



SAFEGUARDING POLICY

Adopted October 2019
Updated September 2023

CONTENTS

	Page
Key contacts	3
Inclusion and Safeguarding Statement	4
The ARC Centre context	5
 PART A – CORE OPERATIONAL AND POLICIES	
1 Purpose of policy	7
2 Roles and responsibilities	7
3 Safeguarding children	13
4 Child protection procedures	17
5 Early years settings in centres	24
6 Safer recruitment	25
7 Staff practice and conduct	30
8 Health and safety/risk assessment	36
9 Lost child protocol	40
 PART B – ADDITIONAL SAFEGUARDING POLICIES	
B1 Non-collection of children	42
B2 Child on child abuse	43
B3 Harmful sexual behaviour	43
B4 Prevention of radicalisation	46
B5 Mandatory reporting of FGM	47
B6 Online safety	48
B7 Looked after children and care leavers	48
B8 Children with SEND	49
B9 Safeguarding vulnerable groups	49
B10 Contextual safeguarding for young people	51
B11 Other relevant policies	53
 Appendix 1: Child Protection Definitions and Indicators	 54
Appendix 2: Safeguarding monitoring/incident form	57
Appendix 3: Centres central checks record	59
Appendix 4: Centre’s safeguarding checklist	62

Key contacts

The ARC Centre

Director:

Name: Louise Wilkinson and Iain Greenwood

Contact details: 0208 405 0252

Designated safeguarding lead and LAC lead:

Name: Louise Wilkinson

Contact details: 0208 405 0252

Deputy designated safeguarding lead:

Name: Iain Greenwood

Contact details: 0208 405 0252

London Borough of Croydon

Local Authority Designated Officer (LADO):

lado@croydon.gov.uk

Tel: 0208 255 2889

Mob: 07825 830328

SPOC (Single Point of Contact):

For urgent child protection matters requiring immediate attention: Tel: 0208 255 2888

SPOC Professionals Consultation Line

Tel: 0208 726 6464

Email SPOC referrals to: childreferrals@croydon.gov.uk

Manager: Jenny Houghton (Service Leader, Children & Families)

Email: Jennifer.houghton@croydon.gov.uk

Croydon Safeguarding Children Board (CSCB)

Website: croydonlcsb.org.uk

[Safeguarding learning & development](#)

Email: safeguardingchildrenboard@croydon.gov.uk

Tel: 0208 604 7275

INCLUSION AND SAFEGUARDING STATEMENT

We are committed to building futures in a welcoming and supportive learning environment in which all pupils feel valued and challenged to be resilient thinkers and active learners with transferable skills and an appetite for world learning.

At The ARC Centre all pupils are valued, inspired and respected within our happy, welcoming community. We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation. We recognise the additional needs of children from minority ethnic groups and disabled children and the barriers they may face, for example with communication or the impact of discrimination.

We set high expectations for all our pupils. Practitioners give every pupil the opportunity to experience success in their learning by providing a relevant and challenging curriculum with an emphasis on personalised learning.

All children have unique experiences to share. At The ARC Centre we celebrate this diversity by valuing the contribution of all pupils and providing an environment that encourages interdependence and autonomy in their learning.

Our centre is committed to safeguarding and promoting the welfare of children. We expect everyone to share this commitment.

The ARC Centre Context.

The ARC Centre is an animal education centre, set within The ARC Centre Primary School. The centre is a separate legal entity to The ARC Centre Primary School. The ARC Centre works with multiple students from the ages of 1 – 18+ year's old.

The ARC Centre is identified as a large provider Out-Of-School-Setting (OOSS).

Pupils are on site and in adult care between the hours of 8.00 am – 6.30 pm. Pupils attend for varying lengths of time depending on their selected programme.

Pupils attending through schools are often accompanied by staff members from their school.

Pre-school aged children attend with their own grown up. The majority of other classes are drop off classes.

Using their knowledge of the local environment, staff have assessed that the following risks have particular application to The ARC Centre:

Risk	Assessment rating	Actions taken:
Use of nitrous oxide canisters by trespassers to Greenvale Primary School's site.	Low risk - managed by Greenvale Primary School	<ul style="list-style-type: none"> • Local PSCO team made aware • Fencing secured • School grounds checked regularly by school staff • ARC grounds checked regularly by ARC staff
Gangs	Low risk	<ul style="list-style-type: none"> • Staff aware and vigilant. • "Open door" policy
FGM	Low risk	<ul style="list-style-type: none"> • Staff with children potentially at risk to be notified. • Risk assessment in place.
Wildlife and pets	Medium risk	<ul style="list-style-type: none"> • Children taught how to behave around animals. • Highlighting dangers to parents such as tick bites.
Exploitation / Child on child abuse when using technology	Low risk	<ul style="list-style-type: none"> • Free use of technology is not allowed at The ARC Centre

Part A: Core operational policies and procedures

1 Purpose of policy

This policy sets out how the centre will safeguard and promote the welfare of children and help them to achieve good outcomes. The centre will achieve this by providing a safe learning environment and ensuring centre staff have the skills and knowledge to take action where children need extra support from early help services or require a social work service because they are in need or need to be protected from harm.

2 Roles and responsibilities

2.1 Croydon's Children Families & Education Directorate

The Directorate includes services that will support the centre to safeguard and promote the welfare of pupils by:

- co-ordinating the delivery of integrated children's services within the borough, including an early help service
- providing statutory social work services under the Children Act 1989
- providing the centre with advice, support and guidance, model policies and procedures, training and dedicated lead officers with responsibility for child protection, safeguarding and online safety
- dealing with allegations against members of staff and volunteers through the Local Authority Designated Officer (LADO)
- taking responsibility for those children who are not in education, including children who are known to be home educated.

2.2 Directors

The ARC Centre's Directors will ensure that the centre meets its statutory duties with regard to safeguarding and protecting pupils and that the following are in place:

- The centre has the following policies in place and that these are regularly monitored, reviewed and updated where necessary;
- safeguarding policies and procedures covering early help and child protection that are consistent with Croydon Safeguarding Children Board procedures and Croydon's internal policies
- a staff code of conduct policy including policies covering staff/pupil relationships and communications and staff use of social media
- a procedure for responding to incidents where children go missing from education, particularly where there are repeated incidents that suggest potential safeguarding risks may be present.
- The centre is able to work jointly with other agencies in order to ensure pupils can access help and support from early help services and statutory social work services, and that children's plans are implemented and monitored.
- A Director is appointed as the designated safeguarding lead with responsibility for carrying out the statutory duties as set out in this policy, the individual is given sufficient time and resources to carry out their responsibilities, and that another member of staff is appointed to deputise in their absence.
- Staff receive a thorough induction on joining and are given copies of all relevant safeguarding and child protection policies and the staff code of conduct policy.

- Staff are confident that they can raise issues with leaders where there are concerns about safeguarding practice at the centre and there are robust whistleblowing procedures in place.
- Steps are taken to ensure parents and pupils are aware of the centre's safeguarding and child protection policies and procedures.
- The centre has appropriate written procedures in place to ensure safer recruitment practices and reasonable checks on visitors to the centre, to deal with allegations against staff or volunteers and to report matters to the Disclosure and Barring Service (DBS) as required, and that these policies are consistent with statutory guidance and reviewed on an annual basis.
- All staff receive safeguarding and child protection training at least every two years and receive regular updates from the designated safeguarding lead to ensure they remain up to date with new legislation.
- The centre has procedures in place to deal with allegations made against other pupils.
- Children's wishes and feelings are taken into account when deciding on what action to take or services to provide to protect individual children and there is a robust system in place for gaining feedback from pupils.
- Staff are inducted thoroughly and have read all the centre's safeguarding and child protection policies, behaviour policies and the CSCB children missing from education policy so that they are fully aware of their role in safeguarding children and are able to fully implement policies.
- All staff are able to identify those children who need extra help and can make appropriate referrals to early help services.

- All staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and can make appropriate referrals to children's social care.
- Staff are able to work in partnership with other agencies to safeguard children, including providing early help support, contributing to assessments and the implementation of the child's plan, attending network meetings and case conferences, monitoring children's progress and liaising with social workers.
- Staff are encouraged to attend learning events and participate in audit activity provided by the Safeguarding Children Board as well as promote published learning from events and serious case reviews.
- Safer recruitment practice is followed when recruiting to posts and appropriate action is taken whenever an allegation is made against a member of staff.
- The centre offers a safe environment for staff and pupils to learn.
- Safeguarding issues are brought to the attention of the governing body.

2.3 Role of the designated safeguarding lead

The role of the designated safeguarding lead and their deputy is to take lead responsibility for safeguarding and child protection within the centre and to be available during centre hours for staff to discuss safeguarding concerns.

Additional procedures

Louise Wilkinson will be the main contact on a Monday to Friday and can be contacted by mobile phone if not on site.

Iain Greenwood will also be available on a Monday to Friday and can be contacted by mobile if not on site.

The designated safeguarding lead (and their deputy) will:

- liaise with and manage referrals to relevant agencies such as CSSW, the LADO, the Channel Panel, the Police and the Disclosure and Barring Service (DBS);
- keep both Directors informed of on-going safeguarding and child protection issues and enquiries;
- provide advice and guidance for staff on safeguarding and child protection issues and making referrals;
- ensure the centre's safeguarding and child protection policies are up to date and consistent with Croydon's Safeguarding Children Board policies and that policies are reviewed annually;
- ensure all staff, including temporary staff, are aware of and understand policies and procedures and are able to implement them;
- provide regular updates to all staff members on any changes in safeguarding or child protection legislation;
- have an awareness of those children who may be in need, young carers and children who have special educational needs and consider any safeguarding action for a child with special needs;
- liaise with the appropriate external point of contact for whenever there are safeguarding concerns relating to a looked after child or previously looked after child;

- oversee child protection systems within the centre, including the management of records, standards of recording concerns and referral processes;
- provide a link between the centre and other agencies, particularly children's social care and the Croydon Safeguarding Children Board;
- ensure staff, including temporary staff, receive appropriate safeguarding and child protection training at least every 2 years;
- ensure parents are fully aware of the centre policies and procedures and that they are kept informed and involved;
- ensure relevant records are passed on appropriately if needed.

2.4 Working with parents and carers

The centre recognises the importance of working in partnership with parents and carers to ensure the welfare and safety of pupils.

The centre will:

- make parents aware of the centre's role in safeguarding and promoting the welfare of pupils, including the duty to refer pupils on where necessary, by making all centre policies available on the centre website, or on request;
- provide opportunities for parents and carers to discuss any problems with class teachers and other relevant staff;
- consult with and involve parents and carers in the development of centre policies to ensure their views are taken into account;
- ensure a robust complaints system is in place to deal with issues raised by parents and carers;

- provide advice and signpost parents and carers to other services and resources where pupils need extra support.

Additional procedures

The DfE have produced additional guidance on dealing with issues around parental responsibility:

[Understanding and dealing with issues relating to parental responsibility](#)

2.5 Multi-agency working

The centre will work in partnership with relevant agencies in order to meet its obligations under section 11 of the Children Act 2004 and *Working together to safeguard children* 2018.

The centre recognises its vital role in safeguarding children and will co-operate with the Croydon Safeguarding Children Board to ensure joint working with partner agencies in order to improve outcomes for children in Croydon.

3 Safeguarding children

The centre will carry out its duty to safeguard pupils which is:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care

- undertaking that role so as to enable children to have optimum life chances so they can enter adulthood successfully.

The centre will seek advice from the SPOC Professionals' Consultation Line to help make decisions on the child's level of need and the appropriate service to refer on for services. Staff will consult with the designated safeguarding lead for advice and to discuss the case prior to making any referral for services.

The SPOC Professionals' Consultation Number is 0208 726 6464

All referrals for a children's social care service will be made by way of Single Point of Contact (SPOC) Safeguarding Referral Form. SPOC is Croydon's "front door" for children's social care referrals and accepts referrals for all cases.

[SPOC Referral Form](#)

Parental consent for referral will be sought but a referral will be made regardless of consent being given in cases where the child is at risk of significant harm.

Staff will also share information and work in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child's needs.

3.1 Early help cases

Staff will identify children who need extra help at an early stage and provide help and support in order to prevent concerns from escalating. In particular, staff will be aware of the needs of the following groups of children whose circumstances may mean they will require early help:

- children with disabilities and additional needs, including those with special educational needs
- young carers
- children showing early signs of being drawn into anti-social or criminal behaviour, including gangs and organised crime;
- children who frequently go missing from home, their school, our centre or care;
- children who are misusing drugs or alcohol;
- children at risk of exploitation through modern slavery and trafficking;
- children whose home circumstances are negatively affected by adult substance misuse or mental ill-health or domestic abuse;
- children who have returned home from care;
- children who show early signs of abuse or neglect, including where there are concerns about the cumulative effect of low-level neglect;
- children at risk of radicalisation;
- privately fostered children.
- Where the child's extra needs require services, consideration will be given to what early help support can be offered a child by the centre.
- If the child requires an early help service from another agency, the centre will make a referral to the Single Point of Contact (SPOC) for appropriate help and support. Staff will consult with parents prior to

making any referral to discuss the matter and gain consent to refer the child.

- Where the child is receiving an Early Help service, the centre will work as part of the Team Around the Child (TAC) and take up the role of lead professional where this is appropriate.
- Early Help provision should be monitored and reviewed to ensure outcomes for the child are improving. If the centre believes that this is not the case, consideration should be given making a referral for a statutory social work service.

3.2 Referral for a statutory social work service

Where there are concerns about a child's welfare, staff will act immediately by seeking the advice of the designated safeguarding lead or their deputy, who are most likely to have the most complete safeguarding overview. Following consultation, the designated safeguarding lead should decide on whether to make a referral to children's social care via SPOC.

Where the referral raises concerns that the child is at risk of significant harm, the case will be passed on to Croydon's MASH team to gather relevant information from other agencies.

SPOC will inform the centre of the outcome of any referral and what action children's social care will be taking. This may include any of the following:

- Carrying out a child and family assessment to identify the child's needs and establish if the child is a **child in need** under section 17 of the Children Act 1989. These are children (including disabled children) who are unlikely to meet a reasonable standard of health and development unless provided with services.

- Convening a **strategy meeting under child protection** procedures as set out in section 4 for any child where there are concerns about significant harm and/or taking any immediate action in order to protect the child.
- Providing interim services for the child and their family in the meantime whilst work is on-going (including details of appropriate services).

4 Child protection procedures

4.1 Role of centre

The centre will work to the following policy documents in order to support the protection of pupils who are at risk of significant harm.

- Working together to safeguard children (*DfE 2018*)

[Working together to safeguard children](#)

- What to do if you're worried a child is being abused (*DfE2015*)

[What to do if you're worried a child is being abused - Publications - GOV.UK](#)

- The London Safeguarding Children Board child protection procedures

[Keeping Children safe in out-of-school-settings: code of practice](#)

- Keeping children safe in education (*DFE 2020*)

[CSCB local policies and procedures](#)

In line with these policies and procedures, the centre will:

- make a referral to SPOC
- attend child protection case conferences in order to effectively share information about risk and harm

- contribute to the development and monitoring of child protection plans as a member of the core group
- carry out the centre's role in implementing the child protection plan and continually monitoring the child's wellbeing and liaising with the allocated social worker as required.

4.2 Recognition

- Staff have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a pupil are reported to the designated safeguarding lead.
- Staff should refer to Appendix 1 for a full definition of significant harm and the specific indicators that may suggest a pupil may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with the designated safeguarding lead or their deputy and advice sought on what action should be taken. Where required, advice can be obtained from the SPOC Professionals Consultation Line on a no-names basis.
- Concerns may be monitored over time and recorded on the monitoring/ incident form shown at Appendix 2. Details of any concerning incidents should also be recorded on this form.

4.3 Dealing with disclosures

If a pupil discloses to a member of staff that they are being abused, the member of staff should;

- listen to what is said without displaying shock or disbelief and accept what the child is saying;
- allow the child to talk freely;
- reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to children's social care;
- reassure the child that what has happened is not their fault and that they were right to tell someone;
- not ask direct questions but allow the child to tell their story;
- not criticise the alleged perpetrator;
- explain what will happen next and who has to be told;
- make a formal record and pass this on to the designated safeguarding lead.

4.4 Referral

- Where possible, a decision on whether or not to refer a pupil to SPOC should be made by the designated safeguarding lead or their deputy following a discussion with the member of staff who has raised concerns. However, this should not delay any referral and any member of staff may make a referral if this is necessary, but staff should discuss the matter with a member of the senior management team and take advice from the SPOC team social worker. The designated safeguarding lead should be informed as soon as possible.

- Referrals should be in writing using a SPOC safeguarding referral form completed either by the teacher raising concerns or by the designated safeguarding lead. Urgent child protection referrals will be accepted by telephone but must be confirmed in writing via the SPOC safeguarding referral form within 48 hours.
- Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated safeguarding lead may discuss the case on a “no names” basis with the SPOC Professionals’ Consultation Line to obtain advice on how to proceed.
- Parental consent must be sought prior to the referral being made unless to seek consent would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay. If parents do not consent, but the child is at risk of significant harm, the referral should still be made.
- If the child already has an allocated social worker, the referral should be made directly to them. If the child is not already known to children’s social care, referrals should be made to SPOC. If the child lives outside Croydon, a referral should be made to their home local authority.
- All referrals will be acknowledged by the SPOC and the referrer informed of what action will be taken.
- If the centre does not think the child’s situation is improving within a reasonable timescale following referral, this should be taken up with children’s social care via the designated safeguarding lead.

4.5 Monitoring

Where a pupil is the subject of a child protection plan and the centre has been asked to monitor their attendance and welfare as part of this plan;

- monitoring will be carried out by the relevant staff member in conjunction with the designated safeguarding lead;
- all information will be recorded on the child protection monitoring/ incident form shown at Appendix 2 prior to each conference and core group meeting;
- the completed monitoring form will be kept on the pupil's separate child protection file (that should be separate from the centre record) and copies made available to all conferences and core group meetings;
- the designated safeguarding lead will notify the allocated social worker if the child is removed from the centre roll, excluded for any period of time or goes missing.

4.6 Records

- Child protection records relating to pupils are highly confidential and will be kept in a designated welfare file separate to the pupil's education records. These records will be securely held within the centre.
- The designated safeguarding lead is responsible for ensuring that records are accurate, up-to-date and that recording is of a high standard.
- All information should be recorded on the safeguarding monitoring/ incident form (see Appendix 2) and all records should be signed and dated.
- Records should show:

- what the concerns were;
 - what action was taken to refer on concerns or manage risk within the centre;
 - whether any follow-up action was taken;
 - how and why decisions were made.
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
 - The monitoring/incident form must be completed;
 - whenever concerns arise or there is a serious incident **or**
 - where a child is being monitored, prior to a case conference or core group meeting.
 - Where a child who is subject to a child protection plan transfers to another centre, the designated safeguarding lead is responsible for ensuring that copies of all relevant records are passed to the designated safeguarding lead at the new centre.
 - Child protection records will only be kept until the pupil leaves the centre and should be disposed of as confidential waste.

4.7 Confidentiality and information sharing

- All information obtained by centre staff about a pupil will be kept confidential and will only be shared with other professionals and agencies with the family's consent.
- If the child is under 12, consent to share information about them must be obtained from their parents or carers. (Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and 17 are able to give their own consent if they are thought to have the capacity to do so under the Mental Capacity Act; otherwise consent should be sought from parents.)
- Where a child is at risk of suffering significant harm, centres and colleges have a legal duty to share this information with children's social care and make appropriate referrals. Equally, where a child is subject to a child protection investigation, centres and colleges must share any information about the child requested by children's social care.
- Parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, centres and colleges should consider the proportionality of disclosure against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child?
- Parental consent to referral can be dispensed with if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child. However, centres should discuss this with the SPOC Professionals Consultation Line on a "no names" basis to gain advice on whether this

course of action should be taken.

- Only relevant information should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of the centre's duty to share information.
- Staff should discuss any concerns or difficulties around confidentiality or information sharing with the designated safeguarding lead or seek advice from the SPOC Professionals Consultation Line.

5 Early Years Provision with the Centre

5.1 Early Years within the ARC Centre

The ARC Centre offers classes for Early Years students, accompanied by a parent/guardian.

5.2 Safeguarding and child protection

All safeguarding and child protection policies listed in sections 3 and 4 of this policy will apply equally to children in early years settings so far as they are relevant to that age group.

In addition, the centre ensures they have the following child protection policies:

- a policy on the use of mobile phones and cameras within the early years setting; recommended policies are:
- parents are prohibited from taking any photographs of children in the early years classes. Parents/guardians are only allowed to take photos/videos of their own child;
- staff seek parental permission to take photographs of the children, and that they use centre equipment only for this purpose.

5.3 Managing behaviour

The centre will take all reasonable steps to ensure that behaviour management techniques are appropriate to the child's age and that corporal punishment is not used or threatened. A copy of our behaviour policy is available in The ARC Centre's office.

6 Safer recruitment

6.1 General principles

The centre recognises safer recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in the centre are suitable to do so and do not pose any kind of risk to children.

- The centre will carry out extensive checks and enquiries on applicants for all positions. This may include conducting searches for publicly available online information as part of due diligence during the recruitment process.

- No staff member or anyone involved in the management of a centre will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed.
- Checks with the Disclosure and Barring Service will be carried out at the level appropriate to the candidate's role in the centre (see section 6.4).
- All job advertisements and application forms will clearly state that the role is a safeguarding role and that applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.
- Staff who normally sit on interview panels will be trained in safer recruitment and no interview should go ahead unless at least one member of the panel has undertaken safer recruitment training.
- Directors are responsible for carrying out recruitment checks should ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.
- Checks will be taken out on existing staff where concerns arise regarding their suitability to work with children or a person moves into a post that is a regulated activity.
- A Director will be responsible for keeping a single central record (SCR) of all staff who work at the centre.
- The SCR should include details of all checks carried out and the outcome of these checks or any certificates obtained in the format shown at Appendix 3.
- An application will only be considered if a full application form as well as a CV is submitted. A CV on their own will not be sufficient.

6.2 Checks to be taken out

The centre will verify the following information for all new staff:

- The applicant's identity must be verified from their passport or other photographic ID and proof of address must be provided.
- The applicant's right to work in the UK must be evidenced through documentation. Only original documentation should be accepted, and its validity checked in the presence of the applicant.
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be taken out, including information from the barred list. If the applicant will begin work before an enhanced DBS check can be completed, a barred list check will be obtained.
- Where the applicant has been living abroad, similar enquiries will be made in the country of origin relating to the applicant's qualifications and suitability.
- Enquiries will be made regarding the applicant's state of physical and mental health to the extent that it may affect their capacity to carry out their role.
- The centre will keep copies of the following documents on staff personnel files:
 - documents used as proof of identity such as passports or driving licences;

- a summary of the DBS certificate (from September 2018 a copy of the DBS certificate may be kept on file);
- documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).

6.3 References

- Applicants will be asked to provide a full employment history and details of at least two referees, including previous and recent employers, and who should be a senior member of staff with the authority to provide references. References from colleagues / friends will not be acceptable.
- All references will be taken up prior to interview and will be requested directly from the referee, including references for internal candidates. Referees will be contacted to resolve any issues that emerge from the references provided.
- References will be taken up from current employers only; if the applicant is not currently employed, verification will be sought from their previous centre as to the dates the applicant was employed and the reasons for leaving the post.
- Any information provided by applicants as part of an application process will be verified with independent sources and any reference received electronically will be checked to verify the originating source.

6.4 DBS checks

In order to ensure that people who work in the centre are suitable to do so and are not barred from working with children, the centre will apply to the

Disclosure and Barring Service (DBS) for police checks and other barred list information as part of the recruitment process.

Full DBS checks which include barred list checks will only be taken out on individuals who are involved in regulated activity. This is defined as close, unsupervised contact on a regular basis involving activities such as:

- teaching
- training
- supervising
- care
- guidance and advice
- driving a vehicle
- personal or intimate care

The activity must be carried out regularly as part of the staff member's day-to-day responsibilities and the checks will be reasonable in order to safeguard children.

Full DBS checks with barred list checks will also be carried out on permanent staff members working at the centre or unpaid volunteers who regularly work unsupervised at the centre and whose work means they have an opportunity for regular contact with children.

Other staff, contractors and supervised volunteers who have opportunities for regular contact with children but do not carry out a regulated activity will be subject to an enhanced DBS check but **not** barred list checks.

Decisions on whether a person is carrying out a regulated activity or whether their role provides opportunities for regular contact with children requiring a DBS check will be made by whoever is responsible for recruitment in the centre, for example a Director or governor, and the following will be taken into consideration when deciding on this.

- the age of the children;
- their level of vulnerability;
- the numbers of children in the group;
- the nature of the role;
- opportunities for contact with the children.

The centre has robust procedures for day-to-day staff management and supervision and clear procedures for reporting and acting on concerns. Staff carrying out roles involving regulated activity will be suitably supervised on a regular basis by senior staff carrying out a similar role.

The centre will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure.

7 Staff practice and conduct

7.1 Induction and training

- A Director will ensure that all staff are fully inducted, are made aware of the following policies of the centre, and that staff are fully aware of their role in implementing these:

- Safeguarding and child protection policy and procedures
- Behaviour policy
- Staff code of conduct
- Staff will be asked to confirm in writing that they have received and read all relevant staff policies, including the “*What to do if you are worried a child is being abused*” guidance.
- The designated safeguarding lead will ensure that all staff are fully inducted with regard to the centre child protection procedures and that they receive safeguarding and child protection training on a two-yearly basis.
- A Director will keep a central record of all statutory and other training undertaken by staff members.
- Centre staff will receive multi-agency safeguarding training at the level that is appropriate to their roles and responsibilities.
- As well as basic safeguarding training, the designated safeguarding lead and their deputy will receive specific training on their role and other relevant multi-agency training courses.
- Centre staff will also receive training on Early Help and the SPOC safeguarding referral process as part of their safeguarding training.
- Centre staff will receive regular and timely updates on child protection and safeguarding issues via the designated safeguarding lead in order to ensure they remain up to date with new legislation.

7.2 Conduct and safe teaching practice

- The centre expects staff and volunteers to set a good example to pupils through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.
- A Director will ensure that there is a written code of conduct in place and that each member of staff signs a code of conduct agreement on appointment that sets out the centre expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies.
- Staff will be expected to follow the centre's social media policy in terms of their use of social media, particularly in relation to professional standards and relationships with pupils. All staff and volunteers will sign an acceptable use agreement (AUP) before being given access to the centre computer system.

7.3 Providing intimate or personal care to pupils

Staff in primary centres may need to provide intimate or personal care to younger pupils, for example helping a child who has soiled themselves or supervising pupils who are changing for class.

Centres must have a written policy in place in order to promote safe working practices for staff and ensure children's privacy. This is the Intimate Care Policy at The ARC Centre. Children should be encouraged to carry out self-care tasks for themselves where appropriate, but where adult intervention is needed, the following should be observed;

- *Staff should follow any agreed centre policy or practice when providing intimate or personal care.*

- *When taking pupils to the toilet, staff should make colleagues aware of the task to be undertaken and explain to the child what will happen.*
- *Parents should always be notified if intimate care has been provided.*
- *When providing intimate care, staff should carefully and sensitively observe the child's emotional response and report any concerns to the designated teacher.*
- *When children are changing, levels of supervision should be appropriate to the pupil's age.*
- *Staff should avoid any physical contact unless a child needs help.*
- *Staff should ensure that changing areas are private and that others are not able to enter whilst children are changing.*

7.4 Behaviour management, physical intervention and restraint

The ARC Centre has in place a behaviour management policy and any use of physical intervention and restraint will be linked to the implementation of this policy.

7.5 1:1 sessions

It is recognised that staff taking 1:1 sessions are vulnerable to allegations being made against them because they often work with children alone and the activity could involve some physical contact with a child.

Staff need to be aware of the possibility of their conduct and behaviour, including physical contact, being misinterpreted by a child or taken out of context by other adults and:

- ensure they behave in an appropriate manner and maintain professional boundaries at all times;
- only use physical contact as necessary within the context of the activity, for example as a means of demonstrating technique, and only for a long as needed;
- Try and remain in view of CCTV cameras at all times to help protect themselves from allegations;
- make sure any physical contact cannot be misinterpreted by a child by explaining in advance what contact will be involved and why;
- ask the child's permission first and respect their wishes;
- report any incidents or issues that arise to the appropriate member of staff and make sure a record is taken.

The centre should:

- carry out a risk assessment around providing 1:1 sessions. This should include:
 - providing rooms/spaces that are adequately safe and open locations where the teacher can be easily observed by others, for example on CCTV.
 - passing on any relevant information about children that may have a bearing on how they could react to physical contact so the teacher can adapt their practice accordingly

- record any reported incidents or issues and deal with these within the framework of the centre's own policies.

7.6 Allegations against staff

In the event that an allegation is made against a member of staff or volunteer, the centre will follow Croydon's procedures for managing allegations against a member of staff.

[The Management of Allegations against Staff who work with Children and Young People](#)

A Director of the centre will act as representative for the purposes of the allegations procedures and who will link with the Local Authority Designated Officer for all allegations raised. A further staff member will be identified as their deputy to act in their absence or if allegations are made against the responsible staff member.

All allegations in relation to staff members will be referred to a Director; allegations against a Director will be referred to another Director.

7.7 Whistleblowing

The centre fosters a culture of openness in line with the "Freedom to speak up" review and will put in place strategies and procedures to ensure that staff feel enabled to raise concerns relating to the safeguarding of children or poor practice within the centre that may cause a risk to children.

The centre recognises that there may be circumstances where staff and pupils feel unable to raise concerns or incidents of malpractice within the centre environment as there is reasonable doubt that these would be dealt with adequately.

All staff have a legal duty to raise concerns where they feel individuals or the centre are failing to safeguard and promote the welfare of children. Where it

is not possible to raise concerns within the centre, staff and volunteers may report concerns to the following;

- Croydon's lead officers for child protection or safeguarding where there are issues regarding the welfare of a pupil;
- The following numbers can be used where there are issues regarding the centre's overall procedures around safeguarding
 - the NSPCC whistleblowing advice line on **0800 028 0285**.

A Director is responsible for ensuring that these numbers are advertised on the centre premises and made available to staff and pupils.

- The CSBC has an [escalation policy](#) which can be used by staff in centre settings.

Additional policies:

Anti-Bullying; Attendance; Acceptable Use; Behaviour and Discipline; Code of Conduct for Staff Based Members; Complaints; Records Management Policy and Schedule for Retention; Dignity at Work, Bullying and Harassment; Disclosure & Barring; E-Safety; Intimate Care; Lettings; Looked After Children; Medical Needs Policy; Parent Code of Conduct; Preventing Radicalisation; SEN; Whistleblowing.

8 Health and safety and risk assessments

8.1 Responsibility for health and safety

The Directors will ensure that there is a robust health and safety policy in place in order to meet the statutory responsibility for the safety of pupils and

staff within the centre environment. The ARC Centre uses the services of Peninsula to advise in all health and safety matters, including a full site and documentation review annually.

Any health and safety policy adopted by the centre will be based on the government guidance (link below) and will seek to balance risk avoidance against providing pupils with opportunities to take part in activities that help them learn to manage risk themselves.

[Health and safety: Advice on legal duties and powers](#)

Day-to-day responsibility for health and safety issues in the centre will be delegated to a member of staff who is competent to carry out these duties and who has received the appropriate training. These are:

Name: Louise Wilkinson

Designation: Director

Contact details: 0208 405 0252

Name: Iain Greenwood

Designation: Director

Contact details: (0208 405 0252)

8.2 Risk assessments

The centre will seek to identify and manage risk through the use of risk assessments. These will be carried out:

- on an annual basis for the centre environment as a whole;
- for all work-based learning or work experience placements;
- whenever there are any changes to the centre environment or centre practices;
- following any serious incident.

Consideration should also be given to conducting risk assessments before any events where people outside the centre may have unregulated access or the usual measures for health and safety may not be sufficient.

8.3 Working with aggressive and violent parents

When working with families who are known to children or adult social care and there are concerns about the behaviour of parents towards members of centre staff, this must be discussed with a Director and the designated safeguarding lead and the information shared with children's social care.

If there are high levels of risk involved in contact with parents, children's social care may convene a risk assessment meeting with the network in order to discuss strategies to reduce risk, and it is vital that centres and colleges are part of this process.

8.4 Site security and visitors

- The ARC Centre is responsible for the security of the centre premises and will take steps to ensure it is a safe environment and securely protected against trespass and/or criminal damage.
- A Director will decide whether or not contractors should be subject to DBS checks before being allowed access to the site, depending on the level of access they are likely to have to pupils.
- Where the visitor is employed by an organisation where DBS checks are normally required, for example NHS staff, a Director will request written confirmation that relevant checks have been carried out for that individual.
- All visitors and contractors will be:
 - informed to report to reception on arrival;

- expected to provide proof of identity
 - expected to wear a name-badge or carry some form of identification at all times when on the centre premises;
 - suitably supervised by centre staff at all times;
 - made aware of centre health and safety procedures.
- A Director will ensure that any contract entered into with contractors sets out clearly the expectations for workers' behaviour and the responsibility of contractors to monitor and ensure compliance with centre policies.
 - Contracted workers will not be allowed to approach or speak to pupils in any circumstances and must ensure that all equipment and working practices are in line with health and safety standards.
 - Visiting organisations such as guest lecturers who will be working directly with pupils will be expected to have adequate child protection procedures in place and must agree with The ARC Centre in advance what level of supervision or contact they will have regarding pupils.

8.6 Monitoring and review

To enable the centre to monitor the safety of the premises and the centre environment, as well as the implementation of policies, a Director and the governing body will ensure that;

- all centre policies are regularly monitored by the designated safeguarding lead and annually reviewed by a Director and agreed by the governing body;

- the centre keeps a central record of all accidents and incidents including what action was taken and by whom;
- staff are aware of their responsibility to record accidents and incidents;
- a Director has an overview of all accidents/incidents;
- serious accidents and incidents are reported to both Directors;
- the designated safeguarding lead ensures a high standard of recording of all concerns held about children;
- all accidents and incidents are scrutinised on a regular basis by the governing body to identify any problems or weaknesses around centre safeguarding policies and procedures, or any emerging patterns, and agreeing to any course of action.

Additional policies:

Health & Safety Policy; Lettings Policy; Parent Code of Conduct.

9 Lost Child Protocol

9.2 Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing while at centre:

- member of staff who has noticed the missing child will calmly inform the nearest member of the senior leadership team (SLT);

- staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story;
- staff will count and name-check all the pupils present against the register while the group are assembled in one place;
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises as directed by the SLT, and immediately notify the SLT member when the child is found;
- a thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the centre. If something is discovered this needs to be drawn to the attention of the staff immediately;
- if the child has not been found after 10 minutes from the initial report of them as missing, then the parents/carers should be notified, and asked to bring with them a recent photograph of their child. A Director or next most senior member of staff on site will decide at which point the police need to be contacted;
- staff must try to remember and write down a description of what the child was wearing and any distinguishing features;
- if the missing child has any special medical or learning needs then these need to be noted, to be disclosed to the police or other agencies;
- CCTV will be reviewed to help identify where the child has gone and what they were wearing.

In the event that a child is missing on site, the SLT will ensure that the following areas have been checked:

Toilets

Cloakrooms

Classrooms

All areas of The ARC Centre

Playground
Greenvale Primary School fields
The Forest School
Greenvale Primary School

Part B: Additional safeguarding policies and procedures

Guidance and policies relating to a range of topics can be found on the [CSCB website](#).

B.1 Non-collection of children from centre

(This section applies to primary school aged children only)

The centre will put in place a policy regarding handing over children to adults who are not their parent or known carer at the end of the centre day. Parents will be asked to provide the details of the person who will normally collect the child and will be informed of the need to notify the centre in advance if this changes, giving details of the person authorised to collect the child. The centre will also ensure that the details of at least two people who can be contacted in an emergency in the event that the child is uncollected.

Parents will also be asked to inform The ARC Centre where children are subject to court orders that limit contact with a named individual.

In the event that anyone who is not authorised to do so attempts to collect the child, the centre will not allow the child to leave but will contact the parent immediately.

If a child is uncollected at the end of the centre day, the centre will follow the procedure agreed with children's social care:

- The ARC Centre will check with the child to see if there are any changes to arrangements for collection and try to make contact with the parent or other family members, and wait with the child until someone comes to collect them.
- Children will not be released into the care of another child's parent, even where they offer to take the child home.
- The centre will contact the SPOC Professionals' Consultation Line to seek advice at 4.00pm if there are difficulties in contacting parents or other family members.
- If all possible means of contact have been exhausted and no contact can be made with the parent by 4.30pm, the centre will contact SPOC and, if advised to do so, the police who will arrange to collect the child or make arrangements for the child to be transported to the children's social office.
- The centre will regularly ask parents to confirm and update contact details and to nominate a family member or friend who can collect the child in the event that they are unable to do so.
- Where children are regularly uncollected or collected late, this should be discussed with the designated safeguarding lead. If there are also child protection concerns, a referral should be made to children's social care via SPOC.

Additional policies:

B2 Child on child abuse

Where a pupil's behaviour is likely to cause significant harm to other pupils, for example through bullying, cyberbullying, physical violence or initiation

rites, the centre will refer the perpetrator and the victim to children's social care via SPOC.

B3 Harmful sexual behaviour, sexual violence and harassment

Policy

- The centre recognises that sexual violence and sexual harassment between pupils is a serious safeguarding issue and such behaviour will not be tolerated. The ARC Centre's behaviour management and anti-bullying policies will reflect the centre's approach and staff and pupils will be made aware of the standard of expected behaviour and the likely responses to any incidents of sexual violence and harassment.
- The ARC Centre will work with relevant agencies to safeguard and support victims, take appropriate action against alleged perpetrators and ensure a safe learning environment for all pupils.
- The centre will promote an environment where victims feel empowered to raise concerns and report incidents. Any reports of sexual violence or harassment will be taken seriously and thoroughly investigated by the centre and appropriate referrals made to the police and children's social care.
- The centre will ensure that staff receive relevant training to help them ensure an effective response to incidents that protects individual victims and safeguards the welfare of all pupils and staff.
- The centre will ensure staff are able to provide appropriate support to victims and alleged perpetrators that meets their needs and continues to promote their education.

Procedures

- The centre will ensure there is a robust response to all incidents.
- Reported incidents will be investigated by the member of staff to whom the young person discloses in partnership with the designated safeguarding lead, who will also carry out a risk assessment to look at any continued risk to the victim or other pupils and staff from the alleged perpetrator within the centre environment.
- The member of staff and designated safeguarding lead will write up a record of the investigation that will set out how the centre will respond to the incident.
- The designated safeguarding lead may take advice from SPOC Professionals' Consultation Line before making a decision. Possible outcomes include referral to Early Help Services, MASH, Learning Access and/or the police, raising the issue with the school, or managing the matter internally under centre behaviour policies.
- Where a referral will be made to children social care or the police, the designated safeguarding lead will discuss the issue with the relevant agency and following this discussion a decision will be made on whether and how to inform the alleged perpetrator and their parents.
- The centre will take any necessary action to continue to safeguard the victim and other pupils within the centre environment based on the level of risk established from the risk assessment, including decisions about the victim and alleged perpetrator sharing classes. These decisions will be reviewed in the light of ongoing police and children's social care investigations to take account of any changes in the status of investigations and any bail conditions placed on the alleged perpetrator.
- Where necessary and appropriate, the centre will consider the support needs of the alleged perpetrator and will make referrals to relevant

agencies for support on their behalf.

Additional procedures:

Anti-Bullying Policy; Behaviour & Discipline Policy; Device & Mobile Phone Policy; E-Safety Policy;

Sexual violence is defined as any act which is an offence under the Sexual Offences Act 2003, including rape, assault by penetration or sexual assault without the consent of the victim.

Sexual harassment is defined as unwanted sexual conduct likely to violate the victim's dignity and/or make them feel intimidated, degraded or humiliated or create a hostile, offensive or sexualised environment. This includes making sexual comments or jokes, physical contact such as touching or interfering with clothing or displaying sexual images. It also includes online harassment.

When dealing with incidents, the centre should ensure that the written report of the incident contains objective facts and sets out clearly the next steps to be taken, with the views of the victim clearly recorded.

The ARC Centre staff should be aware of their equality duty as victims of sexual violence and harassment are more likely to be female but should follow the same procedures and ensure the same level of response for incidents involving male pupils or incidents where victim and perpetrator are the same sex.

Cases may be managed internally by the centre under without referral to other agencies where the incident involves low-level concerns and is a "one-off" occurrence where there is no further risk to the victim or other pupils.

Careful thought should be given to the day-to-day management of risk and support for the victim, taking into account the victim's views when considering practical issues such as separating the victim and perpetrator. However, The

ARC Centre must be able to justify any measures taken and that they do not interfere with the educational opportunities of either party.

The ARC Centre may wish to consider developing specific policies around responding to incidents of sexual violence and harassment towards staff members.

B4 Prevention of radicalisation

Under the Counter-Terrorism and Security Act 2015, the centre also has a duty to refer young people on to Croydon's Channel Panel under the Prevent strategy where there are concerns that they are being radicalised.

[The Prevent Duty](#)

Where a centre has concerns that a young person might be considering extremist ideologies and/or may be radicalised and would benefit from specialist support to challenge extremist ideologies, or that a younger pupil may be at risk due to their parent's radicalisation, the centre should make a referral to SPOC using the SPOC Safeguarding Referral Form.

The ARC Centre should always be a safe space for young people to explore new ideas and perspectives and develop their critical thinking skills. Where there are concerns about radicalisation and a referral to Channel Panel is being considered the centre should discuss these concerns internally and also consider external advice and guidance where necessary and appropriate.

The centre's designated safeguarding lead should be consulted for internal advice on making a referral. Prior to making a referral the centre may also speak to and get advice from their police centres officer (if they have one); the SPOC Professionals' Consultation Line; and/or Croydon's Prevent Co-ordinator (Haydar Muntadhar: email haydar.muntadhar@croydon.gov.uk; tel. 0208 726 6000 (ext. 62070))

Additional procedures

Preventing Radicalisation.

B5 Mandatory reporting of Female Genital Mutilation (FGM)

The centre will follow the statutory guidance on FGM in order to safeguard girls who are at risk of FGM:

[Multi-agency statutory guidance on female genital mutilation](#)

Where a pupil makes a disclosure of FGM, the centre will follow the mandatory reporting rules and make appropriate referrals to the police and SPOC using the SPOC Safeguarding Referral Form

All concerns around FGM, including any disclosure made by a pupil, will be discussed with the designated safeguarding lead before any action is taken.

B6 Online safety

Students currently do not work online during sessions or classes. This is to be monitored and updated if the situation changes.

B7 Looked after and previously looked after children and care leavers

The centre recognises that looked after and previously looked after children and care leavers are particularly vulnerable due to their status and their pre-care experiences.

The centre's designated teacher for LAC and care leavers has specialist knowledge of the issues faced by this cohort and for this reason, the designated safeguarding lead will consult with the designated teacher to seek advice whenever there are concerns about the welfare of a looked after or previously looked after child or care leaver.

Additional procedures

Looked After Children Policy.

The ARC Centre works closely with various organisations such as Virtual School Croydon. The ARC Centre often provides 1:1 sessions for LAC as well as group sessions. Therefore, whilst The ARC Centre isn't a school, The ARC Centre is aware of new duty to promote the education of previously looked after children; these are defined as children who have left the care system as a result of adoption or special guardianship order. It is recognised that these children may face the same difficulties and have the same vulnerabilities as looked after children.

Schools and colleges should also consider the potential vulnerability of relevant children; these are children who under the Leaving Care Act are children who are aged 16-17 and who were but are no longer looked after.

Many looked after young people in Croydon who are aged 16 and 17 who remain looked after may be living in semi-independent accommodation and are particularly vulnerable to a wide range of safeguarding issues and it is imperative that the designated safeguarding lead links with the designated LAC teacher where safeguarding concerns are raised.

B8 Children with special educational needs (SEN)

The centre is aware that children with special educational needs may be more vulnerable to harm and abuse and may be more likely to experience bullying. They may also have difficulty in reporting harm and abuse due to communications difficulties and professionals may miss vital indicators.

Centre policies reflect these issues and recognise that staff need to be able to help this group to overcome barriers to seeking help.

Additional procedures:

Accessibility Plan; Anti-Bullying; Behaviour & Discipline; Equalities; Intimate Care; Medical Needs; SEN.

B9 Safeguarding vulnerable groups

The centre is aware that some pupils may be living in circumstances that may make them more vulnerable to abuse, neglect or poor outcomes and who may need help or intervention from Early Help Services, children's social care or other agencies in order to overcome problems or keep them safe.

The centre will adhere to the following policies in order to respond to the needs of these vulnerable groups.

Children at risk of forced marriage

If a centre becomes aware of a child that may be at risk of a forced marriage they should, in the first instance, contact the SPOC. If a child is at immediate risk, they should contact the police.

Further advice on forced marriage can be obtained from the Foreign and Commonwealth Office's Forced Marriage Unit by phone 0207 008 0151 or emailing fmufco.gov.uk

[Forced marriage - FCO Guidance](#)

Domestic abuse and/or sexual violence

The ARC Centre can refer young people affected by domestic or sexual violence to SPOC.

Further advice and guidance can be obtained from the Family Justice Centre who can be contacted by phoning their helpline of 0208 688 0100 or by emailing fjc@croydon.gov.uk

Specific guidance on adolescent to parent violence and abuse is published by the Home Office

[Adolescent to parent violence and abuse \(APVA\)](#)

Privately fostered children

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative' for 28 days or more. Schools have a legal duty to notify Croydon of any pupils they know to be private fostered. Designated safeguarding leads should refer to SPOC any private fostering arrangements that come to their notice.

Young carers

If any member of staff has concerns about a pupil they believe to be a young carer, they should contact the Safeguarding lead, who can contact the Young Carers Service on 0208 649 9339.

Further details can be found on their website – www.talkofftherecord.org

B10 Contextual safeguarding for young people

The ARC Centre is aware that as young people grow more independent, they may face more risk from safeguarding threats from outside of the home, either from within the community, at centre or from their own peer-group. The ARC Centre's safeguarding policies must therefore reflect the needs of young people in their own communities.

The centre will adhere to the following policies whenever there are concerns that young people are at risk from any of these issues:

Children who run away/go missing

Children who run away or go missing from home or care are vulnerable to criminal and/or sexual exploitation. If The ARC Centre becomes aware of a child who is missing from home or care and that child has not been reported missing to the police, they should do so using 101.

Running away may be an indicator of other problems and therefore referral to SPOC should be considered. Early intervention after the first episode may prevent a child being exploited.

[Children who run away or go missing from home or care](#)

Children at risk of sexual exploitation

Child sexual exploitation is a form of sexual abuse that occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 in sexual activity: a) in exchange for something the victim needs or wants, and/or b) for financial advantage or increased status of the perpetrator or facilitator.

If The ARC Centre becomes aware of child that may be being sexually exploited, they should refer to SPOC.

[Child sexual exploitation – DfE guidance](#)

Young people at risk from gang activity or serious youth violence

The ARC Centre is a source of safety and security for many young people. Supporting young people to build resilience and raise their awareness of the risks associated with gangs and serious youth violence is key to helping keep young people safe in their communities.

The ARC Centre need to be alert to the possibility of children and young people bringing weapons onto their centre site. There are various reasons why a young person may be carrying a weapon. These should be explored with the young person.

Under Croydon's Weapons in Centres Protocol (*Offensive Weapons Guidance for Education Providers*) the police must be informed via 101 of any pupil found in possession or a weapon in centre or any weapon that is found on the centre site.

[Preventing youth violence and gang involvement](#)

Modern slavery and trafficked children

County lines is when children and young people travel out of London to sell drugs on behalf of adults in those localities. Those involved with county lines will often go missing for a few days at a time. Children and young people involved in county lines may be considered as having been trafficked and be victims of criminal exploitation.

If you become aware of any child or young person who may be at risk, a referral should be made to SPOC

[Safeguarding children who may have been trafficked](#)

[Criminal Exploitation of children and vulnerable adults: County Lines guidance](#)

B11 Other relevant safeguarding policies

Whilst not a school, The ARC Centre can access additional guidance, policies and procedures at:

[CSCB local policies and procedures](#)

[CSCB Safeguarding in Education Toolkit](#)

[DfE Alternative Provision guidance](#)

[DfE Centre Attendance guidance](#)

[DfE Centre Attendance Parental Responsibility Measures guidance](#)

[DfE Behaviour and Discipline in Centres guidance](#)

[DfE Preventing and Tackling Bullying guidance](#)

[DfE Children Missing Education guidance](#)

[DfE Best Practice Advice for Centre Complaints Procedures](#)

[DfE and ACPO Drug Advice for Centre guidance](#)

[DfE Advice for Centres on Equality Act 2010](#)

[DfE Exclusion from maintained centres, academies and PRUs in England](#)

[DfE Supporting pupils at centre with medical conditions](#)

[DfE Guidance on First Aid for Centres](#)

[DfE Mental health and behaviour in centres](#)

[DfE Use of reasonable force guidance](#)

[DfE Promoting fundamental British values as part of SMSC in Centres](#)

[DfE The Prevent Duty – Advice for Centres](#)

[DfE Sexual violence and sexual harassment between children in centres and colleges](#)

[DfE Children who run away or go missing from home or care](#)

[Child sexual exploitation – DfE guidance](#)

[Preventing youth violence and gang involvement](#)

[Safeguarding children who may have been trafficked](#)

[Criminal Exploitation of children and vulnerable adults: County Lines guidance](#)

Appendix 1:

CHILD PROTECTION; DEFINITIONS AND INDICATORS

Definitions

Child protection is part of the safeguarding agenda that focuses on preventing maltreatment and protecting children at risk of neglect or abuse. Under the Children Act 1989, CSSW have a legal duty to investigate and take any action to protect children where there are concerns that they are at risk of suffering **significant harm**, which is defined as:

Neglect: failure to provide basic care to meet the child's physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.

Physical abuse: causing physical harm or injury to a child.

Sexual abuse: involving children in sexual activity, or forcing them to witness sexual activity, which includes involving children in looking at or the production of pornography.

Emotional abuse: failure to provide love and warmth that affects the child's emotional development; psychological ill treatment of a child through bullying, intimidation or threats.

Possible indicators of abuse and neglect

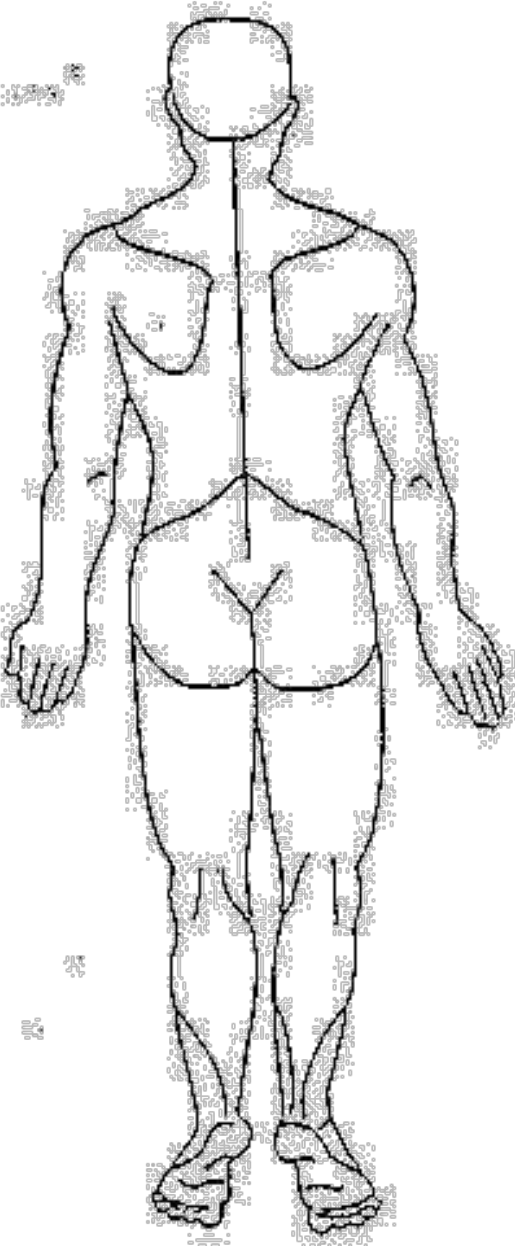
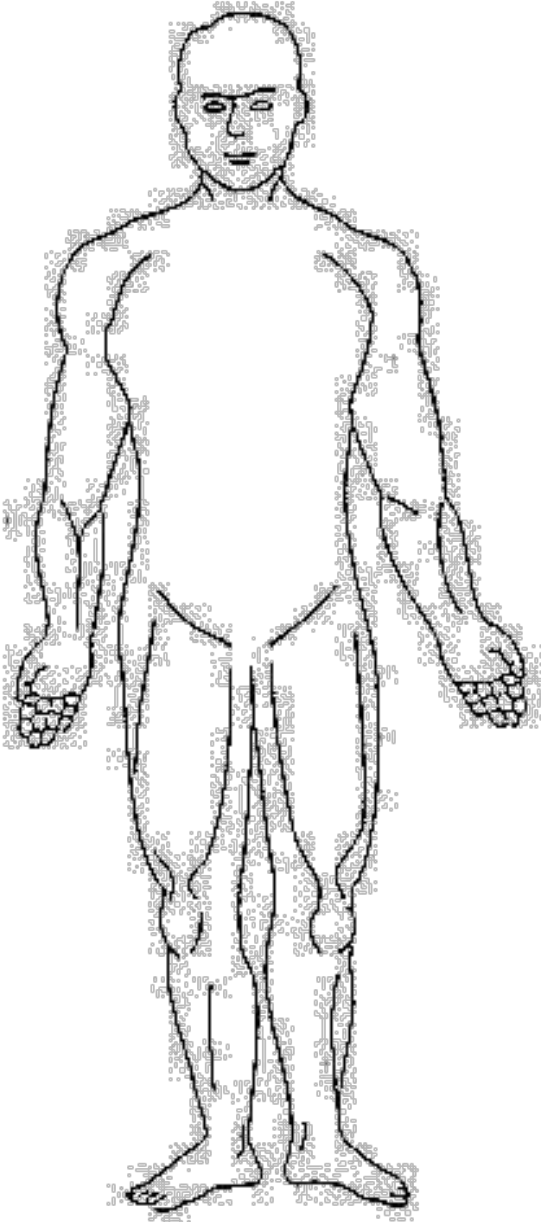
Neglect	<ul style="list-style-type: none"> • Inadequate or inappropriate clothing • Appears underweight and unwell and seems constantly hungry • Failure to thrive physically and appears tired and listless • Dirty or unhygienic appearance • Frequent unexplained absences from centre • Lack of parental supervision
Physical abuse	<ul style="list-style-type: none"> • Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury • Injuries in unexpected places or that are not typical of normal childhood injuries or accidents • High frequency of injuries • Parents seem unconcerned or fail to seek adequate medical treatment
Sexual abuse	<ul style="list-style-type: none"> • Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development • Sexual risk-taking behaviour including involvement in sexual exploitation/older boyfriend • Continual, inappropriate or excessive masturbation • Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy • Unwillingness to undress for sports
Emotional abuse	<ul style="list-style-type: none"> • Developmental delay • Attachment difficulties with parents and others • Withdrawal and low self-esteem

Indirect indicators of abuse and neglect	<ul style="list-style-type: none"> • Sudden changes in behaviour • Withdrawal and low self-esteem • Eating disorders • Aggressive behaviour towards others • Sudden unexplained absences from centre • Drug/alcohol misuse • Running away/going missing
Parental attributes	<ul style="list-style-type: none"> • Misusing drugs and/or alcohol • Physical/mental health or learning difficulties • Domestic violence • Avoiding contact with centre and other professionals

Reported by: _____

Position: _____

Date: _____



Appendix 3: Centre central record

Important notes

This record should indicate what checks have been taken out for the following:

- For centres, all staff, including supply staff and teacher trainees on salaried routes, who work in centre and others who work in regular contact children in centre, including volunteers and governors
- For independent centres, including academies and free centres as above, plus all members of the proprietorial body and involved in the management of the centre
- For colleges, all staff providing education and/or whose positions involve a relevant activity

Agency staff

Please give details of confirmation of checks that have been carried out by the supplying agency.

Volunteers

- Unsupervised volunteers should not be left alone or allowed to work in regulated activity.
- For new volunteers in regulated activity who regularly teach children unsupervised an enhanced DBS is needed with a barred list check.
- For new volunteers not in regulated activity, centres should obtain an enhanced DBS certificate.
- Existing volunteers who provide personal care, the centre should consider obtaining an enhanced DBS.
- Existing volunteers who are unsupervised do not need to have a DBS check with a barred list check because the volunteer should have been checked originally.
- For existing volunteers not in regulated activity there is no requirement for an enhanced DBS check (a centre can request one but may not

request a check of the barred list).

- For a volunteer not engaging in regulated activity a risk assessment should be made and a professional judgement made about the need for an enhanced DBS check.
- Supervision of volunteers – there must be supervision by a person in regulated activity, where supervision occurs, this must be regular and day-to-day, and the supervision must be reasonable in all the circumstances to ensure the protection of children.

Regulated activity

Regulated activity (see p20 for definition) – the period condition is at any time on more than three days in any period of 30 days. 'Frequently' is doing something once a week or more. Work of the nature defined is considered regulated activity if done regularly; where this is the case an enhanced DBS check is needed with a barred list check.

Contractors

Contractors or employees of contractors working at the centre should have the appropriate level of DBS check if a check is required, eg if the contractor is carrying out teaching or providing a level of care or supervision of children regularly.

Documents and certificates

Please give details of any documentary evidence obtained as part of each check. From September 2018, a copy of the DBS certificate should be retained on file. Other documents to verify identity, right to work in the UK etc, should be kept in personnel files.

Record of checks taken out and/or certificates obtained

Name	Date of service	Addresses	DOB	Position held/ regulated activity?	Evidence of identity: (name of person carrying out check and date of check)	Barred list check (date and name of person carrying out check)	Enhanced DB check (date and name of person carrying out check)	Prohibition from teaching check (date and name of person carrying out check)	Prohibition from management of centres under section 128 check (independent and free centres and academies only)	Checks on persons from overseas (date and name of person carrying out check)	Checks on professional qualifications/ Certificates obtained (date and name of person carrying out check)	Checks on right to work in the UK/ documents obtained (date and name of person carrying out check)	For supply staff, evidence from the employment agency that relevant checks have been carried out (date of confirmation and name of centre staff checking)

Appendix 4: The ARC Centre safeguarding checklist

To be used by the Directors to carry out an assessment of the centre's safeguarding framework

Name of centre:

Address:

Head teacher:

Contact details:

Date of safeguarding assessment:

Requirement	Y e s	N o	Comments/action
Leadership and the safeguarding and child protection framework			
The centre has comprehensive safeguarding policies covering early help and child protection and a staff conduct policy covering use of technology, relationships with pupils, communications and use of social media			
The centre has agreed procedures for dealing with incidents of sexual violence and sexual harassment that are linked to the centre's behaviour and bullying policies			
There are agreed local procedures in place for making referrals to SPOC where there are concerns about the safety and welfare of a child			
There is a designated governor with responsibility for safeguarding and child protection			
A senior member of the leadership team has been appointed as the designated safeguarding lead and a nominated deputy to carry out the role in their absence and they have the time and resources allocated to carry out their responsibilities			
The safeguarding lead and their deputy have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 2 years.			
Arrangements are in place to ensure staff can liaise with the safeguarding lead or their deputy at all times during centre hours			

The centre promotes a multi-agency approach to safeguarding and child protection in line with <i>Working together</i> and staff are able to attend child protection conferences and other multi-agency meetings as appropriate			
The centre promotes positive behaviour, and this is reflected in behaviour management strategies used; reasonable force and restraint is used only in line with legislation; use of any behaviour management strategy is tailored to the needs of the pupil and carefully monitored for effectiveness			
The centre has effective policies for dealing with bullying and discrimination, including cyberbullying, sexting and inappropriate language			
There is a policy around dealing with allegations against staff and all staff are aware of the policy and know what action to take if they have concerns about another member of staff			
The centre has a policy of openness and challenge and staff and pupils feel safe to raise concerns; there is a whistleblowing policy in place and all staff and pupils know who to contact if they are concerned that safeguarding issues are not being adequately dealt with by the centre			
The centre has an internet safety policy setting out how pupils will be kept safe online and the standards for use of technologies expected from pupils and staff including mobile devices; all pupils and staff have signed an acceptable use agreement			
The centre have taken steps to implement the Prevent duty and staff are aware of how to make appropriate referrals to Channel Panel			
The centre has a policy on dealing with children who harm other children and all staff are aware of what action to take under this policy			
The centre seeks the views of pupils and parents with regard to safeguarding issues and all safeguarding and child protection policies are available on the centre website			

Staff knowledge and safeguarding practice			
All staff are inducted in safeguarding arrangements in the centre and have received and read all relevant policies			
All staff have received safeguarding and child protection training at the appropriate level on appointment and this training is updated every 3 years.			
All staff receive regular updates to safeguarding and child protection legislation via the designated safeguarding lead as required			
All staff are able to identify those children who may benefit from early help and are able to provide support within the centre or make appropriate referrals to Croydon's Early Help service			
All staff are able to recognise the indicators of abuse and harm, can identify children who may be at risk of harm			
All staff know what action to take to refer children appropriately to SPOC where there are concerns and make timely referrals and follow up referrals where it is thought the child's situation is not improving			
All staff are aware of their legal duty under the mandatory reporting rules for FGM and can make appropriate notifications to the police and SPOC in known cases of FGM			
All staff are aware of what actions to take when a child goes missing from education or does not attend and that missing episodes are monitored; all staff are aware of the link between going missing and safeguarding issues such as sexual exploitation, criminal behaviour, substance misuse and trafficking; there are procedures in place to notify Croydon where a child is removed from the centre roll in line with the local <i>Children missing from school</i> policy			
All staff are able to share information lawfully and appropriately and work jointly with partner agencies; parents are informed of concerns and actions taken unless this puts the pupil at further risk			

Records of concerns and referrals are up to date and timely and kept securely			
All staff receive regular supervision that enables them to raise safeguarding issues			
Risk assessments are routinely carried out to ensure the health and safety of pupils on site, on centre trips and during work experience			
Pupils feel safe and are aware of how to raise concerns and complaints with a trusted adult			
Safer recruitment			
The centre has a safer recruitment procedure that is in line with statutory requirements			
<p>The centre has a single central record providing details of when and by whom the following checks on candidates were taken out:</p> <ul style="list-style-type: none"> • Identity checks • DBS/barred list checks • Prohibition from teaching/section 128 checks • Appropriate checks with overseas organisations where the candidate is from abroad • Checks to establish right to work in the UK • Professional qualifications check 			
The centre has a clear system in place in line with statutory requirements for volunteers or contractors coming into the centre, Enhanced DBS checks are taken out on all staff members, volunteers and governors; barred list checks are also taken out on staff, volunteers and governors who are involved in regulated activity			
A Director decides on whether or not volunteers, visitors or contractors require a DBS check and this decision is informed by a risk assessment; arrangements are put in place to supervise and oversee volunteers, visitors and contractors where a DBS check is not carried out and children are not left unsupervised with any individual who has not undergone a DBS check			

The centre seeks written confirmation from agencies that these checks have been taken out on all agency and supply staff prior to appointment; all agency and supply staff are required to present proof of identity prior to beginning work			
A member of the governing board and senior leadership team involved in interviewing has completed an accredited safer recruitment training course			
Dealing with allegations against staff			
There is a named staff member with responsibility for liaising with the police and LADO			
Appropriate referrals are made to the DBS where staff cease to work at the centre following investigation into allegations			