns that they have regardless of the severity on MyConcern Any 'adult' at the school who identifies that a child may be or is at risk of harm must report it immediately to the DSL or DDSL. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff. It is **not** the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation.

We recognise that not all children may feel ready to or know how to tell an adult that they are being abused. Staff and other key adults are made aware of this key point and encouraged to report any concerns which they have.

All concerns about a child or young person, including child-on-child abuse, should be reported, and recorded on MyConcern without delay and before the end of the working day. The record should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved; and
- a note of any action taken, decisions reached and the outcome.

Within 1 working day of a concern being raised, the DSL or DDSLs will determine what action is required. All information and actions taken, including the reasons for any decisions made, will be fully documented. The child's wishes, and feelings should always be considered when determining what action to take and what services to provide.

Where the school identifies that students and their families need support, they will follow the referral procedures outlined by Norfolk Safeguarding Partnership. Further information is available in Annex 3.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Norfolk Safeguarding Partnership and/or the police immediately. The DSL or DDSL should also be informed as soon as possible.

Any disagreements between the referrer and the receiving agency will be appropriately voiced

and discussed, with the referrer following appropriate escalation procedures. If the referrer continues to remain dissatisfied and if the circumstances warrant. Any disagreements or escalation will be recorded in writing by the referrer and shared with the relevant agency. A record of all disagreements and escalations should be recorded and stored on MyConcern.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Norfolk Safeguarding Partnership, or the police if:

- The situation is an emergency, and the child is in imminent danger;
- The situation is an emergency and the designated safeguarding lead, their alternate and the Principal are all unavailable; or
- They are convinced that a direct report is the only way to ensure the pupil's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the DSL in the first instance. If any member of staff does not feel the situation has been addressed appropriately at this point, they should then raise it with the Principal, alternatively, staff can contact the SET Director of Safeguarding and Attendance, Michelle Atkinson and/or Norfolk Safeguarding Partnership directly with their concerns.

We are committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Norfolk Children's Services in those circumstances where it is appropriate to do so.

In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above); and
- Copies of any court order that affects parental responsibility and or care of a child.

Any paper files received will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's best interests' and on the understanding that it remains strictly confidential. When a child leaves our school, (including in year transfers) the DSL will contact the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school separately from the main pupil file. This will be within 5 days for an in-year transfer or within the first 5 days of the start of a new term. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements in line with Norfolk procedures regarding the sharing and retention of safeguarding information. In addition, the school will follow the SET guidance for children leaving in year and ensure the family are supported and all options have been discussed with the family.

Prior to a child leaving we will consider if it would be appropriate to share any additional information with the new school or college in advance to help them put in place the right support to safeguard this child.

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their educational outcomes. We, as a schools have clear powers to share, hold and use information for these purposes.

The Data Protection Act 2018 and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

We will refer to the further guidance below as needed, on the sharing of information:

- o [Chapter one of Working Together to Safeguard Children](#)
- o [Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers.](#)
- o [The Information Commissioner's Office \(ICO\)](#)
- o [Data protection: toolkit for schools](#)

6. SPECIFIC SAFEGUARDING ISSUES

Annex B of Keeping Children Safe in Education must be read by all staff. It provides further information on types of abuse as well as toolkits, advice and support covering several specific safeguarding issues.

Contextual safeguarding/Extra-Familial Harm

We recognise that safeguarding incidents and/or behaviours can be associated with factors outside of the school or home environment and/or can occur between children outside of the school. This is known as contextual safeguarding. It is key that all school staff are aware of the definition of contextual safeguarding/extra-familial harm and consider whether children are at risk of abuse or exploitation in situations outside their families.

When reporting concerns, staff should include as much information and background detail as possible so the DSL can make a referral with a holistic view of the child. This will allow any assessment to consider all the available evidence and the full context of any abuse.

We will work with local partners, including Social Care and Police, to ensure that we stay alert to any emerging contextual risks, and to ensure that assessment of risk for any of our pupils includes appropriate reference to their local community and environment.

Children who are Lesbian, Gay, Bi, Trans, Queer + (LGBTQ+)

We recognise that children who are, may be or are perceived to be a member of the LGBTQ+ community can be victims of abuse from their family and other children. All staff are trained to recognise the signs of abuse and must provide a safe space for children who are, may be or are perceived to be LGBTQ+ to speak about any concerns which they have. LGBTQ+ is included within our PSHE / RSE curriculums to counter act homophobic, biphobic and transphobic bullying, which will not be tolerated within our community.

Child Sexual Exploitation (CSE) Child Criminal Exploitation (CCE): County Lines and serious violence

We recognise that Child Sexual Exploitation and Child Criminal Exploitation are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors

including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. CSE and CCE can affect children, both male and female. Victims can be exploited even when the activity appears consensual, and it should be noted exploitation as well as being physical can be facilitated and/or take place online or through the use of technology.

We also note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however we are aware that girls are at risk of criminal exploitation too. We understand that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

We understand that County Lines represents drug networks or gangs that groom and exploit children and young people to carry drugs and money from one location to another. Key to identifying potential involvement in county lines are missing episodes when the victim may have been trafficked for the purpose of transporting drugs.

We know that there are indicators which may signal children are at risk from, or are involved with serious violent crime, including County Lines. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

So-called 'honour-based abuse (including Female Genital Mutilation and Forced Marriage

We recognise that our staff are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' abuse (HBA) and provide guidance on these issues through our safeguarding training. If staff have a concern regarding a child that might be at risk of HBA, they should inform the DSL who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)

We recognise that forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. The Forced Marriage Unit has [statutory guidance](#) and [Multi-agency guidelines](#) and can be contacted for advice or more information: Contact [020 7008 0151](tel:02070080151) or email fmf@fco.gov.uk. In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats, or another form of coercion are not used. As with

the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

Domestic abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial, or emotional and can occur between partners and ex-partners. We understand that experiencing, hearing, and witnessing domestic abuse poses a significant risk to children and understand the detrimental impact experiences of this nature has on children, including the long-term impact on a child's physical and mental health and learning. Children who experience domestic abuse are recognised as victims in their own right within the law. It is also important to note that domestic abuse may occur between two children in their own intimate relationships.

At Wymondham College we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk police & Norfolk local authority will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the Norfolk police & Norfolk Local Authority protocol. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

Preventing radicalisation and extremism

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. We will ensure that:

- Through training, staff, volunteers, and Trustees understand what radicalisation and extremism is, why we need to be vigilant in school and how to respond when concerns arise;
- There are systems in place for keeping pupils safe from extremist material when accessing the internet in our school by using effective filtering, monitoring and usage policies;
- Members of the safeguarding team have received additional training on extremism and radicalisation. They will act as the point of contact within our school for any concerns relating to radicalisation and extremism;
- Complete a Prevent risk assessment, to identify to risks faced by the community and put in place appropriate control measures;
- The DSL will make referrals in accordance with NORFOLK/SUFFOLK procedures and will represent our school at Channel meetings as required. A decision will be made on the necessity of gaining an individual consent prior to make the referral, this will be based on a dynamic risk assessment completed by the DSL;
- Build resilience through our curriculum, by supporting students to have the knowledge, skills and values that will prepare them to be citizens in modern Britain. This will include promoting fundamental British values;
- Helping students to build resilience to radicalisation and extremism;
- Foster a safe environment for debate and helping students to influence and participate in decision making;
- Assess the suitability and effectiveness of external speakers who are invited into the school; and

- Complete the appropriate checks on all non-school groups and organisations who use our school premises. The usage will be monitored and in the event of any behaviour not in line with our expectations will result in termination of the agreement and referrals made to the relevant authorities.

Child-on-child abuse

We recognise that children are also vulnerable to physical, sexual, and emotional abuse by their peers, another child, or siblings.

All staff are trained so that they are aware that safeguarding issues can manifest themselves via child-on-child abuse. This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse in intimate personal relationships between peers;
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- Sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- Consensual and non-consensual sharing of nudes and semi nudes' images and or videos (also known as sexting or youth produced sexual imagery). We will refer to and apply the [UKCIS guidance](#) in circumstances where nudes and or semi nudes have been shared;
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm; and
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

We understand that even if there are no reports of child-on-child abuse in our setting it does not mean it is not happening, it may be the case that it is just not being reported. We recognise that pupils may not find it easy to tell staff about their abuse and can show signs or act in ways that they hope adults will notice and react to. In some cases, the victim may not make a direct report, and this may come from a friend or a conversation that is overheard. Such abuse will always be taken as seriously, and the same safeguarding procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to child-on-child abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'. Doing this can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

All staff will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about child-on-child abuse. The DSL will respond to any concerns related to child-on-child abuse in line with statutory guidance. We will ensure that all concerns, discussions, and decisions reached are clearly recorded and any identified actions are followed up.

All staff will reassure victims that they are being taken seriously and that they will be supported and kept safe. Victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment. Nor will a victim ever be made to feel ashamed for making a report. We will also offer appropriate support to the perpetrator and any other children involved.

Within boarding the risks associated with children sharing overnight accommodation and sexual relationships between children are managed in a number of ways:

- o Student Code of Conduct
- o Student Induction
- o Boarding Dorm Risk Assessments
- o Separate boarding spaces for males and females
- o Appropriately placed alarms on the staircases
- o Keypad locks on courtyard doors

Modern Slavery

We understand that modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. We refer to the DfE guidance Modern slavery: How to identify and support victims for concerns of this nature.

Children who are absent from education

All staff should be aware of the safeguarding responsibilities for children who are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

We adhere to the following procedures and processes to ensure there is an appropriate safeguarding response to children who are absent:

- o An attendance register is taken at the start of the first session of each school day and once during the second session;
- o We make every effort to contact parents and carers and follow up with the emergency contacts held;
- o We hold at least two emergency contact numbers for each of the pupils on our roll wherever possible;
- o Staff will alert DSLs to any concerns raised regarding children who are absent from school;
- o The DSLs will meet regularly with the Attendance Lead, SENDCo and other members of the pastoral team to ensure that each response is thorough and considers all the relevant information about individual children;
- o We will follow the procedures outlined in our attendance policy including undertaking first day calling and monitoring data to ensure we intervene early in cases of poor attendance and/or unexplained absences; and
- o When removing a child from roll at the standard and non-standard transition points, we will inform the Local Authority in accordance with statutory requirements to prevent a student becoming a child missing from education.

In line with the College Attendance Policy, the College will make all reasonable enquiries to locate a child that has not attended and where we have received no notification from parents or carers. These enquiries will include:

- Continue efforts to contact all parents, family members and emergency contacts by all available telephone numbers and email addresses.
- A visit to the family home by two members of staff, where practical to do so
- Contact siblings' schools to see whether siblings continue to attend, or they hold information as to the families' whereabouts.
- Checks with members of school-based staff who the child or parent may have had contact with e.g. SENCO, School Nurse, etc.
- Checks with other agencies with known involvement who may information regarding the whereabouts of the child.

Where the child cannot be located, the Attendance Manager will consult with a DSL on a risk assessment of child's vulnerability. A 'School risk assessment for possible pupil missing education' will be completed by a DSL and where the College feels the child may be risk of harm, the DSL Designated Safeguarding Lead will contact Norfolk Police and/or Children's Advice and Duty Service (0344 800 8021).

When removing a child from roll at the standard and non-standard transition points, we will inform the Local Authority (Child Missing in Education Team) in accordance with statutory requirements and pass on all safeguarding files.

Mental health

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. All staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. It is key that staff are aware of how suffering abuse and neglect, or other potentially traumatic adverse childhood experiences, can impact on their mental health, behaviour, and education. If any member of staff has a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the safeguarding procedures as outlined in this policy.

We have a named Mental Health Lead (Julie Marsh). There are clear systems and processes in place for identifying possible mental health problems and work with other agencies as required to respond to these concerns.

Children who need a Social Worker

We recognise that children who need a social worker may need this help due to abuse, neglect and complex family circumstances. Staff will be aware that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health. The DSL will use information from the local authority to inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and promoting welfare. (For example, considering the provision of pastoral and/or academic support, alongside action by statutory services). The DSL will liaise with relevant staff and outside agencies to monitor progress, achievement and to ensure that the child receives appropriate support.

To monitor children with a social worker the College will:

- liaise with relevant staff and outside agencies to monitor progress and achievement
- Inform a social worker when a safeguarding concern has been raised
- Facilitate meetings with key workers, ensuring relevant personnel are present eg, DSL, Attendance Lead, Head of House etc
- Lead DSL will review the Progress Reviews and liaise with Heads of House to put in place appropriate interventions to support academic progress
- The Lead DSL will ensure the social worker is updated with actions taken by the College regarding academic and welfare interventions
- Flag on My Concern those children with social workers
- Review during our half termly Team Around the Child Meetings (TAC)

Online Safety

Technology is a significant component in many safeguarding and wellbeing issues experienced by children. We understand that in many cases abuse will take place concurrently via online channels and in daily life. We know that children can also abuse their peers online; this can take the form of abuse, harassment, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **Content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism;
- **Contact:** being subjected to harmful online interaction with other users; for example: child-on-child pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes;
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending, and receiving explicit images (e.g., consensual, and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **Commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If we feel our pupils, students or staff are at risk, we will report it to the Anti-Phishing Working Group (<https://apwg.org/>).

As part of the requirement for staff to undergo regular updated safeguarding training, online safety training is also delivered. We will ensure online safety is a running and interrelated theme throughout the curriculum and is reflected in relevant policies, teacher training, the role and responsibilities of the designated safeguarding lead and any parental engagement.

At Wymondham College we use FortiGate (filtering) and Senso (monitoring) to protect pupils while they are online on a school device, during school hours. These systems are routinely monitored by appropriate trained staff and will flag concerns when they are identified. The effectiveness of these systems is regularly reviewed by our staff to ensure they capture the current risks faced by children online. This information is used to inform a whole school approach to online safety. More details can be found in our Safe use of technology policy.

At Wymondham College we will manage harmful content that may already be on a device when it is brought into school through our safeguarding and behaviour processes.

We recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by a risk assessment (on at least an annual basis) that considers and reflects the risks that children face in our setting.

Parents have an important role to play in protecting their children from potential harm they may experience while online. We will routinely share resources and provide information to parents on these harms.

The Trustees will regularly monitor the effectiveness of our filtering and monitoring systems, using the DFE's Filtering and Monitoring standards as a benchmark. They will ensure all 'adults' at the school:

- Receive appropriate online safety training;
- Aware of and understand the systems used in school to monitor and filter the students use of technology;
- Manage them effectively, using the information to inform their whole school response to online safety, and
- Can articulate what action they taken when a concern is identified.

Children with special educational needs and disabilities or physical health issues

We recognise that children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges such as

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration;
- These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- Communication barriers and difficulties in managing or reporting these challenges.

We work to address these additional challenges and consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

We also recognise that pupils who attend Alternative Provision will often have complex needs and due to this we are aware of the additional risk of harm these children may be vulnerable to.

7. SAFER RECRUITMENT

At all times the Principal and Trustees will ensure that safer recruitment practices are followed in accordance with the requirements of 'KCSIE 2024'. We will ensure that at least one member of all interview panels has completed appropriate safer recruitment training.

We will use the recruitment and selection process to deter and reject unsuitable candidates from applying for or securing employment, or volunteering opportunities.

We will undertake Disclosure and Barring Service checks and other pre-employment checks as outlined in 'KCSIE 2024' and our Resourcing Policy to ensure we are recruiting and selecting the most suitable people to work with our children.

We will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements. A senior member of staff will check the SCR regularly to ensure that it meets statutory requirements.

8. SAFER WORKING PRACTICE

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident, and safe to do so. All 'adults' will be provided with a copy of the Trust's Code of Conduct at induction. They will also receive a copy of '[Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#)' (February 2022), which provides additional guidance. All staff, supply staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

9. MANAGING ALLEGATIONS AGAINST STAFF, SUPPLY STAFF & VOLUNTEERS AND LOW-LEVEL CONCERNS

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. **All** concerns whether perceived as low level or not, should be reported as outlined in this policy.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children. We work to the thresholds for harm as set out in '*Working Together to Safeguard Children*' (2023) and '*Keeping Children Safe in Education*', DfE (2023) below. An allegation may relate to a person who works / volunteers with children who has:

- Behaved in a way that has harmed a child or may have harmed a child; and/or.
- o Possibly committed a criminal offence against or related to a child; and/or.
- o Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- o Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The 4th bullet point above recognises circumstances where a member of staff (including supply teachers) or volunteer is involved in an incident outside of school/college which did not involve children but could have an impact on their suitability to work with children; this is known as transferrable risk.

We recognise our responsibility to report / refer allegations or behaviours of concern and / or harm to children by adults in positions of trust who are not employed by the school (this includes individuals / organisations using the school premises) to the LADO.

We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in the SET guidance for safeguarding complaints against adults, Norfolk Local Authority local protocol and Part 4 of 'KCSIE 2024' are adhered to and will seek appropriate advice. The first point of contact for schools regarding LADO issues is via the Norfolk Local Authority Duty Desk on 01603-223473. A Duty Advisor will give advice and guidance on next steps. If the advice is to make a referral to

LADO, then the LADO referral form should be completed and emailed to: LADO@norfolk.gov.uk. See Annex 5 for further details.

If an allegation is made or information is received about any adult who works or volunteers in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Principal immediately. This includes concerns relating to agency and supply staff and volunteers. Should an allegation be made against the Principal, this will be reported to the SET CEO. In the event that the SET CEO is not contactable on that day, the information must be passed to, and dealt with by the SET Director of HR.

The Principal, SET CEO or SET Director of HR will seek advice from the LADO within 24 hours of the concern being raised. No member of staff will undertake further investigations before receiving advice from the LADO. A risk assessment will also be undertaken to determine if the individual(s) work duties need amending. If an allegation is made against a member of an external organisation, the organisation will be fully involved in any enquiries from the LADO, police and/or children social services.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Principal, SET CEO or SET Director of HR should contact the LADO directly. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk

The school has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR. The Trust's CEO will also consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency) if a teacher is dismissed or the setting ceases to use the services of a teacher if a teacher is dismissed or the setting ceases to use the services of a teacher because of serious misconduct or might have dismissed them or ceased to use their services had they not left first.

Concerns that do not meet the harm threshold.

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the thresholds as stated above. Our process is to consult all concerns, regardless of perceived level of concern, with Norfolk Local Authority. We promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers, and contractors) are dealt with promptly and appropriately.

We understand the importance of recording low-level concerns and the actions taken considering these being reported and follow the SET guidance for safeguarding concerns against an adult. The records are kept confidential and stored securely, in line with the SET guidance for safeguarding concerns against an adult. We will review the records we hold to identify potential patterns and act where appropriate. This could be through a disciplinary process (in line with the disciplinary policy) but also by referring to the Norfolk Local Authority Education Duty Desk on

01603-223473. Where a child, parent/carer or staff member makes an allegation of harm, **this will not be considered as a 'low level' concern without consultation with the Norfolk directly and in line with SET guidance for safeguarding concerns against an adult.**

We recognise that low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. However, where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

10. VISITING SPEAKERS AND USE OF PREMISES FOR NON-SCHOOL ACTIVITIES

We recognise the role that external agencies and speakers can play in enhancing the learning experiences of our pupils. Where we use external agencies and individuals in this way, we will positively vet them to ensure that their messages are consistent with, and not in opposition to, the school's values and ethos.

Our school will assess the suitability and effectiveness of input from external agencies or individuals to ensure that:

- Any messages communicated to pupils are consistent with the ethos of the school and do not marginalise any communities, groups, or individuals;
- Any messages do not seek to glorify criminal activity or violent extremism or seek to radicalise pupils through extreme or narrow views of faith, religion or culture or other ideologies;
- Activities are properly embedded in the curriculum and clearly mapped to schemes of work to avoid contradictory messages or duplication;
- Activities are matched to the needs of pupils; and
- Activities are carefully evaluated by schools to ensure that they are effective.

Any guest speakers or external agencies will be provided with a copy of our safeguarding procedures on arrival at the school and will be appropriately supervised at all times.

Where we hire or rent out our facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) we ensure that appropriate arrangements are in place to keep children safe.

We will seek assurances (as recommended in the DfE's Keeping children safe in out-of-school settings guidance) that the body concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed). Safeguarding requirements are included in any transfer of control agreement (i.e., lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement.

11. RELEVANT POLICIES

To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- The Trust Code of Conduct;
- Behaviour which includes measures to prevent bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- Resourcing policy (which adheres to Part 3 of [Keeping Children Safe in Education](#));
- Whistleblowing;

- Attendance;
- Safe use of technology;
- Health and Safety including site security and lettings;
- Supporting pupils with medical conditions policy;
- Intimate Care;
- First Aid;
- Educational visits including overnight stays;
- Relationships education and relationships and sex education; and
- The SEND policy.

12. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- [Working Together to Safeguard Children](#) DfE (July 2023)
- [Keeping Children Safe in Education](#) DfE (2024)
- [Norfolk Safeguarding Children Partnership Procedures](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#) (Feb 2022)
- [What to do if you're worried a child is being abused](#) DfE (March 2015)
- [Information sharing: advice for practitioners providing safeguarding services](#) DfE (May 2024)
- [Prevent duty guidance: England and Wales](#) (2023)
- [Mandatory Reporting of Female Genital Mutilation- procedural information](#) Home Office (December 2015)
- [Child sexual exploitation: guide for practitioners](#) DfE (February 2017)
- [Teaching online safety in school](#) DfE (June 2019)
- [Mental Health and Behaviour in Schools](#) DfE (November 2018)
- [Data protection: toolkit for schools](#) DfE (September 2018)
- Promoting the education of children with a social worker (June 2021) (June 2021)
- [Preventing youth violence and gang involvement](#)
- [Criminal exploitation of children and vulnerable adults: county lines](#)
- [Relationships Education, Relationships and Sex Education \(RSE\) and Health Education](#)
- [Police and Criminal Evidence Act \(1984\) – Code C](#)

APPENDICES

Annex 1 REPORTING FORM FOR SUPPLY STAFF, VOLUNTEERS & VISITORS

Supply Staff, volunteers and regular visitors are required to complete this form and pass it to Julie Marsh or Ali Pownall if they have a safeguarding concern about a child in our school.

Full name of child	Date of Birth	Class/Tutor/Form group	Your name and position in school

Nature of concern/disclosure

Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time & date of incident:

Who are you passing this information to?

Name:

Position:

[Ensure that if there is an injury this is recorded (size and shape) and a body map is completed]

[Make it clear if you have a raised a concern about a similar issue previously]

Your signature:

Time form completed:

Date:

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance Lead	Police	Just One Number	CADS	PSA	Early Help Family Focus	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date:

Time:

Parents informed? Yes / No (If no, state reason)

Feedback given to...?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pastoral team	Teacher	Child	Person who recorded disclosure

Further Action Agreed:

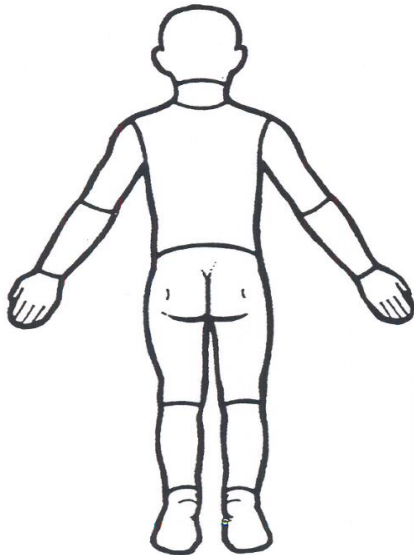
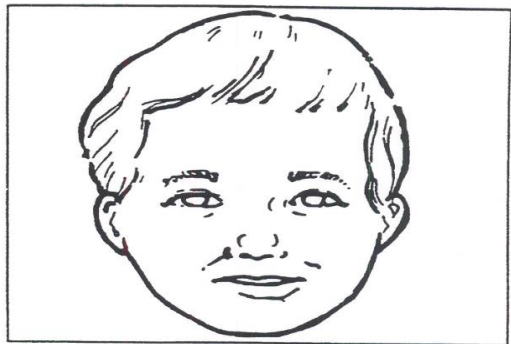
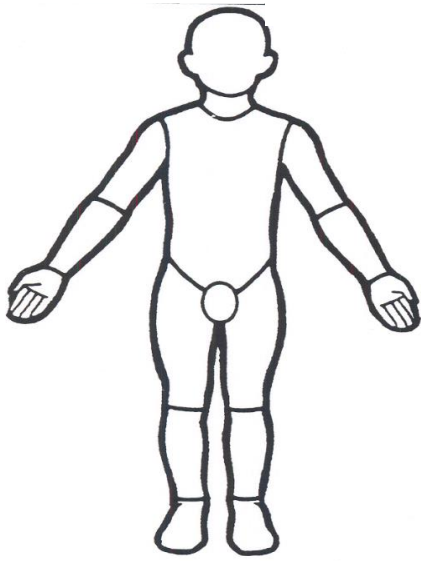
e.g., School to instigate a Family Support Process, assessment by Children's Services

Full name:

DSL Signature:

Date:

Older Child



Annex 2 SAFEGUARDING INDUCTION SHEET FOR SUPPLY STAFF, VOLUNTEERS AND VISITORS.

We all have a statutory duty to safeguard and promote the welfare of children, and at our school we take this responsibility seriously.

If you have any concerns about a child or young person in our school, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance, or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from the College Office, Reception and outside the Safeguarding Office. Please ensure you complete all sections as described.

If you are unable to locate them, ask a member of the school office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.

Any allegation concerning a member of staff, supply staff, a child's foster carer or a volunteer should be reported immediately to the Principal. Should an allegation be made against the Principal, this will be reported to the SET CEO. Alternatively, you can contact the Norfolk Local Authority on 01603 223473. [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/what-we-do/our-services/whistleblowing/) is also available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

The people you should talk to in school are:

Designated Safeguarding Lead (DSL): Julie Marsh

Location of office: Staffroom

Contact Number: Ext 3378

Deputy Designated Lead: Ali Pownall

Location of office: Staffroom

Contact Number: Ext 3358

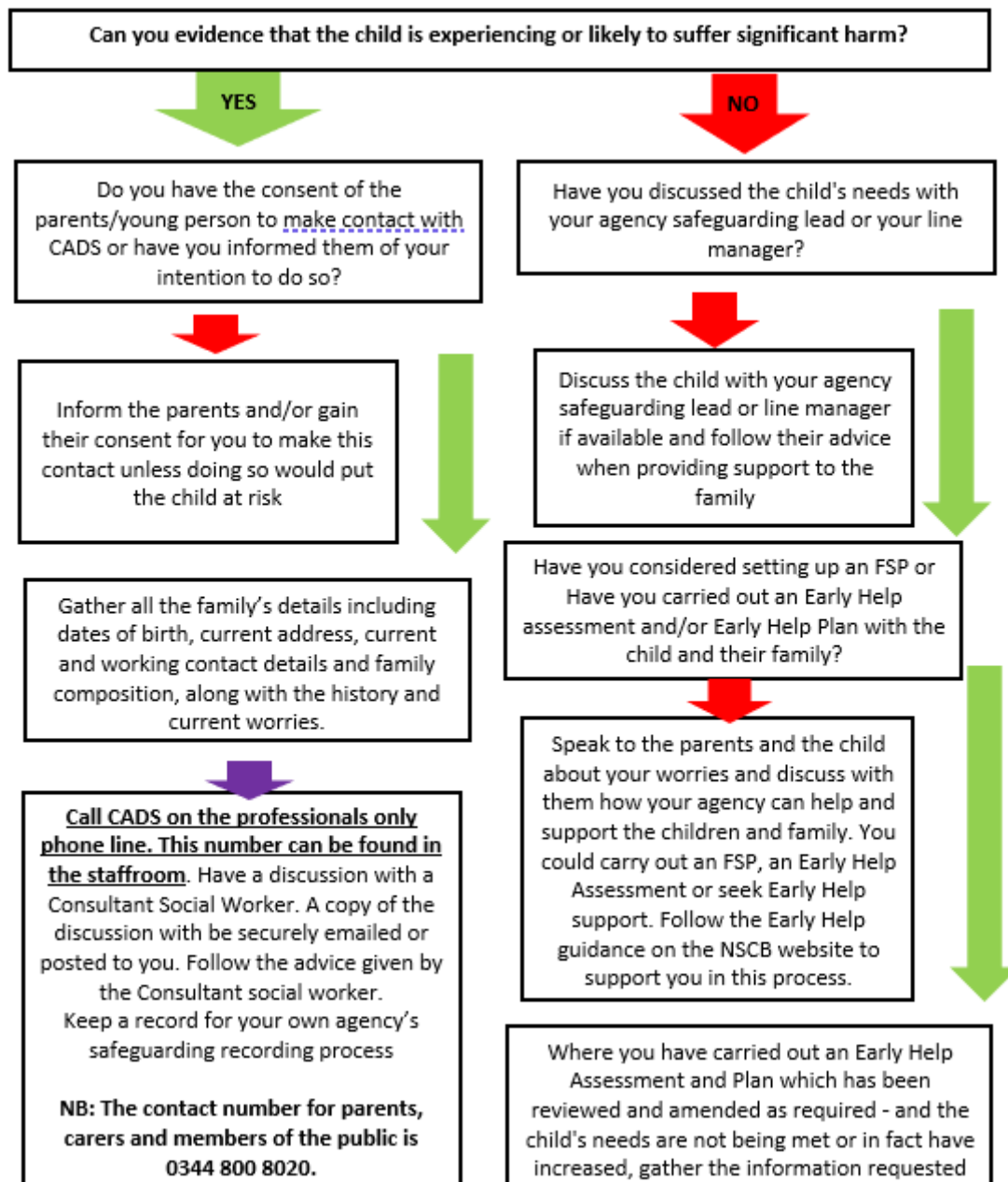
Chair of Trustees: Peter Rout

Contact Number: 01953-609000

Annex 3 LOCAL SAFEGUARDING PROCEDURES

Children's Advice and Duty Service- CADS

Before contacting CADS, please answer the following questions and follow the advice provided:



ANNEX 4 MYCONCERN REPORTING SYSTEM



Helping to protect children, young people and adults wherever they are.

Record and manage the reporting of concerns and access the full suite of safeguarding products.

Trouble logging in?

 support@thesafeguardingcompany.com

 0330 660 0767

Log In

Please enter your email and password

Email

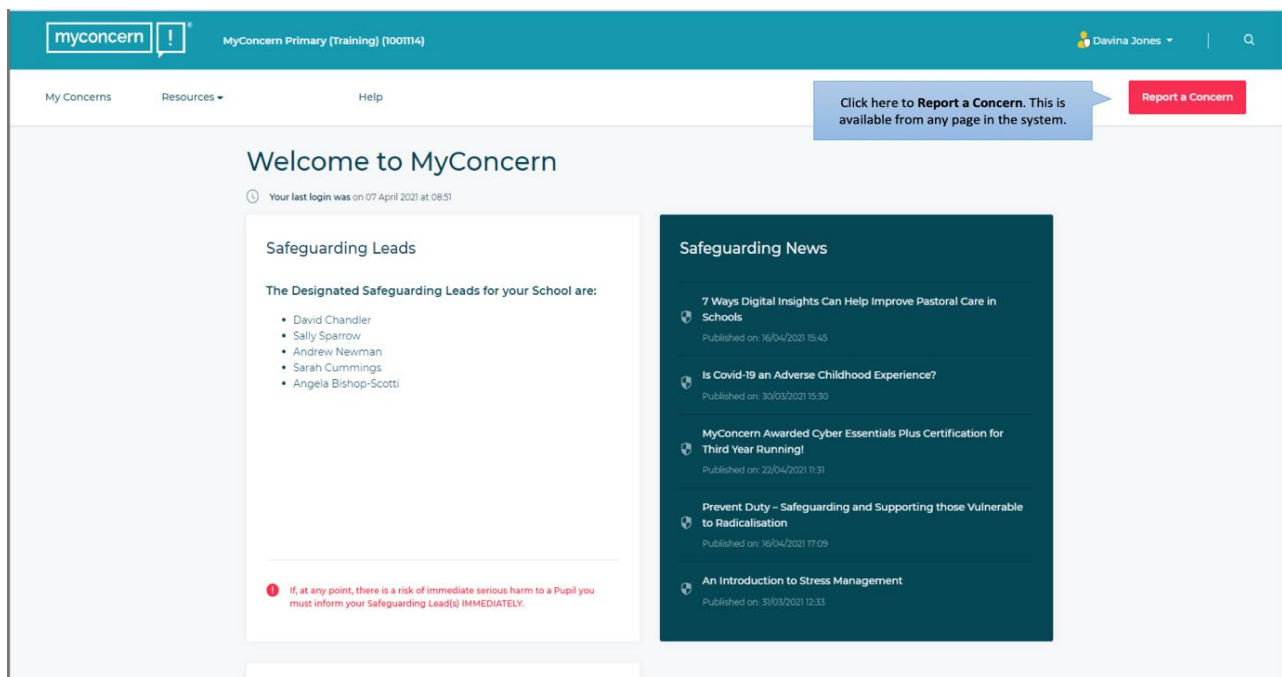
Please enter your email address

Password

Please enter your password

[Log In](#)

[Forgot your password?](#)



The screenshot shows the MyConcern web application interface. At the top, there is a navigation bar with the 'myconcern' logo, a user profile for 'Davina Jones', and a search icon. Below the navigation bar, there are tabs for 'My Concerns', 'Resources', and 'Help'. A prominent blue call-to-action button says 'Click here to Report a Concern. This is available from any page in the system.' To the right of this button is a red 'Report a Concern' button. The main content area is titled 'Welcome to MyConcern' and includes a clock icon indicating the user's last login was on 07 April 2021 at 08:51. There are two main columns of content: 'Safeguarding Leads' and 'Safeguarding News'. The 'Safeguarding Leads' section lists designated leads for the school, including David Chandler, Sally Sparrow, Andrew Newman, Sarah Cummings, and Angela Bishop-Scott. A red warning icon and text state: 'If, at any point, there is a risk of immediate serious harm to a Pupil you must inform your Safeguarding Lead(s) IMMEDIATELY.' The 'Safeguarding News' section features several articles with titles and publication dates, such as '7 Ways Digital Insights Can Help Improve Pastoral Care in Schools' and 'Prevent Duty - Safeguarding and Supporting those Vulnerable to Radicalisation'.

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My Concerns Resources Help

Report a Concern

Name(s) of Pupil(s)

and

Search by name or the individual's unique identifier

12 results

- Alexandra Aperen (UPN: P4917410699 , DoB: 18 Mar 2014 , Year Group: Year 2 , Registration Group: 2A)
- Andrew Barnard (UPN: X5665648512 , DoB: 26 Nov 2014 , Year Group: Year 1 , Registration Group: 1B)
- Andrew Bristol (UPN: T3570533118 , DoB: 26 Oct 2012 , Year Group: Year 3 , Registration Group: 3A)
- Andy Abbot (UPN: W1392961200 , DoB: 19 Jul 2010 , Year Group: Year 6 , Registration Group: 6B)

e.g. Injury - Megan arrived at School this morning with a badly bruised right eye.

Concern Date/Time

DD/MM/YYYY HH:mm

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My Concerns Resources Help

Report a Concern

Name(s) of Pupil(s)

and

Andy Abbot (UPN: W1392961200 , DoB: 19 Jul 2010 , Year Group: Year 6 , Registration Group: 6B) [Add Body Map](#) X

Please add the Pupil(s) who are the subject of this concern and add any other Pupil(s) you want associated to it.

Concern Summary

e.g. Injury - Megan arrived at School this morning with a badly bruised right eye.

Concern Date/Time

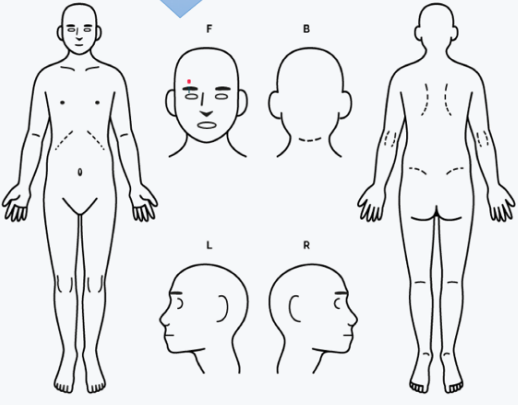
DD/MM/YYYY HH:mm

If activated by your Admin, here you will be able to select **Add Body Map** to record any physical injuries relating to the Concern.

When you have finished writing a note, click on the image to record another mark, or click the 'Save Changes and Exit' button.

Add Body Map

Click where on the body the injury or markings appear. You can scroll down for hands, feet etc. Every injury can be recorded separately.



This Body Map will be attached to the Profile of the following Pupil:

Andy Abbot (UPN: W1392961200 , DoB: 19 Jul 2010 , Year Group: Year 6 , Registration Group: 6B)

Body Map Annotation

1. Description

facial bruising 3-4 cm yellow in colour above right eye

Remove

Once clicked on the left, this box will appear allowing you to type the details of the injury/markings. There is no text limit here, the bottom right-hand corner can be dragged up or down to accommodate more text. Every injury can have its own individual text box. Click **Create Body Map** bottom right when all injuries are recorded.

Close Create Body Map

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Concern Summary

e.g. Injury - Megan arrived at School this morning with a badly bruised right eye. Describe the type of concern/incident followed by a brief summary (max. 250 characters)

Concern Date/Time

DD/MM/YYYY HH:mm

Details of Concern

There is no need to repeat the Concern Summary.

Location of Incident

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Concern Date/Time

DD/MM/YYYY HH:mm

Please enter the date/time when the concern/incident first came to your notice.

<	May	>	2021			
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

8 : 30

Cancel Apply

Concern Summary:

Location of Incident

Not Applicable

Action taken

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My Concerns Resources Help

Concern Date/Time

DD/MM/YYYY HH:mm

Details of Concern

There is no need to repeat the Concern Summary.

Enter ALL the details you have around the Concern or incident you are reporting. This can include but should not be limited to, dates, times, locations, people present, actual words spoken etc.

This is a free text area and can be increased in size by dragging down the bottom right of the text box.

Location of Incident

Not Applicable

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Click here to reveal a drop-down list of all possible Locations the Concern may of taken place.

This feature will allow MyConcern to collate data, possibly helping you identify patterns or trends sooner.

These locations are completely bespoke and customizable to your individual setting. If no Locations appear, they have not been set up in your Admin area.

Location of Incident

Not Applicable

- Not Applicable
- Classroom
- Dads House
- Dining Hall
- Home
- Main Hall
- Mums House
- Online / Social Media / Gaming
- Other
- Park
- Playground
- School Field
- School Grounds
- School Trip
- Toilets
- Whatsapp

Please enter the location of the incident, where applicable

Attachment

Select File

Please attach any media that is relevant to this concern.

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Not Applicable

Action taken

Please describe any action(s) you have taken, or plan to take, in relation to this concern.

Attachment




You can attach any media file up to 35MBs to support your Concern.




Select File

Please attach any media that is relevant to this concern.

Once you are satisfied with the information you have provided, click 'Submit Concern'

Submit Concern

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myconcern  MyConcern Primary (Training) (1001114) Davina Jones  | 

[My Concerns](#) [Resources](#) [Help](#) [Report a Concern](#)




Thank You

Your concern has been recorded successfully and a notification sent to the DSL

Concern Reference Number: 843

 If the Concern you have submitted might result in serious or immediate risk of harm to the person you are concerned about then you SHOULD also report this verbally to your Safeguarding Lead as soon as possible and make them aware of the incident. Remember, they may not be in a position to receive or read the notification immediately.

[Click here to view or update this and any other concern\(s\) you have reported](#)

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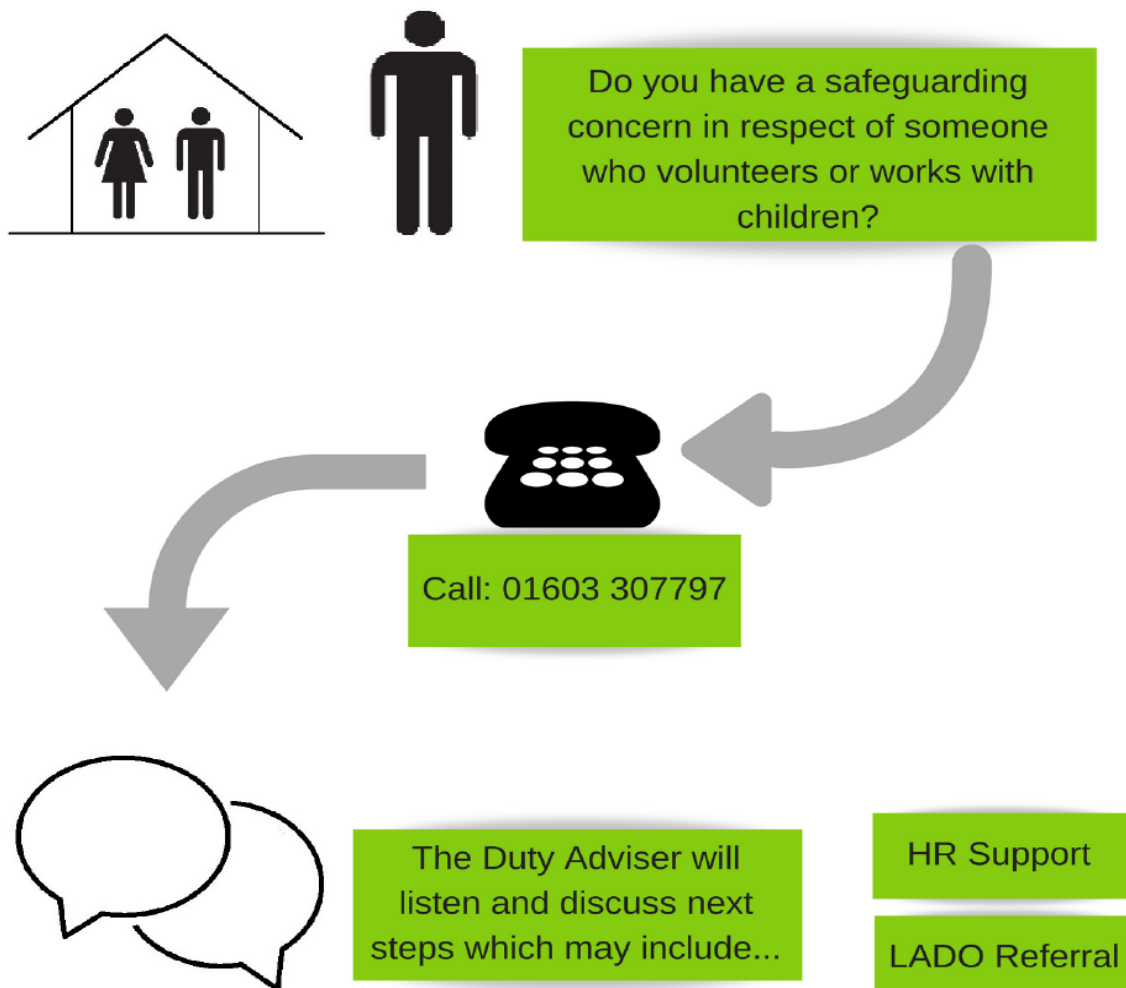
Annex 5: Advice for schools, colleges and alternative education providers where there are concerns about an adult who works within the setting



Guidance for Schools, Colleges & Alternative Education Providers

Education Quality Assurance & Intervention Service

Duty Desk



Annex 6: Intimate Care Policy

Purpose of the Policy

1. To Safeguard the dignity, rights and wellbeing of all students
2. To protect staff and students who require intimate care from harm.
3. To create a clear understanding of protocols surrounding the delivery of intimate care to students.
4. To protect students from any physical intervention that is unnecessary, inappropriate or excessive.
5. To provide adequate guidance, information and training for staff involved in supporting SEND students who require intimate care so they can ensure that their own conduct is appropriate to the needs of the supported student
6. To assure parents and carers that staff are knowledgeable about personal care and that the student's individual needs and concerns are taken into account
7. To protect students from discrimination and ensure an equality of opportunity for all young people at Wymondham College

Definition

Personal care is defined as any care which involves touching, washing or carrying out procedures involving intimate personal areas.

Personal care tasks are associated with bodily functions, body products and personal hygiene that demand direct or indirect contact with, or exposure of the genitals. Examples include support with dressing and undressing (underwear), changing incontinence wear, helping someone use the toilet or washing intimate parts of the body.

Personal care tasks include help with feeding, prompting to go to the toilet, washing non-intimate body parts or support with dressing and undressing.

Help may also be needed with changing colostomy bags, catheters and other such equipment. It may also require the administration of rectal medication. Guidance on these medical interventions should be sought from relevant Health professionals.

Key Principles that underpin the delivery of intimate care:

1. Students have a right to feel safe and secure and the right to remain healthy.
2. Students should be respected and valued as individuals.
3. Students have a right to privacy, dignity and a professional approach from staff when meeting their needs.

4. A student's Personal care plan should be designed to lead to as much independence and control as possible
5. Students should be encouraged to express choice and to have a positive image of their body
6. Students have the right to information and support to enable them to make appropriate choices
7. Students have the right to raise a concern about their intimate care and have this dealt with promptly
8. Personal care will only be delivered by a member of College staff who has received training in providing personal care. This is delivered annually to SEND and for all new starters during the academic year if they could be called upon to provide a student with intimate care in the absence of their Pupil Specific Key Worker

Good Practice in Intimate and Personal Care

1. Management of students needing personal care will be carefully planned between the LSA and the SENDCO and nursing team if required and carried out consistently.
2. Staff carrying out personal care procedures should be fully aware of best practices which will be addressed (a) generally via annual/starter training on SEND safeguarding and (b) detailed in the student's EHCP and/or as appropriate in their risk assessment
3. Getting to know the student before working with him/her
4. Being aware of any cultural or religious sensitivities related to aspects of personal care
5. Speaking to the student by name and ensuring that they are aware of what personal care is to take place
6. Addressing the student in an age-appropriate manner
7. Agreeing terminology for parts of the body and bodily functions that will be used by all
8. Respecting a student's preference for a particular sequence of care
9. Giving clear prompts in an appropriate way to allow the student to anticipate and prepare for events e.g. show clean continence wear to indicate the intention to change, or a sponge for washing
10. Encouraging the student to do as much as possible for themselves
11. Always seeking the student's permission to carry out a task

12. Providing facilities that allow dignity and privacy
13. Keeping records as required
14. Enabling Parents/carers to have access to any documents relating to personal care procedures and considering the needs and wishes of both students and parents/carers.

Monitoring and Review:

To be monitored by the SENDCO.

Annex 7: Travel arrangements for international students (and others undertaking significant unaccompanied travel within the UK)

The College is proud to have a significant cohort of international students from many different countries. It is recognised that these students face challenges which many other boarders do not. To promote and safeguard the welfare of international students, it is essential that the following is adhered to:

- All international students must have a guardian appointed by parents who will be the College's point of contact in mainland Great Britain should an emergency arise. The guardian is also expected to accommodate any international student who is ill as the College's medical centre only deals with short-term ailments. The guardian should ideally be over 25 years of age (please note this is not a legal requirement and the College may exercise discretion and accept an Educational Guardian over the age of 21), be available to act at short notice and live within a reasonable travelling distance of the College.
- Unless accompanied by their parents/carers, international students in their first term at the College must be collected at the airport by their guardian and be transported to the College by them. The guardian (or parents/carers) must also take personal responsibility for collecting international students at Exeats and half term during the first term. At the end of the first term, international students must be collected and signed out by their guardian or parent/carer and transported to the airport.
- Thereafter, at Exeats and holidays (including half term holidays), parents/carers must have suitable transportation and accommodation arrangements in place. The College normally expects guardians to take charge of international students at this time, but if this not possible, it is the responsibility of the parent/carer to put in place a robust travel and accommodation plan and notify the Head of House of the arrangements in writing at least one week in advance of departure.
- When invited by a friend, we require parents and host family to send a written consent to confirm the invite and the host family agreeing they will accept responsibility for the child whilst in their care.
- Students under the age of 16 must have the explicit permission of parents/carers or guardians to leave the College and travel unaccompanied. It will not normally be acceptable for students under the age of 14 to make long or complicated unaccompanied journeys by public transport.
- Parents/carers should note that National Express coaches do not carry passengers younger than 14 unless they are accompanied by a responsible person aged 16 or over.
- National Rail offers the following guidance to parents when planning journeys for unaccompanied children:

Young children are safer if they travel with an adult or friends, but you can prepare your child for travelling by train by explaining:

- *Train times and the details of the stations that they need to change at*
- *That it's best to travel in busier coaches, so that they can get help if needed*
- *How dangerous the railway can be - stand back from the platform edge, never try to get on or off a moving train, don't run on platforms and to mind the gap or step when getting off the train.*
- *That announcements at stations and on the train will help make their journey easier*
- *The dangers of talking to strangers*

- *Who to approach if they are in difficulty or are lost*
- *How to recognise railway staff and the police*
- It is the responsibility of the parent of an international student to book the correct airline ticket and to ensure they have fully acquainted themselves with their particular carrier's rules regarding unaccompanied minors. Many airlines require a responsible adult to be present at departure and upon arrival to collect the unaccompanied minor. Particular regard should be paid to code-share flights when one airline's rules may be different from the carrier through which the ticket was booked.
- The College has a Senior Leadership Team who is always available in emergency situations. All international students (and their parents) should store the emergency contact number on their mobile phones. It should also be carried with travel documentation. The emergency contact number is +44 (0)1953 609080. It may be used where an international student runs into serious difficulty when travelling to or from the College or when staying with guardians in the UK at weekends or Exeats. This service is a fail-safe service and is not a substitute for making adequate arrangements, including insurance, for international students at this time.
- Where it seems to the Principal or the senior leader on duty that adequate arrangements have not been made by a parent/carer or guardian to safeguard the interests of a student, the College reserves the right to intervene and to make arrangements for the safe transportation and accommodation of students. **If this is necessary, the College will levy a charge of £500 per night for accommodation and £1000 per 24 hours (or part thereof) of staff time against the students' boarding fee account. It may also be necessary to make a referral to the Children's Services.**

附件9

溫登姆學院之國際海外學生的[旅程 安排](#) (包括於英國內單獨自行的學生):

本學院非常榮幸這學年度有來自不同國家的海外留學生。由於明白到，這些海外留學生將要面對的挑戰，跟其他本地寄宿生所面對的不同。為了促進及保障每位海外留學生的福利，重點為下：

- 所有國際學生必須擁有一位由家長所委托及授權的**監護人**，而監護人必須年滿 21 歲；其住址應與學院有一個合理的距離。在任何緊急情況下，學院須與監護人聯繫，並能於短時間內抵達學院。由於學院的醫療中心只能處理輕微病情，如學生在生病期間，其監護人必需為學生提供住宿。
- 當第一個學期開始，如留學生非由父母或照顧者陪同前往學院。監護人必須親身到機場代接留學生及將他送抵學院。於第一個學期之週末假期(Exeats)及半學期短假，監護人/家長或照顧者應負責學生的接送及往返學院。當第一個學期完結時，監護人/家長或照顧者必須親臨學院辦理有關之離校簽署，及將留學生送往機場。
- 所有學院之週末假期 (Exeats)及假期(包括半學期短假)，父母或照顧者必須為留學生作好適當的交通及住宿安排。此後，學院期望所托之監護人將負責學生之一切事而 (包括交通和住宿安排)。否則，父母/照顧者必須為留學生作其他可行之交通和住宿安排，並需於一星期前或以上，以書面通知學生所屬之校舍主管有關其學生之離校安排。
- 16歲以下之學生，必須獲得父母/照顧者或監護人的允許下才可獨自離開學院。而14歲以下之學生，在一般情況下將不獲准自行乘坐公共交通工具作長途旅程。

- 家長或照顧者應注意, 14歲以下的乘客未有16歲或以上陪同者同行其旅程, 英國國家旅遊巴公司有權拒載。
- 於英國單獨自行的學生, 英國國家鐵路公司給家長提供以下的見意:

若有成人或朋友陪同學生乘坐火車, 當然會比較安全。學生要是自行乘坐火車, 家長可以幫助學生作好心理準備及清楚地解釋:

- 學生將要乘坐之火車時間表及轉乘火車車站的細節。
 - 見意學生選乘較繁忙的火車車廂, 如有需要, 也較容易求助。
 - 尤於鐵路危險, 學生切勿於月台上亂跑, 及站近月台之空隙。登上車廂時, 要注意月台及車廂之間的空隙。當火車開始啟動時, 學生切勿試圖登車或離開車廂。
 - 學生只須留心火車站及車廂內之廣播, 將有助於其學童旅途。
 - 為學生的安全起見, 切勿跟陌生人交談。
 - 如學生遇到困難或迷路時, 應向誰求助。
 - 怎樣辨認鐵路公司之員工及警務人員。
-
- 家長須負責為海外學生訂購**正確**之航空機票, 並確保學生充分了解該航空公司對**單獨自行**學生之手則。一般航空公司都要求, 在離境時自行的學生須有成人陪同下辦理登機手續; 與此同時, 到境後亦須有成人到機場接機。**特別注意的是**, 如家長跟沽售機票之航空公司所購的是code-share航空公司之機票, 他們對**自行**學生的手則及條例可能不同。
 - 在任何緊急情況下, 所有國際學生 (及其家長) 都能夠與本學院的高級經理聯絡。其緊急聯繫電話為: 如國際長途撥號 +441953 609080, 若於英國本地撥號為 01953 609080。
請家長及海外學生將此緊急聯絡之電話號碼儲存於手提電話案內。在指定週末假期 (Exeats) 或半學期短假期間, 往返監護人及學院時, 如學生遇到嚴重問題或特發事件, 此為緊急熱線; 故不能代替安全保險等安排之用。
(國際學生在這個緊急情況下, 需有個人保險服務之安排)
 - 為保障學生的安全及利益, 如父母/照顧者或監護人未能作出有關之交通和住宿安排。此時, 本學院之當值校長或高級管理人員, 有權為其學生作其他安全之交通和住宿的特別安排。此情況下, 學院將於其學生之學費單上加收以下費用: 學生每晚住宿費為英鎊500(£GB) 及學院工作人員額外付出的時間每24小時計(或部分時間)為英鎊1000(£GB)。本學院如有需要時, 將此情況交由英國本地保護兒童委員會處理。

Annex 8: International Students and Guardianship Arrangements

Following the Children Act (1989), the Protection of Children Act (1999), the Care Standards Act (2000), National Minimum Standards for Boarding and the Boarding Briefing Paper Number 3 (May 2013), Wymondham College, in promoting and safeguarding the welfare of every boarding student, including those over the age of 18, requires parents who do not live in the United Kingdom to appoint a Guardian to act on their behalf.

The above legislation protects the rights of children and makes 'proper and appropriate care' a compulsory requirement.

During term time, the College is legally responsible for each student's welfare and undertakes parentally designated responsibilities. However, there are times (e.g. Exeat weekends, half-term breaks, medical reasons or if a student is excluded by the College) when the College must be able to hand over parental responsibilities to another adult – the appointed Guardianship organisation/Guardian.

The nominated Guardian should:

- **Ideally be over 25 years of age.** (Please note this is not a legal requirement and the College may exercise discretion and accept an Educational Guardian over the age of 21)
- **Be resident in the United Kingdom, ideally within 2 hours travelling distance from the College by either car or public transport and not be required regularly to be overseas**
- **Be able to correspond with the College in English.**
- **Be a friendly point of contact and someone who is capable of providing appropriate supervision and pastoral care for a child who may be vulnerable.**

The Guardian will also act as a link between College and home, taking an interest in the child's progress and attending Parents' Consultation Evenings where appropriate.

Boarders using Guardian services will be interviewed by House staff following their time away from the College to ensure experiences and support are as desired.

A university student resident in student accommodation or halls of residence cannot be a suitable Educational Guardian.

For all international students, where a relative or friend of the family is not able to act as an Educational Guardian, the College **strongly recommends that Parents appoint a reputable guardianship organisation that is accredited by AEGIS** (the Association of Educational Guardians for International Students). AEGIS is the national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted.

The Website for AEGIS is: www.aegisuk.net where you will find a list of accredited member agencies.

The appointed Guardian will:

- be a 24-hour point of contact for parents, student, College (and foreign exchange host family if applicable).
- act with delegated parental authority in the case of an emergency, crisis, illness, suspension / exclusion and in other matters agreed by parents.
- provide both pastoral and educational support.
- make appropriate arrangements for any medical treatment whilst the student is under their care.
- be available, where requested by parents, to assist with holiday and Exeat weekend arrangements. It is the Parent's responsibility to ensure the College is aware of the exact details of the student's accommodation and methods of transportation, which should be appropriate depending on the age of the student.
- appoint, with the approval of the student's parents, another suitable adult to undertake the guardianship responsibilities if becoming temporarily unavailable, who should fully meet the requirements of the Wymondham College policy and inform the International Centre Secretary of any such appointment.
- will provide appropriate overnight accommodation and care as required that involve an Overnight Stay away from the school.

Guardians should also respect the rights, religion, and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international students. This includes having in place a proper agreement with the student's parents as to what the Guardian's responsibilities are.

If a student does not have a Guardian when required to do so by the College, the College reserves the right to intervene and to make arrangements for the safe transportation and accommodation of students. If this is necessary, the College will levy a charge of £500 per night for accommodation and £1000 per 24 hours (or part thereof) of staff time against the students' boarding fee account. It may also be necessary to make a referral to the Children's Services. Should a parent persistently fail to appoint an Educational Guardian acceptable to the College under this policy the students' boarding place may be suspended until the situation is regularised.

The Guardianship Nomination form and this policy should be read carefully and signed by parent(s).

Appendices:

- 1 Guardian Arrangements Form
2. Responsibilities for Educational Guardian's and Hosts

Guardians Arrangements

The College is closed for all students including Boarders during the published holiday times identified in the annual term dates published by the Governors in the autumn term prior to the next academic year. An Exeat House remains open for an additional fee. Boarders need to be booked on to this.

It is the responsibility of the parents/carers of each Boarder to make their own arrangements for any guardianship arrangements for their daughter or son which may be necessary when the College is closed. This typically applies to **International Boarders** at Exeats and half term holidays. These guardian arrangements must be submitted to the College Office on the attached form prior to entry and any subsequent changes must be notified to the College Office. Annexe 14 and 15 is an addition to the Child Protection and Safeguarding Policy and also expands on the expectations of guardians.

International Students - Guardianship Arrangements

The College cannot recommend or arrange guardianship services. The College **strongly recommends that Parents appoint a reputable guardianship organisation that is accredited by AEGIS** (the Association of Educational Guardians for International Students). AEGIS is the national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted.

The Website for AEGIS is: www.aegisuk.net where you will find a list of accredited member agencies.

Wymondham College
Guardianship Nomination Form
 (This is a requirement of the school)

Student's Surname		Student's First names	
Guardian's Full Name	Mr/Mrs/Miss/Ms		
Guardian's Occupation			
Guardian's Home Address			
		Postcode	
Home Tel:			
Mobile Tel:			
email address			
Guardian's Business Address			
		Postcode	
Business Tel:			
Relationship of Guardian to Student			

All international students at Wymondham College are expected to have a Guardian who will undertake the following responsibilities:

- Provide a point of contact throughout the College term and be ready to accommodate my son/daughter at short notice in case of an emergency, crisis, periods of illness or during other short-term absence from the College, for example for disciplinary reasons.
- To provide suitable accommodation for my son/daughter and an appropriate degree of care and supervision during Exeats, half term breaks, and longer holidays, unless the parents have put in place other arrangements.
- Collect international students at the point of entry to the United Kingdom and bring them to the College, at least for the first term.

- Collect international students from the College at holiday periods and transport them to the airport, at least for the first term.
- If travel arrangements do not coincide with beginning / end term dates to provide stopover care.
- To make suitable alternative arrangements if unable to accommodate my son / daughter and to inform the Head of House of any such arrangements.
- To be ready to liaise with Head of House on my behalf in any matters relating to my son/daughter's welfare (e.g. academic progress, uniform and equipment, ongoing medical appointments, pocket money).
- To inform the College in writing about all travel arrangements and to provide all the necessary details prior to my son/daughter leaving the College for a weekend or a longer holiday period.
- To be ready to attend important parent/teacher meetings or any other special meeting at the school on my behalf.
- Familiarise themselves with the selected airline's conditions of travel for unaccompanied minors and comply with them.

I confirm that the above-named person is over 25 years of age, is resident in the UK and is not a full time student living in accommodation provided by another educational institution.

I undertake to notify the College in writing of any changes of guardian and to provide full contact details of the new guardian.

I have read the above information and Wymondham College's Educational Guardianship Policy and understand that it is my responsibility to comply with the arrangements for guardianship whilst my son or daughter attends Wymondham College. I also confirm that I have read and understood Annexe 14 and 15 to the College's Child Protection and Safeguarding Policy.

I confirm that I have provided the Guardian with a copy of the Responsibilities for Educational Guardians and Host Families information.

Parental signature:

Please print name:

Date:

Please return this form to the Admissions Office, Wymondham College, Norfolk, NR18 9SZ,
ENGLAND.

Responsibilities for Educational Guardians and Host Families

Where a Guardianship organisation is appointed, parents should satisfy themselves that all parties are aware of the responsibilities below. All AEGIS accredited agencies will adhere to these guidelines.

An international student requires a high standard of care and understanding and there are many important responsibilities and duties to be considered. These duties may be carried out by the host family or the guardianship organisation, depending on what has been agreed with parents.

Duties and responsibilities include:

		Guardianship Organisation Administration	Educational Guardian / GO	Educational Guardian / GO / Host Family	GO / Host Family
1.	Ensuring that an adequate child protection policy is in operation and comprehensive contracts between the guardianship organisation and parents and guardianship organisation and host families are in place.	Yes	Yes		
2.	Ensuring adequate safeguarding checks and inspections are carried out on guardianship organisation members of staff and all members of the host family over 18.	Yes	Yes		
3.	Providing host families and students with adequate guidelines and / or a manual.	Yes	Yes		

4.	Providing support and guidance on welfare and educational matters as appropriate to the age of the international student and service chosen.	Yes	Yes	Yes	
5.	Being contactable at all times and ready to deal with immediate problems or emergencies, including, for example, the removal of a student from the College for illness and hospital admissions, whenever appropriate, possible and reasonable.	Yes	Yes	Yes	
6.	Notifying the student's College of any change of address and immediate contact information if out of contact for even a short period of time. (Ideally, a second contact, known to both, should then be appointed by the guardian or parents).	Yes	Yes	Yes	
7.	Completing the Guardianship	Yes	Yes	Yes	

	Nomination Form supplied by the College when required.				
8.	Always respecting the rights, religion, and culture of the student.	Yes	Yes	Yes	Yes
9.	Ensuring the collecting and returning of the student from / to the College in accordance with the College timetable at half terms, end of terms and Exeat weekends, as agreed.	Yes	Yes	Yes	Yes
10	Not releasing care of the student without the relevant prior agreement.	Yes	Yes	Yes	Yes
11	Exercising the same caution as a responsible parent in allowing a student to stay somewhere other than in the hosts family home, confirming consent with parents.	Yes	Yes	Yes	Yes
12	Keeping in adequate contact with parents, the student, the host family and the College as appropriate and as agreed. Emergency contact details	Yes	Yes	Yes	Yes

	must be provided to all.				
13	Being aware of the Private Fostering legislation and reporting to the Local Authority as appropriate.	Yes	Yes	Yes	Yes
14	Caring for the student in the home as would a responsible and caring parent.			Yes	Yes
15	When providing accommodation in the home, taking day-to-day responsibility for the student while he/she is residing there, assimilating the student into the family as far as possible and being available and willing to receive a student into the home when necessary and as agreed.			Yes	Yes
16	Using only reasonable, appropriate and lawful means of control and contact with the student so as to provide comfort to the student if in distress and to maintain safety and good order in the home. Corporal punishment			Yes	Yes

	must not be used.				
17	Being at home when the international student is there and providing suitable living and studying accommodation.			Yes	Yes
18	Not accepting paying guests into the household, or be running a bed and breakfast facility, whilst providing guardianship services in the home for an international student.			Yes	Yes
19	Providing a consistently good standard of accommodation and meals, where this is part of the arrangements made.			Yes	Yes
20	Allowing a representative of the College (or guardianship organisation where applicable) to inspect the suitability of the accommodation at least once a year.			Yes	Yes
21	Attending any relevant induction or other training			Yes	Yes

	offered by the College or guardianship organisation.				
22	Ensuring that adequate insurance arrangements are in place for home and car and adequate attention to health and safety in the home.			Yes	Yes

POST 'GUARDIAN STAY' BORDER INTERVIEW



Name of Boarder:

Name of Guardian:

Date of Visit:

Tell us about your stay with your Guardian. How was it for you?

Did you feel welcome and part of the Guardian's home? Did/do you feel you could speak to your Guardian if you had an issue?

Was your Guardian present the whole time of your stay? Were they contactable if not? Were other adults, other than your Guardian, involved in your care? Did you feel safe?

Tell me about the sleeping arrangements and accommodation?

Tell me about mealtimes and food provided.

Was there a need for your Guardian to challenge any of your behaviours? How was this done?

Were you able to keep in contact with your parents and family whilst with your Guardian?

Do you feel happy to return to your Guardian?

INTERVIEW COMPLETED BY:

DATE:

Any concerns raised?

NO – Place form in Boarder
House File

YES – Reported to MCM on (date):

Annex 9: Exchange Trips – Host Family Responsibility Declaration

Where a foreign exchange student is to be hosted within a UK family, it necessary to ascertain which adult within the household is taking on overall responsibility for the student during their time here by obtaining completion of the declaration below. The College will then apply for a DBS check including Children’s Barred List information in respect of that individual. If the foreign exchange student is to stay at more than one household during their time in the UK, then a DBS check is required for an appropriate adult at each address.

NAME AND DATES OF EXCHANGE IN THE UK

I confirm that I will be the adult taking overall responsibility for our exchange student during their time with us.

Print Name: _____

Signed: _____

Date: _____

Student Name:

Parent Email Address: