



Safeguarding and Child Protection Policy

EKC Schools Trust

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1. Introduction

- 1.1 The EKC Schools Trust (the Trust) provides governance and oversight to those academies which are part of the Trust namely: Queenborough Primary School, Briary Primary School, Bysing Wood Primary School and Holywell Primary School
- 1.2 This Policy applies to each of the Academies listed above.
- 1.3 This document references the relevant local Safeguarding Partnership arrangements for Kent.

Each Academy is required to act in line with the guidelines/procedures contained within the model policy for the Kent.

- 1.4 This policy is available on the MAT website and also on the individual websites of the academies listed above. All staff and volunteers are required to read it and confirm that they have done so before commencing work within the Trust.

2. Definitions

- 2.1 **Safeguarding** and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

Safeguarding also encompasses issues such as student health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children by providing first aid, Academy security, drugs and substance misuse and positive behaviour. There may also be other safeguarding issues that are specific to the local area or population.

- 2.2 **Child protection** refers to the processes undertaken to protect the children who have been identified as suffering, or being at risk of suffering significant harm.
- 2.3 **Child/student** is anyone who has not yet reached their 18th birthday
- 2.4 **Staff** refers to all those working for or on behalf of the Trust, full time or part time, temporary or permanent, in either a paid or voluntary capacity, including Trust members and Trustees.
- 2.5 **Parents** refers to birth parents and other adults who are in a parenting role, for example step parents, foster carers and adoptive parents.
- 2.6 **Designated Safeguarding Lead (DSL)** means the person within the Academy with responsibility for the day to day application of the Safeguarding and Child Protection Policy.
- 2.7 **Safeguarding Governor** means the Governor in the LGB nominated to oversee relevant Academy safeguarding matters.
- 2.8 **Children's Social Care** means the team within the Local Authority which has a duty to safeguard and promote the welfare of children.
- 2.9 **Local Safeguarding Partnership** means the statutory organisation responsible for the co-ordination of the various agencies responsible for the welfare and well-being of children for example colleges, social services, police, voluntary organisations etc.

3. Related Policies and Documents

- 3.1 This Policy is one of a series in the Trusts integrated safeguarding portfolio including the Trust Policy on complaints, Health & Safety, Staff Discipline Policy and the Whistleblowing Policy. Other policies related to safeguarding for each Academy include:
- Staff Code of Conduct
 - Anti-bullying Policy
 - Behaviour Policy
 - E-Safety Policy
- 3.2 The procedures contained in this Policy apply to all staff, volunteers, Trustees, Members and

local Governors.

4. Relevant Legislation

- 4.1 Academies, free schools, independent schools, alternative providers of education - Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2014 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are students at the school.
- 4.2 The Teacher Standards 2012 state that teachers, including Headteachers, must have regard for the need to safeguard children's wellbeing, in accordance with statutory provisions; and maintain public trust in the teaching profession as part of their professional duties.
- 4.3 The statutory guidance *Working Together to Safeguard Children (DfE2018)* covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of children. It also provides the framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services, including safeguarding arrangements in schools.
- 4.4 The statutory guidance *Keeping Children Safe in Education (DfE2018)* is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies and pupil referral units. **All staff must read Part One of Keeping Children Safe in Education 2018. Staff can find copies of this on their Academy website. In addition, all staff who work directly with children must read Annex A.**

5. Policy Principles and Aims

- 5.1 The Trust is committed to the following core safeguarding principles:
 - The Trust's responsibility to safeguard and promote the welfare of children is of paramount importance.
 - All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
 - Children who are safe and feel safe are better equipped to learn.
 - The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, members, trustees and local Governors to share this commitment.
 - All staff, volunteers, members, trustees and local Governor share an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm at home, in the community or in an Academy.
 - If, at any point, there is a risk of immediate serious harm to a child a referral will be made to Children's Social Care immediately. **Anybody can make a referral.** If the child's situation does

not appear to be improving, any staff member with concerns should press for a re-consideration. Concerns should always lead to help for the child at some stage.

- All staff members will maintain an attitude of 'It could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members are to always act in the interests of the child.
- Students and staff involved in child protection issues will receive appropriate support.
- Policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review.

5.2 The aims of this Policy and Procedure are to:

- provide all staff, volunteers, members, trustees and local Governors with the necessary information to enable them to meet their safeguarding and child protection responsibilities;
- ensure consistent good practice;
- demonstrate the Trust and Academy's commitment with regard to safeguarding and child protection to students, parents and other partners.
- contribute to the Academy's safeguarding portfolio.

6. Safeguarding and Child Protection Statement

6.1 The Trust recognises the moral and statutory responsibility to safeguard and promote the welfare of all students and endeavours to provide a safe and welcoming environment where children are respected and valued. The Trust is alert to the signs of abuse and neglect and will follow the set procedures to ensure that children receive effective support, protection and justice.

6.2 In upholding this statement the Trust expects that all staff will adhere to good practice in relation to safeguarding / child protection, as outlined below:

- Treating all students with respect.
- Setting a good example by conducting themselves appropriately.
- Involving students in decisions that affect them.
- Encouraging positive, respectful and safe behaviour among students,
- Being a good listener.
- Being alert to changes in a child/students' behaviour and to signs of abuse and neglect.
- Recognising that challenging behaviour may be an indicator of abuse.
- Reading and understanding the Trust's Safeguarding and Child Protection Policy, safeguarding and child protection procedures outlined in the KCC model policy, the Staff Code of Conduct

and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact and information-sharing.

- Asking the student's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid, unless the child/student's behaviour is in danger of causing harm to themselves or others.
- Maintaining appropriate standards of conversation and interaction with and between students and avoiding the use of sexualised or derogatory language.
- Being aware that the personal and family circumstances and lifestyles of some students lead to an increased risk of abuse.
- Applying the use of reasonable force and physical intervention only as a last resort and in compliance with Academy procedures as outlined in the Academy's own Behaviour Policy.
- Referring all concerns about a child/student's safety and welfare to the DSL or, if necessary, directly to the Police or Children's Social Care.

6.3 All staff, volunteers, members, trustees and local Governors are to be aware that the Trust regards that inappropriate behaviour towards children and students as unacceptable and that their conduct towards students must be beyond reproach.

6.4 Staff, volunteers, members, trustees and local Governors should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the Academy staff and a student under 18 may be a criminal offence, even if that student is over the age of consent.

7. Children Who May be Particularly Vulnerable

7.1 The Trust recognises that some children are more vulnerable to abuse and neglect than others. Several factors may contribute to that increased vulnerability such as societal attitudes and assumptions including prejudice and discrimination; child protection procedures that are inadequately responsive to children's diverse circumstances; isolation; social exclusion; communication issues; a reluctance on the part of some adults to accept that abuse can occur; as well as an individual child's personality, behaviour, disability and family circumstances.

7.2 To ensure that all of students receive equal protection, the Trust will give special consideration to children who are:

- disabled, have special educational needs or have mental health needs;
- young carers;
- living in a domestic abuse or violent situation;
- affected by parental substance misuse;
- asylum seekers;
- looked after by the Local Authority;

- otherwise living away from home;
- vulnerable to being bullied, or engaging in bullying behaviours;
- living in temporary accommodation;
- living transient lifestyles;
- living in chaotic and unsupportive home situations;
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality;
- involved directly or indirectly in child sexual exploitation (CSE);
- do not have English as a first language;
- at risk of female genital mutilation (FGM) or forced marriage;
- at risk of becoming radicalised, involved in gangs and/or violent extremism.

This list provides examples of additionally vulnerable groups and is not exhaustive.

8. Attendance

- 8.1 It is recognised by the Trust that full attendance at school is important to the well-being of all children and students and enables them to access the opportunities made available to them at school. Attendance is monitored closely and each Academy works closely in partnership with the relevant local authority attendance compliance and enforcement service when the patterns of absence give rise to concern.
- 8.2 The Trust is aware that a child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The DSL will monitor unauthorised absence, particularly where children go missing on repeated occasions and will follow the Department for Education's legal requirements for schools in respect of recording and reporting of children who leave school without any known destination.
- 8.3 The individual Academy Attendance procedures are set out in a separate document and is reviewed regularly by the Local Governing Bodies.

9. Helping Students to Keep Themselves Safe

- 9.1 *Keeping Children safe in Education 2018* requires governing bodies to ensure that children are taught about safeguarding, including keeping safe online, and through teaching and learning opportunities, as part of providing a "broad and balanced curriculum".
- 9.2 The Trust is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe.
- 9.3 Students are taught to understand and manage risk through the Personal, Social, Health and Economic (PSHE) education lessons and through all aspects of Academy life.
- 9.4 All children and students are aware of who the senior member of staff with responsibility for child protection is, but that they can also talk to any member of staff regarding being at risk of harm or abuse.
- 9.5 Children and students are informed as to who they might talk to, both in and out of the Academy, their right to be listened to and heard and what steps can be taken to protect them

from harm.

- 9.6 When concerns are identified, staff will always speak to children/students and will inform parents about their concerns unless there is good reason to believe that doing so would place the child at increased risk of significant harm.

10. Partnership with Parents and Carers

- 10.1 The Trust is committed to working with parents positively, openly and honestly. Each Academy will ensure that all parents are treated with respect, dignity and courtesy. Parents' rights to privacy and confidentiality are respected and the Academy will not share sensitive information unless it has permission or it is necessary to do so in order to protect a child.
- 10.2 Each Academy will share with parents any concerns it may have about their child, unless to do so may place a child at risk of harm.
- 10.3 Each Academy will encourage parents to discuss any concerns they may have with identified staff within the school.

11. Partnerships with Others

- 11.1 The Trust recognises that it is essential to establish positive and effective working relationships with other agencies. Each Academy will work closely with local, relevant agencies to help and support children/students.
- 11.2 There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

12. Support for Children/Students, Families and Staff Involved in a Child Protection Issue

- 12.1 It is recognised that a student's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.
- 12.2 Whilst the Academy may, on occasion, need to make referrals without consultation with parents, every effort will be made to maintain a positive working relationship with parents whilst fulfilling the Academy's duties to protect the student.
- 12.3 The Trust recognises that staff dealing with disclosures of information may need support themselves and in such circumstances each Academy will provide appropriate in-house support or access to external services.
- 12.4 The Academy will support students, their families and staff by:
- taking all suspicions and disclosures seriously;
 - nominating a link person who will keep all parties informed and be the central point of contact;
 - where a member of staff is the subject of an allegation made by a child/ student, separate link people will be nominated to avoid any conflict of interest;
 - providing proper explanations (appropriate to age and understanding), as to what action is being taken on their behalf and why;

- responding sympathetically to any request from children/students or staff for time out to deal with distress or anxiety;
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- storing records securely;
- offering details of helplines, counselling or other avenues of external support;
- when appropriate, following the procedures laid down in the Trust's whistleblowing, complaints and disciplinary procedures;
- Co-operating fully with relevant statutory agencies.

13. Record Keeping

13.1 In relation to maintaining safeguarding (including Early Help) and child protection records, the Academy will:

- keep clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Care immediately;
- keep records in a folder in a meticulous chronological order;
- ensure all records are kept securely and independently from the student's school records in locked locations;
- when a child/student moves, ensure all relevant child protection records are sent separate from the general student files and directly to the Designated Safeguarding Lead of the receiving school, college or other education establishment.

13.2 Child protection information will be stored and handled in line with Data Protection Act principles.

13.3 The Data Protection Act does not prevent Academy staff from sharing information with relevant agencies, where that information may help to protect a child.

14. Confidentiality and Information Sharing

14.1 All staff will ensure that child protection issues retain a high level of confidentiality, not only out of respect for the student family and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

14.2 Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the DSL, another SLT member or outside agency, as required.

14.3 It is reasonable for staff to discuss day-to-day concerns about students with colleagues in order to ensure that children's general needs are met in school. However, staff should only refer child protection concerns to the DSL or the Head Teacher or – in the case of concerns about the Head teacher – to the CEO of the MAT Board. The person receiving the referral will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. **However, the statutory guidance 'Keeping Children Safe in Education (2018)'**

emphasises that any member of staff can contact and/or make a referral to Children's Social Care if they are concerned about the safety of a child.

- 14.4 Staff have a professional responsibility to share information with other agencies in order to safeguard children.
- 14.5 Staff, parents, members, trustees and local Governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation of abuse is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites.

15. Student / Parental Access to Child Protection Information

- 15.1 Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that students and parents do not have an automatic right to see them.
- 15.2 Any student or parent wanting to see child protection records, will need to make the request to the Head teacher, who will advise them to submit a Subject Access to Information request for consideration.

16. Complaints Procedure

- 16.1 The Trust's complaints procedure will be followed where a child/student or parent raises a concern about poor practice towards a student that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a child/student or attempting to humiliate them, bullying or belittling a child/student or discriminating against them in some way. Complaints are managed by the Head teacher and other members of the Senior Leadership Team.
- 16.2 Complaints from staff are dealt with under the Academy's Complaints Policy and the Staff discipline, Conduct and Grievance Policy.

17. Safer Recruitment

- 17.1 The Academy will have regard for '*Keeping Children Safe in Education (2018), Part three: Safer recruitment*' and ensure that all appropriate measures are applied in relation to everyone who works in the Academy, who is likely to be perceived by a student as a safe and trustworthy adult including temporary staff, volunteers, members, trustees and local Governors and staff employed by contractors.
- 17.2 To comply with safer recruitment practice all applicants will:
- complete an application form which includes their employment history;
 - provide two referees, including at least one who can comment on the applicant's suitability to work with children;
 - provide evidence of identity and qualifications;
 - be checked in accordance with the Disclosure and Barring Service (DBS) regulations, as appropriate to their role;
 - provide evidence of their right to work in the UK, including relevant overseas checks;

- be interviewed by a panel of at least two school leaders/local Governors or Trust staff.;
- allow the Academy to verify the candidate's mental and physical fitness to carry out their work responsibilities.

The Academy will ensure that:

- at least one member of staff of each recruitment panel (or volunteer appointment process) will have attended safer recruitment training.
 - all new members of staff and volunteers will undergo an induction that includes familiarisation with the Trust's Safeguarding / Child Protection Policy, Staff Code of Conduct, other issues as in section 16 of this Policy and identification of their child protection training needs.
 - written confirmation is obtained from supply agencies, stating that they have satisfactorily undertaken all appropriate checks that the school would have undertaken if they were employing the individual directly.
 - a single central record of completed recruitment checks, is maintained in accordance with section 3 of *Keeping Children Safe in Education*
 - *Academies will* check that an applicant for a management position is not the subject of a section 128 direction made by the secretary of state prohibiting or restricting her/him from taking part in the management of an independent school, Academy or free school.
 - All members, trustees and local Governors will be the subject of Enhanced DBS checks as defined in *Keeping Children Safe in Education 2018*.
- 17.3 In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check, carried out using the Employer Access Online Service, to ensure they are not prohibited from teaching.
- 17.4 For staff who work in childcare provision or who are directly concerned with the management of such provision, the Academy will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.
- 17.5 Volunteers will undergo checks commensurate with their work in the school and contact with students.
- 17.6 Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safer recruitment checks appropriate to their role, in accordance with the school's risk assessment process and statutory guidance.
- 17.7 The Academy will check the identity of all contractors working on site and request DBS checks where appropriate.

18. Staff Training

- 18.1 The DSL will attend training for newly appointed DSLs and refresher training every two years delivered by the relevant County Council's Education Safeguarding Service. The DSL will also be supported to access inter-agency training as part of their continuing professional development.
- 18.2 At least two senior staff members in each Academy and two Governors will complete safer recruitment training.
- 18.3 All staff (including temporary staff and volunteers will receive an explanation during their induction which will include:
- the Safeguarding and Child Protection Policy, including county-specific procedures as outlined in the model policy;
 - signs and symptoms of abuse and neglect;
 - responding to disclosure of abuse or neglect by a child;
 - reporting and recording arrangements;
 - the staff Code of Conduct;
 - details of the DSL.
- 18.4 The induction will take place **before** a new member of staff or volunteer has direct contact with children/students in the Academy.
- 18.5 The Trust's Safeguarding and Child Protection Policy and Academy Staff Code of Conduct will be sent with the letter confirming an appointment with a written requirement that the individual has read the two documents in advance of starting work at the Academy. The individual will be given an opportunity to clarify any issues on their first day at work and then asked to sign to confirm that they have read and understood both policies and undertake to comply with them.
- 18.6 All staff, including the Head teacher and volunteers will receive appropriate and regularly updated safeguarding and child protection training and thematic updates as required (at least annually) during inset days and regular discussions at staff meetings, to provide them with the requisite skills and knowledge to safeguard children effectively in line with statutory guidance and any requirements of the relevant local safeguarding board.
- 18.7 Staff should be trained to be vigilant and to notice and record any concerns about young people sending and receiving indecent images, which includes listening to what young people say to each other and to staff, as they do with any other safeguarding concern.
- 18.8 All staff will be made aware of the increased risk of abuse to certain groups, including children with special educational needs and disabilities, looked after children, young carers and risks associated with specific safeguarding issues including child sexual exploitation, extremism, female genital mutilation and forced marriage.

19. Site Security

- 19.1 Visitors to the Academy, including contractors, are to sign in at reception and are given an identity badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in.

- 19.2 All visitors are expected to observe the Trust's safeguarding and health and safety regulations to ensure children/students are kept safe.
- 19.3 The Head teacher will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site in line with the requirements of *Keeping Children Safe in Education (2018)*.

20. Extended School and Off-Site Arrangements

- 20.1 Where extended school activities are provided by and managed by the Academy, the Academy Trust's and Child Protection Policy and Procedures apply. If other organisations provide services or activities on the Academy site, the Academy will check that those organisations have appropriate procedures in place, including safer recruitment procedures.
- 20.2 When Academy students attend off-site activities, including day and residential visits and work related activities, the Academy will check that effective child protection and whistleblowing arrangements are in place.

21. Photography and Images

- 21.1 In order to protect students the Academy will:
- seek their consent and parental consent for photographs or video images to be taken/published;
 - ensure children/students are appropriately dressed;
 - encourage children/students to tell a member of staff if they are worried about any photographs that are taken of them;
 - only use school owned equipment to record and store images or video taken by staff or volunteers on the school site or during offsite school activities including residential visits.
- 21.2 When using images for publicity purposes, the Academy will:
- avoid naming students where possible;
 - if it is necessary to name students, use first names only;
 - where children are named, avoid using their image;
 - establish whether the image will be retained for further use, where and for how long;
 - ensure that images are stored securely and used only by those authorised to do so.
- 21.3 Visiting professionals who work directly with children are subject to the same restrictions as school staff and volunteers in respect of recording and storing images of children.
- 21.4 However, some visiting professionals are permitted to record images of the premises only specifically for professional purposes and in order to support the school, e.g. professionals providing advice or preparing quotations for work such as maintenance, health and safety and building.

22. E-Safety

- 22.1 The Academy's E-safety Policy explains how students are kept safe in school when using technology. Refer to each Academy's E-Safety Policy.

23. Roles and Responsibilities

23.1 The Trust's Board of Trustees and the Trust Leadership Team in Partnership with the Academy's Local Governing Body will ensure that each Academy:

- Implements the Safeguarding and Child Protection Policy, including a Staff Code of Conduct, which are consistent with the Kent Safeguarding Children Board's and statutory requirements and national guidance, reviewed annually and made available publicly on the Academy's website and other means.
- Has procedures for dealing with allegations of abuse made against members of staff and volunteers including allegations made against the Head Teacher and allegations against other children, that are consistent with Kent Safeguarding Children Board's and statutory requirements/national guidance.
- Has safer recruitment procedures that include at least one person on any appointment panel who has undertaken safer recruitment training and statutory checks on staffs' and volunteers' suitability to work with children that are consistent with Kent Safeguarding Children Board's and statutory requirements/national guidance.
- Appoints a Designated Safeguarding Lead (DSL) who is a senior member of staff and who has undertaken training in inter-agency working, in addition to basic child protection training and includes all duties and responsibilities in their job description
- Ensures that the DSL role is explicit in the role holder's job description and that safeguarding responsibilities are identified explicitly in the job/role descriptions of every member of staff and volunteer.
- Develops an induction strategy that ensures all staff, including the Head Teacher, receive information about the Academy's safeguarding arrangements on induction and appropriate child protection training, behaviour policy and the role of the DSL on induction
- Develops a training strategy that ensures that all staff, including the Head Teacher, and volunteers receive appropriate training which is regularly updated in as required (at least annually). The training strategy will also ensure that the DSL and Deputy DSL's receives refresher training and regular updates as defined under the DSL's duties above.
- Appoints a designated teacher to promote the educational achievement of children who are looked after by the Local Authority and ensures that the designated teacher has appropriate training.
- Teaches students about safeguarding, including how to keep themselves safe at all times including when online as part of a broad and balanced curriculum.
- Remedies without delay, any deficiencies or weaknesses regarding safeguarding and child protection arrangements.

23.2 The CEO of the MAT Board is responsible for liaising with the relevant LA and / or partner agencies in the event of allegations of abuse being made against an Academy Head teacher.

24.3 All Staff (including temporary staff and volunteers) will:

- fully comply with the Trust’s Policies, local safeguarding and child protection procedures and Staff Code of Conduct.
- read, become familiar with, and act in accordance with appendix 1 of this policy ‘*Keeping Children Safe in Education (2018) part one*’ and sign the relevant documentation to say that they have done so; and appendix two of this policy outlining information relating to abuse.
- Ensure they know who the DSL is and their role.
- Attend appropriate training.
- Refer all concerns about a student’s safety and welfare to the DSL or Head Teacher, or, if necessary, directly to the Police or Children’s Social Care. This includes fulfilling mandatory duties as outlined in ‘*Keeping Children Safe in Education (2018)*’

Statutory Organisation Contact Details

Children’s Social Care referrals / emergency contacts / referral forms:

Kent

<https://www.kscb.org.uk/> or dial 03000 411111

Local Authority Designated Officer (LADO):

<https://www.kscb.org.uk/procedures/local-authority-designated-officer-lado>

Children Missing in Education Service (CME):

https://www.kent.gov.uk/education-and-children/schools/school_attendance/children-missing-education