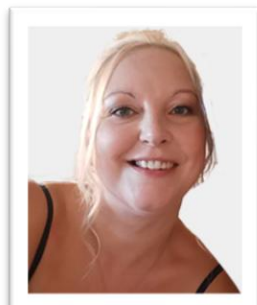




Fable House Safeguarding Policy 25/26



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Document Control

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Purpose

At Fable House, 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.

This policy, lays out the commitments made by Fable House, and informs staff and associated personnel of their responsibilities in relation to safeguarding.

Fable House also have a responsibility to ensure that if we come into contact with children and young people that we believe have been subject to external factors which cause a safeguarding concern, we will follow the appropriate procedures and report to the appropriate service.

Legal Framework:

This policy has been drawn up on the basis of legislation, policy and guidance that a seeks to protect children in England. This includes:

- **Keeping Children Safe in Education** is a guidance document outlining the legal duties of educational settings to safeguard and promote the welfare of children under the age of 18. This document is updated annually to reflect changes in guidance, including learning from Serious Case Reviews and changes in national priorities.
- The Department for Education (DfE) provides the key statutory guidance for anyone working with children and young people: **Working together to safeguard children - GOV.UK** This sets out how organisations should work together to keep children safe. Sections 57 – 62 set out the requirements for voluntary, charity, social enterprise, faith-based organisations and private sectors.

- Poor attendance can be a key indicator of safeguarding issues. At Fable House we adhere to the statutory guidance in **Working Together to Improve School Attendance, 2024**
- The DfE's guidance [What to do if you're worried a child is being abused \(PDF\)](#) describes the actions to take if you think a child is being abused or neglected. (DfE, 2015)
- The DfE has published a voluntary code of practice for out-of-school settings. It includes advice on safeguarding and child protection, staff suitability, and governance (DfE, 2020).

A summary of key legislation can be found at **Child protection system for England | NSPCC Learning**.

Policy Statement

Fable House believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin has the right to be protected from all forms of harm, abuse, neglect and exploitation.

Fable House commits to addressing safeguarding throughout its work, through the 6 safeguarding principles as agreed within the Care Act 2014. These are:

1. **Empowerment:** Ensuring people are confident and supported in making their own decisions and giving informed consent. Empowerment gives individuals choice and control over decisions that are made.
2. **Protection:** Providing support and representation for those greatest in need. Organisations can implement measures to prevent abuse from occurring and support those at risk.
3. **Prevention:** It is imperative to act before harm occurs, preventing neglect, harm or abuse. Organisations work to prevent abuse from happening by raising awareness, staff training and making information accessible. They also encourage individuals to ask for help if they feel at risk.
4. **Proportionality:** Explores what the least unintrusive response to a situation is in correlation to the risk. This aims to ensure the individual's life is impacted as little as possible by accurately assessing the risk.
5. **Partnership:** Forming partnerships with local communities can create solutions as they can assist in preventing and detecting abuse.
6. **Accountability:** Safeguarding is everybody's duty and people who are in contact with a vulnerable person should be responsible for noting any risks. This includes education, social care and health professionals, along with parents, relatives and members of the community.

Scope

- All staff contracted by Fable House
- Associated personnel whilst engaged with work or visits related to Fable House, including but not limited to the following: consultants; volunteers; contractors; and all other visitors in attendance.

What is Safeguarding?

In the UK, safeguarding means protecting an individuals' health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect

For this policy, child safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

This means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Fable House will meet our commitments to keeping children safe by:

- listening to children and respecting them
- appointing a nominated safeguarding lead who takes responsibility for safeguarding at the highest level in the organisation
- writing detailed safeguarding and child protection procedures
- making sure all staff, volunteers and visitors understand and follow the safeguarding and child protection procedures
- ensuring children, young people and their families know about the organisation's safeguarding and child protection policies and what to do if they have a concern
- building a safeguarding culture where staff, volunteers and children know how they are expected to behave and feel comfortable about sharing concerns
- designing and undertaking all its programs and activities in a way that protects children from any risk of harm that may arise from their coming into contact with Fable House. This includes the way in which information about individuals in our programmes is gathered and communicated
- implementing stringent safeguarding procedures when recruiting, managing and deploying staff and associated personnel
- ensuring staff receive training on safeguarding at a level commensurate with their role in the organisation
- following up on reports of safeguarding concerns promptly and according to due process.

Child Protection Terms

Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect is the most common form of child abuse. According to the NSPCC, from 2017/18 7,277 children were referred to authorities due to concerns of them being left on their own. They also stated that calls to report concerns about neglect peaked during August – this may be because children do not have access to regular meals as they would in school, and their routine has been disrupted. It's thought that 10% of children living in Britain are experiencing some form of neglect. All children deserve the basics in life, which include:

- Love,
- Warmth,
- Attention,

- Food,
- Clean clothes,
- Safety and security,
- Attention

The following are signs that a child is suffering from neglect:

- Poor appearance and hygiene
- Health and developmental issues
- Housing and family problems
- Showing signs of hunger
- Physical injuries due to lack of supervision

Physical Abuse

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

Indicators of Physical Abuse may include:

- Unexplained injuries (often in various stages of healing)
- Evidence of delayed or inappropriate treatment for injuries
- Wearing clothing which covers body, particularly when inappropriate for weather
- Wary of adults/hypervigilant
- Unlikely explanations for injuries
- Persistent unexplained illnesses (in the case of fabricated illness)
- Being physically violent towards others

Sexual Abuse

According to the NSPCC, “around 1 in 20 children in the UK have been sexually abused.” It is never a child’s fault that they are sexually abused – in most instances they have been manipulated, tricked or forced into sexual activities. There are two types of sexual abuse – contact and non-contact – you can find out more information from the NSPCC website. The following are signs that a child is being sexually abused:

- Frightened of being alone with people or someone they used to know.
- Displaying aggressive language or sexual behaviour that’s out of character and they shouldn’t know.
- Bed-wetting.
- Nightmares.
- Alcohol or drug misuse.
- Self-harm.
- Changes in eating habits or developing an eating problem.
- Significant increase or decrease in time spent online, texting, gaming or using social media.
- Upset, angry or distant after texting or using the internet.
- Lots of texts, emails and numbers on their phone.
- Very secretive about who they’re talking to online or on the phone.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development. It may involve:

- Making a child feel worthless, unloved or inadequate
- Making a child feel they are only there to meet another's needs
- Inappropriate age or developmental expectations
- Overprotection and limitation of exploration, learning and social interaction
- Seeing or hearing the ill treatment of another, e.g. domestic abuse
- Making the child feel worthless and unloved
- High criticism and low warmth
- Serious bullying (including cyberbullying)
- Exploitation or corruption

Emotional abuse can be hard to identify as there are often no physical signs. A young person may not realise they are being emotionally abused and may not make a disclosure until they are at 'crisis point.'

Indicators of emotional abuse include:

- Low self-esteem
- Difficulty making or maintain relationships
- Struggling to control emotions
- Being withdrawn

It is important to remember that some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Honour Based Abuse: Forced Marriage, FGM, Breast Flattening

It's suspected that 24,000 girls under the age of 15 in the UK are at risk of female genital mutilation (FGM). Because the summer holidays are six weeks or longer, the risk of girls undergoing FGM increases because they have the time to undergo and 'recover' from FGM. Even though social, cultural and religious reasons are given to justify FGM, it is a horrific form of child abuse that is dangerous and against the law. This 'honour-based' form of violence involves removing part or all of the external female genitalia for non-medical reasons.

Forced marriage is another common form of 'honour-based' violence and is a criminal offence in the UK. It's important to remember that forced marriages are not the same as arranged marriages – when someone enters an arranged marriage they have a choice. It's common for forced marriages to happen abroad and in secret – this type of marriage is usually planned by family members, religious leaders and often entails sexual, emotional or physical abuse.

The following are signs of forced marriage and FGM (both before and after it has happened):

- Difficulty sitting, standing or walking,
- Long periods of time in the toilet or bathroom,
- Child becomes withdrawn, anxious or depressed,
- Comes back to school or college with unusual behaviour,
- Reluctant or refusing to undergo a normal or routine medical examination,

- May not be explicit in asking for help due to embarrassment or fear,
- Repeated prolonged absences from school,
- Long breaks abroad arranged by family,
- Academic work suffers,
- Running away from school or home.

FGM differs from other kinds of abuse in terms of professionals' legal responsibilities. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Fable House ensures all staff are aware of their responsibilities in this regard.

Breast flattening (sometimes known as breast ironing) is when a girl's breasts are pressed with a hot object, massaged, pounded or flattened over time to flatten them and delay their development.

Breast flattening is often done by a female family member, like a mother, aunty or grandmother, who believe this will help keep the girl safe from unwanted attention from men. Whatever the reason – breast flattening is abuse and it's wrong. It can be very painful and cause health issues.

Signs that someone is going through breast flattening/ironing:

- Talking about pain or discomfort in the breast area
- Be embarrassed about their body
- Be afraid the get changed for sports as they want to hide their scars or bandages
- Tell you it is happening to them, but don't understand it is harmful

Child Sexual Exploitation (CSE)

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited, they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

Signs of sexual exploitation and grooming:

- Unhealthy or inappropriate sexual behaviour
- Being frightened of some people, situation, or places
- Being secretive
- Sharp changes in mood or character
- Having money or things they can't or won't explain
- Physical signs of abuse, like bruises or bleeding in their genital or anal area.
- Alcohol or drug misuse
- Sexually transmitted infections
- Pregnancy
- Involved in a gang
- Involved in criminal activities, selling drugs or shoplifting

Child Criminal Exploitation (CCE)

Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.

What is a gang?

The word 'gang' means different things in different contexts, the government in their paper 'Safeguarding children and young people who may be affected by gang activity' distinguishes between peer groups, street gangs and organised criminal gangs.

- Peer group
A relatively small and transient social grouping which may or may not describe themselves as a gang depending on the context.
- Street group
"Groups of young people who see themselves (and are seen by others) as a discernible group for whom crime and violence is integral to the group's identity."
- Organised criminal gangs
"A group of individuals for whom involvement in crime is for personal gain (financial or otherwise). For most crime is their 'occupation.'"

It's not illegal for a young person to be in a gang – there are different types of 'gang' and not every 'gang' is criminal or dangerous. However, gang membership can be linked to illegal activity, particularly organised criminal gangs involved in trafficking, drug dealing and violent crime.

What is county lines?

County Lines is the police term for urban gangs exploiting young people into moving drugs from a hub, normally a large city, into other markets - suburban areas and market and coastal towns - using dedicated mobile phone lines or "deal lines". Children as young as 12 years old have been exploited into carrying drugs for gangs. This can involve children being trafficked away from their home area, staying in accommodation and selling and manufacturing drugs. This can include:

- Airbnb short term rental properties

- Budget hotels
- the home of a drug user, or other vulnerable person, that is taken over by a criminal gang- this may be referred to as cuckooing.

Signs of cuckooing:

- signs of drug use
- more people coming and going from the property
- more cars or bikes outside
- litter outside
- you haven't seen the person who lives there recently or when you have, they've seemed anxious, distracted or not themselves.

Children living in these properties are at risk of neglect and other types of abuse.

Signs of criminal exploitation

- Frequently absent from or doing badly in school
- Going missing from home, staying out late and travelling for unexplained reasons
- In a relationship or hanging out with someone who is older than them
- Being angry, aggressive or violent
- Being isolated or withdrawn
- Having unexplained money and buying new things
- Wearing clothing or accessories in gang colours and or getting tattoos
- Using new slang words
- Spending more time on social media and being secretive about time online.
- Making more calls or sending more texts, possibly on a new phone or phones.
- Self-harming and feeling emotionally unwell.
- Taking drugs and abusing alcohol.
- Committing petty crimes like shop lifting or vandalism.
- Unexplained injuries and refusing to seek medical help.
- Carrying weapons or having a dangerous breed of dog.

Exploiting a child into committing crimes is abusive. Children who are targeted can also be groomed, physically abused, emotionally abused, sexually exploited or trafficked. However, as children involved in gangs often commit crimes themselves, sometimes they aren't seen as victims by adults and professionals, despite the harm they have experienced. It's important to spot the signs and act quickly if you think a child is being groomed or is becoming involved with a gang.

Online Abuse

From cyber-bullying, sexual abuse, grooming, exploitation and emotional abuse there are many types of online abuse, and there is a greater risk of children experiencing this during the holidays, as they use social media to stay in touch with friends. The following are signs that a child is experiencing abuse online:

- Drastic increase or decrease in the time spent online, texting, gaming or using social media.
- After using their phone/tablet/computer, they are upset or angry.

- Secretive about who they're talking to and what they're doing.

By closely monitoring a child's online activity, implementing strict privacy settings on their devices and educating children about the dangers of the internet we can prevent online abuse.

Domestic Violence and Abuse

The cross-government definition of domestic violence and abuse is, "Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality." The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Being exposed to domestic abuse in childhood is now seen as child abuse in its own right.

Fable House is part of Operation Encompass. This is a police and education early intervention safeguarding partnership which supports children and young people who witness/experience domestic abuse.

Operation Encompass means that the Education Safeguarding Service will share information about domestic abuse incidents with our school prior to the start of the next school day when the police have been called to a domestic incident.

Parental Conflict

Some level of conflict between parents is often a normal part of everyday life. It becomes a safeguarding concern when the conflict is frequent, intense, poorly resolved or damaging. This can include unresolved arguing, silence, lack of respect or lack of resolution. This conflict can affect children in all types of parental relationships. It can have a significant negative impact on children's mental health and long-term life chances. That this is the government's definition of parental conflict

Staff may hear about parental conflict:

- Directly from a child
- Through a child's work, such as written work in English
- Through a child's actions during play
- From parents during parents' evening or other meetings

Child on Child Abuse (Formally Peer on Peer Abuse)

At Fable House, we believe all students have a right to attend and learn in a safe environment. Children should be free from harm by adults in the educational establishment as well as other students. We recognise that some pupils will sometimes negatively affect the learning and wellbeing of others. Children can abuse other children. This is generally referred to as child on child abuse and can take many forms.

This is most likely to include, but may not be limited to:

- Bullying (including cyberbullying)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm

- Sexual violence (such as rape, assault by penetration and sexual assault)
- Sexual harassment (such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse)
- Upskirting (typically involving taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm)
- Sexting (also known as youth produced sexual imagery)
- Initiation/hazing type violence and rituals

It is important to remember that Child on Child Abuse does not occur in a vacuum. It occurs in a society where there are structures and norms that shape young people's views, experiences and behaviours, as well as responses to them. Consequently, it is vital for educational settings to use curriculum, pastoral and safeguarding approaches to address these issues and potential misconceptions. At Fable House, our ethos and curriculum are designed to develop students' understanding of acceptable behaviour and keeping themselves safe.

It is also important for staff to be aware of potential vulnerabilities to effectively safeguarding from child on child abuse. For example, age, gender, developmental understanding and social status.

Our behaviour and bullying policies outline further information on our strategies to mitigate the risk of child on child abuse.

Extremism, Radicalisation and the Prevent Duty

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of an educational organisation's safeguarding approach. Extremism is the vocal or active opposition to our fundamental British values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Extremist ideology may be related to (but not limited to); radical religious ideology, racism, misogyny/incel culture, far-right movements, far-left movements, white supremacy.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home). However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised.

As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying

children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

The organisation's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral. All schools and colleges are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

See our Prevent Risk assessment which outlines how we ensure our students are protected from radicalisation in our specific context.

Attendance

Poor attendance is a potential safeguarding issue and concerning patterns can be an indicator of other problems. At Fable House, we carefully monitor student attendance and work in collaboration with parents/carers and appropriate agencies to support students to attend as much as possible. We are also mindful that poor attendance may be as a result of a need not being met or a safeguarding issue. In this case, we endeavour to put the appropriate support in place in line with our safeguarding procedures. We have an Attendance Champion and Attendance Officer who oversee school attendance and ensure statutory government guidance is followed. See Attendance Policy for further details.

Private Fostering

Private fostering is an arrangement in which a child under the age of 16 (or 18 if the child has a disability) lives in the care of someone who is not the child's parent (s), a person with parental responsibility for the child, or a relative of the child for a period of 28 days or more. This could be a step-parent (by marriage or civil partnership), grandparent, step grandparent, brother, sister, uncle or aunt. Private fostering is a private arrangement made by the parent(s), (or those with parental responsibility) for someone to care for their child because they are unable to do so (permanently or temporarily). This may be due to a number of reasons such as parental ill health, a parent going abroad or into prison, a child being bought to the UK to study English or the relationship between the child and parent has broken down.

Parents and carers often fail to notify schools about private fostering arrangements even though they are legally required to notify Children's Services. Often this is because they are unaware of the requirements. They believe that this is a private family arrangement which does not concern anybody else.

Education staff play an essential role in identifying privately fostered children. If you know a child is being privately fostered, you should advise the parent/carer that they have a legal obligation to report the arrangement to Children's Social Care at least six weeks before it happens or within 48 hours if the arrangement is current having been made in an emergency.

Online Safety

Online safety is a safeguarding issue not an IT issue. The Internet is an essential element in 21st century life for education, business and social interaction and we have a duty to provide children with quality access to it as part of their learning experience.

We will ensure that appropriate filtering methods (without 'over-blocking') are in place on all Fable House devices to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material. Fable House uses systems that report any inappropriate use or searches from children and adults in school. The deputy safeguarding lead and deputy are responsible for overseeing the filtering and monitoring systems. Fable House currently uses the Smoothwall filtering and monitoring system.

Through curriculum and pastoral support, students are explicitly taught how to keep themselves safe online keeping their developmental level and potential vulnerabilities in mind to inform how information is delivered. This includes explicit teaching about the risks of disinformation, misinformation and conspiracy theories.

We also work with parents to promote good practice in keeping children safe online, including to support their children learning at home. We provide information to parents who may be concerned about their child's internet use.

Filtering and monitoring and the use of Artificial Intelligence (AI):

As a setting, our filtering and monitoring procedures also apply to the use of generative AI.

Staff ensure students are using gen-AI safely, and monitor student use of AI at Fable House closely. It is important that any AI products students are using in setting have the highest standards of filtering possible. We use the Smoothwall system for this. The safety issues around AI are discussed with students, including in relation to misinformation, disinformation and generated images. If staff have any concerns about a student's use of AI or notice that any harmful or inappropriate material can be accessed, they report this to the Designated Safeguarding Lead.

See Online Safety Policy for further details.

Students Over the Age of 18

Fable House is aware that students who are categorised as children (under 18) will be working in a building with students who are categorised as adults in safeguarding terms (students who are 18 and over). In order to be proportionately responsive to the risk this may present, staff will be vigilant at all times and be mindful that children are working alongside adults. We have a high staff to student ratio with students having a minimum of 1:1 support throughout the day. All students (child and adult) have an individual risk assessment which is updated annually or more often in the event of changing needs/risks. These risk assessments include details of how staff can minimise risk from one student to another where applicable. Any concerns about the behaviour of any student towards another (regardless of age) are reported to the DSL and Deputy DSL and recorded on CPOMS to be followed up in line with general safeguarding procedures.

Reporting and Response

Fable House will ensure:

- That safe, appropriate, accessible means of reporting safeguarding concerns are made available to staff and the communities we work with.
- Any staff reporting concerns or complaints through the formal whistleblowing channels, will be protected by Fable House's Disclosure of Malpractice in the Workplace (Whistleblowing) Policy.
- They accept complaints from external sources such as members of the public, partners and official bodies.
- They follow up safeguarding reports and concerns according to the Child Safeguarding Procedures.
- They will apply appropriate disciplinary measures to staff found in breach of policy.
- They will offer support to survivors of harm caused by staff or associated personnel, regardless of whether a formal internal response is carried out (such as an internal investigation). Decisions regarding support will be led by the survivor.

The designated safeguarding lead (or deputy) will consider concerns and decide on appropriate actions. For example, close monitoring, speaking to parents/carers, signposting to support from Local Offer, referral to Early Support, referral to Children's services.

We will always inform, and gain consent from parents/carers, if a referral is to be made to Children's Social Care or any other agency unless it is believed that doing so would put the child at risk. We will record the reasons if consent is not gained. In such cases the designated safeguarding lead will seek advice from the Children's Social Care Advice and Guidance Service.

Record Keeping

Fable House are confident of the processing conditions under the Data Protection Act 2018 and the GDPR which allow them to store and share information for safeguarding purposes, including information, which is sensitive and personal, and should be treated as 'special category personal data'.

All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing. If in doubt about recording requirements staff should discuss with the Safeguarding Lead.

Staff will:

- Record as soon as possible after the conversation. Use the school's CPOMS system.
- Ensure the date, time, place is recorded, and any noticeable non-verbal behaviour and the words used by the child.
- Record statements and observations rather than interpretations or assumptions.

The Safeguarding Lead will have access to safeguarding records and will ensure that all records are managed in accordance with the Education (Pupil Information) (England) Regulations 2006.

Where information needs to be shared between staff at Fable House in order to best protect the student, information will only be shared on a need to know basis.

CCTV

Fable House uses closed circuit television (CCTV) order to provide a safe and secure environment for students, staff and visitors. This footage can be used in the event of relevant Safeguarding incidents as factual evidence.

- Students, staff and visitors are made aware of the CCTV system through signage around the building which meets legal requirements

- The images captured by the CCTV system will be retained for 28 days, except where the image identifies an issue and is retained specifically in the context of further investigation
- The recordings are kept within a secure system
- Access will be restricted to authorised personnel. Supervising the access and maintenance of the CCTV System is the responsibility of Sonia King CEO
- In certain circumstances, the recordings may also be viewed by other individuals in order to achieve the objectives set out above. When CCTV recordings are being viewed, access will be limited to authorised individuals on a need-to-know basis
- Individuals have the right to request access to CCTV footage relating to themselves under the Data Protection Act. Individuals submitting requests for access will be asked to provide sufficient information to enable the footage relating to them to be identified. The school will respond to requests within 30 calendar days of receiving the request in line with the school's data protection policy. The school reserves the right to refuse access to CCTV footage where this would prejudice the legal rights of other individuals or jeopardise an on-going investigation.

Links to other policies

Behaviour Policy

Online Safety Policy

Attendance Policy

Anti-Bullying Statement

Prevent Risk Assessment

PSHE/RSE

Safer Recruitment Policy

Whistleblowing Policy

Fable House Safeguarding Team

DSL – Lizzy Latham l.latham@fablehouse.org

Deputy DSL- Claire Thorpe c.thorpe@fablehouse.org

Local Authority

Kirklees Safeguarding Children Partnership (KSCP)

Kirklees Council

Kirklees Safeguarding Children Partnership

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HUDDERSFIELD

HD1 9EL

Duty & Advice Team Tel: 01484 456848

Confidentiality

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff.

- All staff, both teaching and non-teaching staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies.
- Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.