

Safeguarding and Child Protection Policy

St Richard Reynolds Catholic College

Policy: Safeguarding and Child Protection Policy

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1. Terminology

Safeguarding means the process for protecting children from harm and abuse, whether that is within or outside the home, as well as online. This includes:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Taking action to ensure that children have the best outcomes
- Making sure that the way children grow up is consistent with providing safe and acceptable care.
- Preventing barriers to children's mental and physical health or the way they develop.

Child protection means the processes carried out to protect children who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school, full time or part time, temporary or permanent, and in either a paid or voluntary capacity.

Child means anyone under the age of 18.

Parent means birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Statutory means what has been decided or is controlled by the law. **Statutory guidance** tells us what schools and local authorities must do to follow the law.

The local safeguarding partnership has three safeguarding partners:

1. the chief officer of police for an area falling within the local authority (police)
2. the local authority (children's services), and
3. the Integrated Care Board for an area within the local authority (health)

In Kingston and Richmond, the local safeguarding partnership (KRSCP) considers education as the fourth safeguarding partner. Partners work together to identify the safeguarding needs of the local area and come up with a joint response to address them. Wherever local safeguarding arrangements are referred to in this policy, they mean the arrangements agreed and published by KRSCP or the [London Child Protection Procedures and Practice Guidance](#).

St Richard Reynolds College will publish our safeguarding and child protection policy on our website and hard copies will be available on request from the school office.

2. Introduction and purpose

This policy sets out how the governing board of St Richard Reynolds Catholic College is carrying out its statutory responsibility to safeguard and promote the welfare of children in accordance with Section 175 of the Education Act 2002.

St Richard Reynolds Catholic College values the individual dignity of each child in the sight of God. Therefore, we aim to create an atmosphere in which everyone is aware of their God-given right to be valued, respected and believed. As a Catholic College, we respect the unique dignity of each student and act in accordance with Church teaching as expressed by Pope John Paul II (Apostolic Exhortation, Familiaris Consortio, paragraph 26): 'Special attention must be devoted to the children by developing a profound esteem for their personal dignity, and a great respect and generous concern for their rights. This is true for every child, but it becomes all the more urgent the smaller the child is and the more it is in need of everything ...'

St Richard Reynolds Catholic College fully recognises its responsibilities for child protection. We are committed to providing our children with a sense of belonging and an environment that is welcoming, safe, valuable and respectful. Adults in our school know that keeping children safe is everybody's responsibility and that all children, regardless of age, gender, culture, language, race, ability, have equal rights to protection and opportunities. This policy outlines these responsibilities and in particular that of the Designated Safeguarding Lead (DSL). It also outlines the procedures of the action to be taken where the abuse of a child is suspected.

The Designated Safeguarding Lead in the College is Associate Assistant Principal, Eileen Wilson. The Nominated Governor for child protection is Fiona Holton. The role of the Nominated Governor is to meet regularly with the DSLs to monitor those appropriate policies and procedures are in place and that they are being implemented correctly. Compliance with the policy will be monitored by the DSLs and through staff performance measures.

St Richard Reynolds Catholic College fully recognises our moral and statutory responsibility to safeguard and promote the welfare of all students. This Safeguarding and Child Protection Policy is one of a range of documents which set out the safeguarding responsibilities of the school. We wish to create a safe, welcoming and vigilant environment for children where they feel valued and are respected.

We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We are aware that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

We are able to play a significant part in the prevention of harm to our children by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

Wherever the word “staff” is used, it covers all staff on site, including ancillary, supply and self-employed staff, contractors, volunteers and Governors. It seeks to set out the principles and procedures we operate to protect children from harm. This policy provides information regarding our safeguarding responsibilities and details how these responsibilities should be carried out.

3. Key personnel

<u>Designated Safeguarding Leads</u>	<u>Safeguarding Leads</u>
Eileen Wilson - e.wilson@srrcc.org.uk (College DSL)	Kayleigh Hayles - Deputy DSL High School Chris Rogers - Deputy DSL Primary School

Chair of Governors Fiona Holton f.holton@srrcc.org.uk	Designated Governor for Safeguarding/Child Protection High School- Fiona Holton f.holton@srrcc.org.uk Primary School- Janette Gibbs j.gibbs@srrcc.org.uk
Special educational needs and disabilities coordinator for High School (SENDCo) Siobhan Thompkins - S.thompkins@srrcc.org.uk Special educational needs and disabilities coordinator for Primary School (SENDCo) Sian White s.white@srrcc.org.uk Designated teacher for children looked after Designated teacher for young carers - High School Kayleigh Hayles - k.hayles@srrcc.org.uk	Safer Schools Police Officer Greg Roberts Designated teacher for children looked after Designated teacher for young carers - Primary School Chris Rogers - c.rogers@srrcc.org.uk

Children's services

Achieving for Children (AfC) single point of access (SPA)

Anyone can tell SPA about a child, young person or parent/carer who needs support in the boroughs of Kingston and Richmond. This could be a concern about how the child is developing, issues that the parent or carer is experiencing, or you suspect a child is being neglected or subjected to physical, sexual, or emotional abuse.

SPA can be contacted on the [Single Point of Access \(SPA\)](http://Single Point of Access (SPA).org.uk) website.

If a child is in **immediate danger**, the police should be contacted on 999.

If it is not an emergency, but there is a concern that a child is at risk, SPA should be contacted by phone on 020 8547 5008. If it is outside of office hours and urgent, the SPA duty social worker can be spoken to on 020 8770 5000.

This government website will help identify which local council to report child abuse to and their contact details: [Report child abuse to a local council - GOV.UK](#).

Local authority designated officer (LADO)

Every local authority has a legal responsibility to appoint a LADO who is responsible for organising the response to concerns/allegations that an adult who works with children may have caused them or could cause them harm. They will be informed within one working day of any allegations that come to our attention. The LADO will give advice and guidance to employers, such as the headteacher and the chair of governors, to make sure that any allegation is dealt with fairly and quickly, ensuring that the child is protected effectively.

The LADO can be contacted by:

Email: LADO@achievingforchildren.org.uk

Telephone: 07774 332675

Online: [Submit LADO referral form](#)

4. Policy Principles and Aims

This policy aims to demonstrate to students, parents and other partners, St Richard Reynolds Catholic College's commitment to safeguarding and child protection.

The welfare of our children is paramount. All children, regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.

We recognise that all adults in our school have a full and active part to play in protecting our students from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.

Our school is committed to providing an environment in which children and young people feel safe, secure, valued and respected and which promotes their social, physical and moral development. Children in our school feel confident to, and know how to approach adults if they are in difficulties.

This policy is used in conjunction with staff training and continued professional development to strengthen our whole school approach to safeguarding and to:

- raise staff awareness of the need to safeguard children and their responsibilities in identifying and reporting possible cases of abuse
- provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children
- emphasise the need for good levels of communication between all members of staff and develop and promote effective working relationships with other agencies, especially Achieving for Children (AfC), the Kingston and Richmond Safeguarding Children Partnership (KRSCP) and the police

- develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse; ensure that the structured procedure is followed by school staff in cases of suspected abuse

Students and staff involved in child protection issues will receive appropriate support.

Our safeguarding practice is inclusive, anti-discriminatory and culturally informed. Staff recognise that children may experience multiple and intersecting forms of harm and will consider the child's individual identity, family circumstances, community and wider context when assessing need and risk.

As a result of local learning, including around the website Everyone's Invited in March 2021, the School has a culture of prevention and education in order to raise responsible, caring adults. The school encourages respectful behaviour and language to be used to all; a restorative approach to incidents of concern; and a wish to make reasonable adjustments to encourage students to remain in education, despite any difficulties. There is no tolerance of discriminatory language or abuse towards staff or students. Alcohol may only be consumed on the College site at staff/parent events when predetermined designated adults have been assigned in supervisory roles. There will be no use of alcohol by staff or students on school trips or at residential units.

5. The law (legislation) and statutory guidance

In addition to KRSCP's [arrangements](#) and the [London Child Protection Procedures and Practice Guidance](#), St Richard Reynolds Catholic College also follows the laws and statutory guidance below:

Keeping children safe in education 2026, from now on referred to as KCSIE, sets out the legal duties all schools must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

Statutory framework for the early years foundation stage 2026 sets the standards that all early years providers, such as nurseries, must meet to make sure that children learn and develop well and are kept healthy and safe.

Working Together to Safeguard Children 2026 guidance produced by the government states how practitioners, such as teachers, social workers, the police and health professionals working with children and families should work together to make sure that children and young people remain safe from harm.

Section 175 of the Education Act 2002 places duties on governing bodies of maintained schools and local authorities to safeguard and promote the welfare of children. Academies and independent schools have equivalent safeguarding duties through the Education (Independent School Standards) Regulations 2014 and their funding arrangements.

The [Children Act 1989](#) is the main source of child safety law for England and Wales. The Act gives the basis for most of children's services' duties and responsibilities towards children and their families. It also provides the legal framework for the child protection system. The [2004](#) amendment is used

alongside the Act.

The [Children Act 1989 Care Planning, Placement and Case Review](#) sets out what responsibilities education settings have for children looked after by the local authority.

[The Human Rights Act 1998](#) sets out the core rights and freedoms that everyone in the UK is entitled to and contains the Articles and protocols of the [European Convention on Human Rights](#) (the Convention) that apply in the UK. Experiencing harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of these rights.

[The Equality Act 2010](#) states that schools and colleges must not unlawfully discriminate against children because of their sex, race, disability, religion or belief, gender reassignment, pregnancy and maternity, or sexual orientation (called protected characteristics). Therefore, we can take positive action to deal with disadvantages affecting our children with protected characteristics to make sure their needs are met. The [Equality Act 2010: advice for schools](#) advises us further.

[The Public Sector Equality Duty \(PSED\)](#) states that we have to be mindful of the need to eliminate unlawful discrimination, harassment and victimisation. Some children may be more at risk of harm from specific issues such as sexual violence, homophobic, biphobic or transphobic bullying, or racial discrimination. It is important to make sure we foster good relations between those who share a protected characteristic and those who do not, and work to make sure children have equal opportunities. We give specific attention to this duty when we write our policies or make any decisions about how our school is run.

More legislation is covered throughout this policy in their relevant sections. Some government guidance is not statutory - instead it supports practitioners, like school staff, in the decisions we make to keep children safe. Where possible, links to non-statutory guidance have been included in the relevant sections.

6. Roles and responsibilities

Everybody in our school has a responsibility for safeguarding. Some members of our school have specific safeguarding responsibilities.

The Governing Board/Board of Trustees

- Safeguarding, and the child's best interests, wishes and feelings, are considered in everything the school does. Everyone at the school is involved in the whole school approach to safeguarding and online safety is a theme throughout.
- The school's policies, procedures and training follow the local safeguarding partnership arrangements and the law, including the school's duties under the Human Rights Act 1998, Data Protection Act 2018 and Equality Act 2010.
- The school's leadership team are held to account for the school's safeguarding arrangements.
- Safeguarding is a standing item on the agenda for governor/trustee meetings.
- The school submits the safeguarding self-audit to the local safeguarding children partnership

annually.

- The appointed designated safeguarding lead (DSL) is given the additional time, funding, training, resources, and support needed to carry out the role effectively.
- A governor/trustee with senior board level lead takes leadership responsibility for the school's safeguarding arrangements (known as the safeguarding link governor/trustee)
- There is an appointed designated teacher for looked after children who is appropriately trained.
- The board takes into account children who are more at risk of harm and any barriers that can make it difficult to recognise abuse and/or neglect affecting students with special educational needs and disabilities (SEND).
- Child protection files are maintained as set out in Annex B of KCSiE 2026.
- The school adds to multi-agency working and shares information appropriately and in a timely manner.
- All staff receive regular safeguarding information, updates and in-depth training.
- All staff, including staff who do not work directly with children, read Part One of KCSiE 2026 in full.
- students are taught about keeping themselves and others safe, including when online.
- The board does all that they reasonably can to limit children's exposure to online risks from the school's online IT systems and assign a member of the senior leadership team and a governor/trustee to ensure standards are met.
- Appropriate safer recruitment processes and procedures are in place.
- Procedures are in place to identify and address children absent from education, including persistent absence and when safeguarding concerns coincide.
- There are procedures for reporting and managing safeguarding concerns about adults who work for the school. The chair of governors/chair of trustees will manage any allegations against the Principal and the Head of Primary.
- There are effective safeguarding arrangements for when the site is being hired/let.
- Alcohol is not consumed by staff on school trips or events on or off site.
- All members of the governing board/board of trustees receive safeguarding training at induction, which is regularly updated.

The safeguarding link **Fiona Holton (High School) / Janette Gibbs (Primary School)**

- They meet regularly with the DSL and visit the school asking questions, which allows them to monitor how the school's safeguarding policies and procedures are being put into practice.
- Each year, they are part of the annual safeguarding audit, led by the DSL and the Principal / Heads of School, and make sure it is submitted to the KRSCP.
- They are the governing board's/board of trustee's safeguarding specialist, feeding back their findings following school visits and meetings with the DSL.
- They attend appropriate training that guides them in how to monitor and progress any areas of weakness in the school's safeguarding arrangements.
- They keep up to date with the KRSCP's safeguarding arrangements and guidance.

The Head of School - **Sorrel Simmons Acting Head of Primary – Chris Rogers**

- This policy and other safeguarding-related policies and procedures (such as the staff behaviour policy) are shared at induction, understood by all staff, including temporary staff and volunteers, and are being followed at all times.
- Staff and volunteers complete the Child Care Disclosure Form.
- Staff receive regular safeguarding training, which is updated regularly.
- Parents and carers are aware of this policy and where they can access a copy.
- The DSL is given the additional time, funding, training, resources, and support needed to carry out the role effectively and there is cover by an equivalently trained deputy if the DSL is absent.
- Visitors are appropriately supervised or escorted, where necessary.
- Systems are in place for children to express their views and give feedback, which are used to inform the whole school approach to safeguarding.
- They become the 'case manager' when an allegation is raised about a member of staff (see Appendix 2) and make the final decision regarding all low-level concerns.
- There are enough staff per child (staff ratios), where relevant and applicable.
- Each child in the Early Years Foundation Stage is assigned a key person.
- appropriate arrangements are put in place for the supervision of staff who have contact with children and families.
- The procedures for eating arrangements, food preparation and management of allergies are aligned with the EYFS statutory guidance and clearly explained in the school's supporting pupils with medical conditions policy.

The designated safeguarding lead for the College (DSL) - **Eileen Wilson**

The deputy designated safeguarding lead for High school (DDSL) – Kayleigh Hayles

The deputy designated safeguarding lead for Primary school (DDSL) - Chris Rogers

Eileen Wilson has lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). The DSL is a senior member of staff from our school's leadership team. St Richard Reynolds Catholic College has deputy DSLs to support the DSLs in their role. While the DSLs may hand over some activities to a deputy, the DSLs will always have the ultimate responsibility for keeping children safe.

The full responsibilities of the DSL and the deputy DSL(s) are listed in their job descriptions. The DSL's responsibilities include, but are not limited to

- reading and following KCSiE
- always being available during school hours for staff in school to discuss any safeguarding concerns, or arrange appropriate cover for any out of hours or out of term activities
- working together with all staff to understand the whole picture when there are safeguarding concerns, providing them with advice, support and expertise
- contributing to the assessment of children, including taking part and/or supporting other staff to take part in strategy discussions and meetings between multiple agencies

- working together with and supporting parents/carers and families who may be facing challenging circumstances and, when there are safeguarding concerns, making parents/carers aware of St Richard Reynolds Catholic College role in making referrals about suspected abuse, neglect and exploitation.
- understanding the importance of sharing information, including referring cases to relevant agencies (for example, children's services, the police, the Channel Programme and/or the Disclosure and Barring Service (DBS) when appropriate, and supporting staff who make referrals directly
- understanding and following AfC's and KRSCP's safeguarding procedures, in addition to attending the termly DSL forums provided by KRSCP to ensure they are acting in line with the local safeguarding arrangements
- keeping the Principal/Head of Primary up to date with safeguarding issues
- having the lead responsibility for online safety, and oversight and checking the effectiveness of filtering and monitoring systems and their reports
- being aware of the requirement for children to have an Appropriate Adult, as described in [PACE Code C 2019](#)
- working with the 'case manager' and LADO for child protection concerns that involve a staff member
- making sure all staff have access to this policy (and the wider safeguarding procedures) and that the policy is available publicly and reviewed annually
- making sure that all staff (including third-party staff and contractors) have an adequate and appropriate safeguarding induction, regularly updated safeguarding training and annually confirm that they have read and understood Part One of KCSiE 2026 in full
- working alongside the governing body/board of trustees and the Principal/ Head of Primary to update and review procedures and how they are being implemented, including jointly completing an annual safeguarding self-audit and submitting it to KRSCP
- promoting the educational outcomes of students who have or had a social worker, by sharing information about child protection issues with teacher and leadership staff
- encouraging a culture of listening to children, taking into account their wishes and feelings when any plans are put in place to protect them

A deputy designated safeguarding lead (DDSL) - **Kayleigh Hayles (High School) / Chris Rogers (Primary School)**

- is trained to the same standard as the designated safeguarding lead
- will take on the designated safeguarding lead's responsibilities if they are unavailable. If the designated safeguarding lead is long-term absent, a deputy will temporarily take over as the designated safeguarding lead.
- Further responsibilities of the DSL are listed elsewhere in this policy. For a detailed explanation of the DSL's responsibilities, see Annex B of KCSiE 2026.

IT provider

- maintains the filtering and monitoring systems

- provides filtering and monitoring reports
- completes actions following concerns or checks to the system

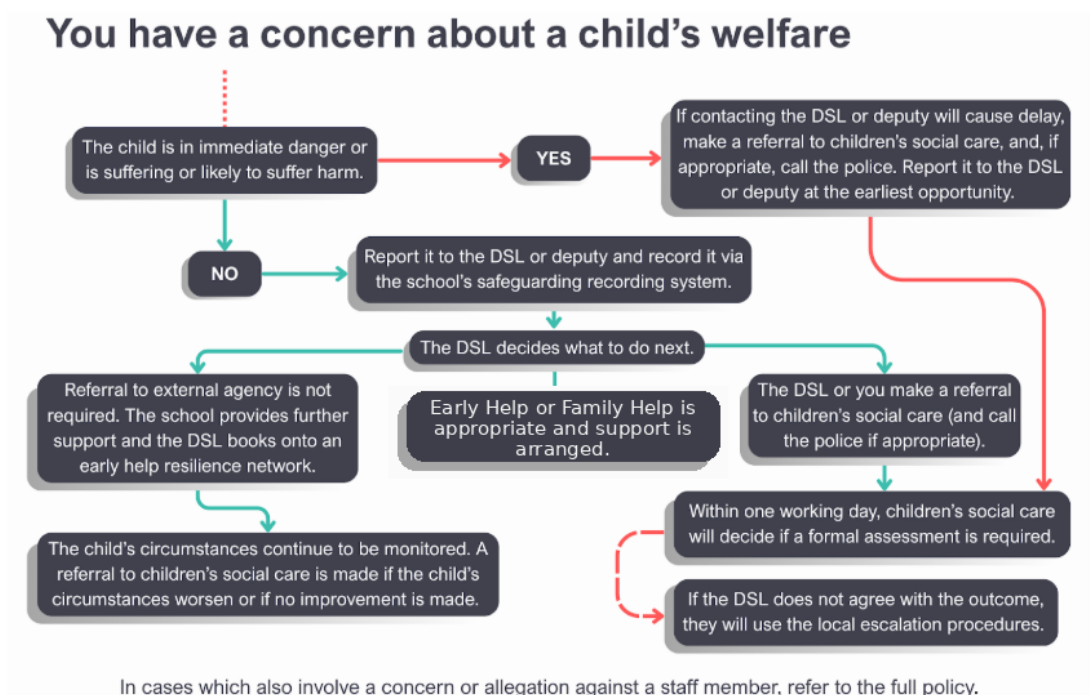
All school staff

- read Part One of KCSiE 2026 in full and confirm annually that they have read and understood it. The DfE Part One Overview may be used as a quick-reference resource but does not replace the requirement to read Part One
- have a responsibility to provide a safe environment in which children can learn
- will follow the school's procedures for identifying and reporting any concerns and issues about the school's online filtering and monitoring systems
- will follow the school's safeguarding and child protection processes and procedures, sharing information quickly when they have a concern about a child's safety and wellbeing, even when they are unsure
- will, whenever necessary, refer safeguarding or child protection concerns to external agencies, such as the police, children's services and LADO
- create a culture where children who are lesbian, gay, bisexual or questioning their gender feel safe, can speak out and share concerns.
- attend safeguarding training appropriate to their role and are familiar with key policies, including this policy and the staff behaviour policy (code of conduct)

What staff need to know is covered in the training section of this policy.

7. What to do if you have concerns regarding a child's welfare

If staff have concerns about a child's welfare, they must act on them immediately by following the procedures below. |



If staff have any concerns about a child's welfare, they must act on them immediately by following the procedures below. Our staff can use the [What to do if you're worried a child is being abused](#) government guidance alongside the school's procedures. We work hard to make sure our staff and safeguarding team are approachable and available, such that anyone can speak to them about any concern quickly, no matter how small or whether there is evidence.

We recognise the significant emotional impact being involved with, or aware of, safeguarding incidents can have. **Approach our safeguarding team if you need any support during or following a safeguarding incident you have been involved in.** The names of the DSLs and deputy DSLs are clearly advertised in the school.

If a child is in immediate danger, or is suffering or likely to suffer significant harm:

Make a referral to the police and/or children's services **immediately** if a child is in immediate danger, or is suffering or likely to suffer significant harm. **Anyone** can make a referral. Call the police on **999** if a child is in immediate danger. **Anyone** can make a referral to children's services if a child is suffering or likely to suffer significant harm. Usually, the DSL or deputy makes the referral. For children's services contact details, [Click here](#). If you make a direct referral, you will update the DSL or a deputy as soon as is practically possible.

Disclosures:

We recognise that it takes a lot of courage for a child to disclose they are being harmed. Staff know that

- children may not feel ready or know how to tell someone they are being harmed
- the child may not realise what is happening to them as harmful
- they may feel embarrassed, humiliated or are being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers

Our staff know they must show professional curiosity, i.e. explore and try to understand what is happening for an individual or family, rather than take what is being said on face value or making assumptions. We encourage staff to ask the student if they are OK or if they can help in any way.

A child who makes a disclosure may have to tell their story more than once, such as to the police and/or social workers. At St Richard Reynolds Catholic College, we know how important it is that a child's first experience of talking to a trusted adult about a worry they have is a positive one.

Handling a disclosure:

- listen to them carefully and believe in what they are saying. Do not be afraid of silence moments
- be careful not to express your own views or feelings and stay calm
- do not investigate. Only ask enough questions to work out if you need to share this matter with the DSL or a deputy. Only ask open questions, such as: How? When? Who? Where? and open statements, such as: "Tell me", "Describe" and "Explain". Otherwise, you may invalidate your evidence (and the child's) in any later court proceedings

- if there are injuries or marks on the child, do not examine the child intimately or take pictures
- reassure them that they have done the right thing by telling you. Do not say to the child that you wish they had told you sooner
- do not automatically offer physical touch to comfort the child. Consider what may be comforting for the child, rather than how you prefer to be comforted
- tell the child it is not their fault and you are taking them seriously
- explain what you will do next. Tell the child that you cannot keep what they have told you a secret and that you will pass this information onto someone who can help

After a child has made a disclosure:

- write up the conversation as soon as possible
- make sure the DSL or a deputy is aware of the disclosure. If appropriate, contact children's services and/or the police directly and tell the DSL as soon as possible
- do not share the disclosure with **anyone** else unless children's services, the police or another relevant agency involved in the safeguarding process tells you to
- get support for yourself if you need it

Recording a disclosure or safeguarding concern:

- record the date, time, place and persons present
- use the child's own words, verbatim where possible, and stick to the facts. Avoid making assumptions and do not put your own judgement on it
- record any noticeable non-verbal behaviour. Detail any visible marks or injuries and record them on a body map
- keep any original notes you have made on file
- do not ask children to make written statements themselves or sign records
- Log concern on on Safeguard My School

Concerns about a child who is not in immediate danger, or is suffering or likely to suffer significant harm:

The flowchart at the beginning of this section explains what you should do if you have concerns about a child. First, speak to the DSL or a deputy / safeguarding lead. If in exceptional circumstances, the DSL or a deputy are not available, this will not delay you from taking appropriate action. Instead, you will speak to a member of the senior leadership team or take advice from children's services, if necessary.

Early Help and Family Help:

Any child may benefit from support before statutory intervention. This may include support from universal services and community-based Early Help, or the targeted early help level of Family Help. All staff should be prepared to identify children who may benefit from Family Help and should be aware of the local processes for accessing support.

Family Help provides support to children and families where needs require a coordinated response. This includes targeted early help under sections 10 and 11 of the Children Act 2004 and statutory services for children in need under section 17 of the Children Act 1989, including disabled children. Staff should be aware of the criteria and local thresholds for Family Help and for referrals to local authority children's social care, including where there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm under section 47 of the Children Act 1989.

Where appropriate, school staff may contribute to assessments and multi-agency Family Help arrangements. A suitably skilled and experienced practitioner may act as lead practitioner where this is appropriate within local arrangements. Where support is provided, the child's circumstances will be kept under review. If concerns increase, needs are not being met or the child's situation does not improve, consideration will be given to referral or escalation to local authority children's social care.

The DSL will ensure that staff understand local thresholds, referral arrangements and escalation procedures and that safeguarding concerns are shared promptly.

Referral to Children's Services:

Concerns about a child or a disclosure should be discussed with the DSL who will help decide whether a referral to children's services is appropriate. The DSL and deputy are aware of the [London safeguarding children partnership's threshold document](#), which will be used to inform their response to any safeguarding concern. Whenever the DSL or deputy are unsure whether the threshold for a referral has been met, they will consult with the Single Point of Access. If a referral is needed then the DSL should make it. However, anyone, including children, can make a referral and if for any reason a staff member thinks a referral is appropriate and one hasn't been made, they can and should consider making a referral themselves. Where referrals are not made by the DSL, the DSL should be informed as soon as possible.

If you have not had any feedback from children's services within 72 hours of making the referral, this must be followed up. If after a referral, the referrer is dissatisfied with the response from children's services and/or the child's situation does not appear to be improving, the DSL (or whoever made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, the child's situation improves. The [local resolving professional differences procedure](#) will be used, where necessary.

If a child is at risk of female genital mutilation or it has taken place:

Female genital mutilation (FGM) is illegal in England. It involves removal, part removal or injury to the female genital internal or external organs for non-medical reasons. It is sometimes known as 'cutting' or female 'circumcision'.

Teachers

For this section only, teachers means qualified teachers or persons who are employed or engaged to carry out teaching work in schools and other institutions. All staff should speak to the DSL (or a

deputy) when a concern about female genital mutilation (FGM) arises. If a teacher suspects that FGM has been carried out on a child or believes that the child is at risk of FGM, they will follow their internal safeguarding procedures.

Teachers who come to know, in the course of their work, that FGM has been carried out on a child **must directly** report this to the police. Failure to do so will result in disciplinary sanctions. The teacher should tell the DSL or a deputy who will support them in making a direct report to the police. The teacher may need to support a referral to children's services. Staff will never examine children.

Other members of staff

Other members of staff who establish that an act of FGM appears to have been carried out on a child or suspect a child is at risk of FGM, will follow the same procedures as with any other concern, i.e. will speak to the DSL or a deputy and follow local safeguarding procedures.

Concerns about making or sharing nudes and semi-nudes, including where generated by AI:

Responding to any incident that comes to your attention:

- **Report** it to your designated safeguarding lead (DSL) or equivalent immediately using the school's reporting procedures set out in this policy.
- **Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – this is illegal.
- **If you have already viewed the imagery** by accident (e.g. if a young person has shown it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.
- **Do not delete** the imagery or ask the young person to delete it.
- **Do not** ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL or a deputy.
- **Do not** share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- **Do not** say or do anything to blame or shame any young people involved.
- **Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL or a deputy.

Staff reserve the right to confiscate a device in the possession of a student if they have concerns about making or sharing nudes and semi-nudes in relation to the device. This is consistent with the government's [Searching, screening and confiscation: advice for schools](#) guidance.

The DSL will follow the government's [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) guidance. Once they are aware of an incident, the DSL will hold an initial review meeting with appropriate staff. This may include the staff member(s) who heard the disclosure and the safeguarding or leadership team who deal with safeguarding concerns.

The initial review meeting will consider the initial evidence and aim to establish

- whether there is an immediate risk to any child or young person
- if a referral should be made to the police and/or children's social care
- if it is necessary to view the image(s) in order to safeguard the child or young person – in most cases, images or videos should not be viewed
- what further information is required to decide on the best response
- whether the image(s) has been shared widely and via what services and/or platforms. This may be unknown
- whether immediate action should be taken to delete or remove images or videos from devices or online services
- any relevant facts about the children or young people involved that would influence risk assessment
- if there is a need to contact another education setting or individual
- whether to contact parents or carers of the children or young people involved – in most cases they should be involved

The DSL will consider whether an immediate referral to the police and/or children's services is required. A referral will be made where safeguarding thresholds are met, including where:

- the imagery has been digitally altered or wholly generated using artificial intelligence, including what are sometimes described as deepfakes or deep nudes. This will be treated as a safeguarding concern and considered within the DSL's risk assessment when deciding whether referral to children's social care and/or the police is required.
- the incident involves an adult.
- there is reason to believe that a child or young person has been coerced, blackmailed or groomed, or there are concerns about their capacity to consent (for example, owing to special educational needs).
- what they know about the images or videos suggests the content depicts sexual acts that are unusual for the young person's developmental stage, or are violent.
- the images involve sexual acts and any student in the images or videos is under 13.
- they have reason to believe a child or young person is at immediate risk of harm owing to the sharing of nudes and semi-nudes, for example, if they are presenting as suicidal or self-harming.

If none of the above applies, we can decide to respond to the incident without involving the police or children's services. We may escalate the incident at any time if further information/concerns are disclosed at a later date. First, the DSL will be confident that they have enough information to assess the risks to any child involved and the risks can be managed within our school's pastoral support, behaviour procedures and, if appropriate, the local network of support.

The DSL or a deputy will contact children's services if any child or young person involved is already known to them. If, because of the investigation, the DSL (or equivalent) believes there are wider issues that meet the threshold for children's services' involvement, they will make a referral in line with this policy and local safeguarding procedures.

Viewing the imagery:

The decision to view any imagery will be based on the professional judgement of the DSL or a deputy and will comply with this policy. Imagery will never be viewed if the act of viewing will cause significant distress or harm to a student. If a decision is made to view imagery, the DSL will be satisfied that viewing

- is the only way to make a decision about whether to involve other agencies because it is not possible to establish the facts from any child or young person involved?
- is necessary to report it to a website, app or suitable reporting agency (such as the IWF) to have it taken down, or to support the child, parent or carer in making a report
- is unavoidable because a child or young person has presented it directly to a staff member or nudes or semi-nudes have been found on a school device or network

Deletion of images:

If the school has decided that other agencies do not need to be involved, then consideration will be given to deleting imagery from devices and online to limit any further sharing. This decision will be based on the DSL's or a deputy's judgement in line with the guidance.

Child-on-child abuse (including harassment and violence):

Responding to allegations of child-on-child abuse Child-on-child abuse is a safeguarding concern for both the child who has experienced the harm and the child alleged to have caused it. Children who display abusive, violent or harmful behaviour may themselves have experienced abuse, exploitation, trauma, coercion or other vulnerabilities and should be considered within a safeguarding context. Child-on-child abuse is preventable. Staff should identify and challenge concerning behaviours early and should not wait for behaviour to escalate before sharing concerns. Timely, evidence-based support can reduce the likelihood of children going on to cause further abuse or violence. Child-on-child abuse may include serious physical assault or harm, or threats of harm involving a weapon. Any concern involving weapons, serious violence or an immediate risk of harm must be escalated to the DSL without delay and emergency procedures followed where necessary.

- Follow the 'handling a disclosure' procedure set out above. You must make a record of the allegation and inform the DSL or a deputy. If the DSL and a deputy are not available due to emergency circumstances, the staff member will speak to a member of the senior leadership team and/or contact the relevant children's services e.g. the Single Point of Access in Kingston and Richmond.

The DSL or a deputy will make a decision from the following options depending on the level of risk or harm:

1. Manage the concern internally providing pastoral support to all those involved.
2. Consider Early Help or Family Help in accordance with local arrangements and the child's assessed needs.
3. Make a referral to children's services and/or, where necessary, the police. The DSL may choose to consult children's services to assist them with making a decision.

4. Where a criminal offence may have been committed, the DSL will consider whether a referral to the police is required, having regard to the circumstances, safeguarding risk and relevant guidance, including [When to call the police](#).

The DSL or a deputy will contact the parents or carers of the children involved at the earliest opportunity and where appropriate. Records will be kept of all concerns, any discussions had and any outcomes reached. If a criminal offence has been committed or is being investigated, the DSL will work closely with the police to avoid impacting the criminal process while protecting children or following disciplinary procedures.

Where the DSL, children's services or the police decide the concern should be handled by the school internally, we will thoroughly investigate the concern using our behaviour policy and processes. A risk assessment and prevention plan will be completed when a safeguarding risk has been identified. The plan will be monitored and a date set for a follow-up evaluation with everyone concerned. We will support all children involved in the incident, including the child/ren who displayed the behaviour and the children who experienced it.

Responding to allegations of sexual harassment and sexual violence:

Using the DSL's or a deputy's professional judgement, the school will make decisions about and address the incident based on the Hackett tool (diagram below). We will request the support of other agencies, such as children's services and the police, if necessary.

We follow the local safeguarding arrangements below when an allegation of sexual violence and/or sexual harassment has been made.

1. **Hackett Inappropriate:** Manage internally using the behaviour policy and pastoral support.
2. **Hackett Problematic:** Early help response used for non-violent harmful sexual behaviour to prevent escalation.
3. **Hackett Abusive:** Refer to children's services when a child has been harmed, is at risk of harm or in immediate danger.
4. **Hackett Violent:** Report to the police if a crime has been committed, such as rape, assault by penetration or sexual assault, following the [When to call the police](#) guidance.



The management of children and young people with sexually harmful behaviour is complex. St Richard Reynolds Catholic College will work with other relevant agencies to maintain the safety of the whole school community. Where appropriate, immediate measures will be put in place to support and protect the person impacted by the behaviours, any witnesses and the alleged instigator of the behaviours. A written record will be made and next steps discussed, taking into account the views of those impacted by the behaviour.

A risk and needs assessment will be completed for all reports of sexual violence and on a case by case basis for reports of sexual harassment. The assessment, which will be kept under review, will consider

- whether there may have been other people impacted by the behaviour
- the person known to be impacted by the behaviour, especially their protection and support
- the alleged instigator of the behaviour
- all students (and, if appropriate, staff) at the school, especially any actions that are appropriate to protect them from the alleged instigator or from future harm
- the time and location of the incident and any action that can make the school safer

If a child who has experienced sexual violence or sexual harassment asks the school not to make a referral:

If the child does not give consent to share information, the DSL or a deputy will balance the victim's wishes against the DSL's or a deputy's duty to protect them and other children on a case by case basis. If a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care, and as rape, assault by penetration or sexual assault are crimes, reports should be referred to the police. Although the age of criminal responsibility is ten, if the child accused is under ten, a referral to the police will still be made. The police will take a welfare, rather than a criminal justice approach, in these cases.

We will do all we reasonably can to protect the anonymity of any children involved in any report, including weighing up which staff need to know and any support which will be put in place. Further, we will take into account the potential impact of social media in facilitating the spreading of rumours and exposing the child's identity.

Where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system, our DSL and a deputy will be aware of anonymity, witness support, and the criminal process in general so they can offer support and act appropriately. They will be guided by the [CPS: Safeguarding Children as Victims and Witnesses](#) advice.

Concerns about mental health:

If you have a mental health concern about a child that is also a safeguarding concern, you will speak to the DSL or a deputy immediately, unless the child is in immediate danger, in which case you will call the police first. Staff should be particularly alert where a child expresses suicidal thoughts, suicidal intent or behaviours associated with suicide. Such concerns must be taken seriously and responded to promptly in accordance with the school's safeguarding and mental health procedures, with immediate action taken where there is a risk to life or serious harm.

Although you may be well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one, only appropriately trained professionals should attempt to diagnose a mental health illness. Where necessary, the DSL or a deputy will make a referral to the Child and Adolescent Mental Health Service's (CAMHS) single point of access for Kingston and Richmond [here](#).

Concerns about extremism and radicalisation:

Extremism is the vocal or active opposition to our fundamental British values. Radicalisation is the process of a person legitimising support for, or use of, terrorist violence.

If you have a concern that a child may be at risk of radicalisation or involvement in terrorism and they are in **immediate danger or there is risk to life**, contact the police on 999. If the child is not in immediate danger, speak with the DSL or a deputy in the first instance.

The DSL will respond in line with the local referral pathway. They may decide to discuss their concerns with the Council Prevent lead and/or children's services and will make referrals to the police Prevent team and/or the Channel programme where appropriate. The DSL will need to seek the individual's consent when referring to the Channel programme. The DSL will report any online material they become aware of that promotes terrorism or extremism via [the Government's online service](#).

All staff and governors/trustees can also raise concerns by emailing counter.extremism@education.gov.uk, but this is not to be used in emergency situations. If you believe you have information relating to terrorism, you can call the anti-terrorist hotline on 0800 789

321. To report extremism in education, including allegations against staff and institutions, use [this](#) link.

The Prevent lead in Kingston is:

[Stephanie Royston-Mitchell](#), Community Safety and Resilience Principal

[Kingston Prevent referral pathway](#)

The Prevent lead in Richmond is:

[Naheem Bashir](#), Hate Crime and Prevent Coordinator

[Richmond and Wandsworth Prevent referral pathway](#)

See [radicalisation and extremism](#) in Appendix 1 for wider information.

How students can report concerns:

We know children try to get their voice heard not just through what they say but how they behave, as pointed out in the NSPCC's [voice of the child briefing](#). When there are behavioural issues or changes in a child's behaviour we take a safeguarding first approach, including considering if the child is communicating an unmet need and/or abuse. For children who are pre-verbal or non-verbal, observing behaviour and presentation is even more important for understanding the child's lived experience.

In our school, it is essential that students can tell us how they are feeling and know we will take seriously anything they share with us. We aim to create an environment full of 'reachable moments' which encourages students to feel safe enough to open up if they are concerned about something. These methods are regularly communicated via assemblies, form time, PSHE sessions and student newsletters. Students can confidently report any worries they have about their lives, both in and out of school, by

- speaking to their form tutor/class teacher or adult they trust
- logging an anonymous (if necessary) disclosure on the College 'Speak Up' online form

8. Confidentiality

St Richard Reynolds Catholic College takes our responsibility to protect and look after the data (information) we hold about students and our families seriously. The Data Protection Act 2018, UK GDPR and Data (Use and Access) Act 2025 provide the legal framework for the processing and sharing of personal information. Under the DPA 2018, we will share information without consent if 'the safeguarding of children and individuals at risk' is our reason for doing so, and

- it is not possible to gain consent
- it cannot be reasonably expected that a practitioner (for example, teacher) gains consent, or
- to gain consent would place a child at risk

The government's information sharing advice for safeguarding practitioners, including the seven golden rules, supports staff who have to make decisions about sharing information. Staff can also use the data protection in schools toolkit or speak to a member of the safeguarding team if they are unsure. Data protection laws do not prevent the sharing of information for the purposes of keeping children safe, and fears about sharing information must not stand in the way of safeguarding and promoting the welfare of children. The school will comply with the information sharing duty applying from September 2026 and will have regard to any statutory guidance issued under that duty.

St Richard Reynolds Catholic College recognises that effective information sharing between practitioners, local agencies and organisations is essential for the early identification of need, assessment of risk and effective safeguarding of children. Staff should not assume that someone else will share information that may be critical to keeping a child safe. Consent is not always required to share personal information for safeguarding purposes. Where there is a lawful basis to share information, concerns about data protection must not prevent information being shared where this is necessary and proportionate to safeguard a child. The school will have regard to the current government Information Sharing Advice for Safeguarding Practitioners and Working Together to Safeguard Children 2026. The DSL will ensure that decisions about sharing information, including the reasons for sharing or not sharing information, are appropriately recorded.

All staff are aware that they cannot make a promise to a child to keep secrets that might impact on the child's safety or wellbeing. Instead, staff should tell the student that they may need to pass information on to others who can help and protect them.

Notifying parents or carers:

At St Richard Reynolds Catholic College, working alongside and supporting families is a key priority. This involves being open and transparent with parents and carers when we have concerns about their child's welfare, and/or we need to request support from other services to make sure the child's situation improves. If we believe notifying parents or carers could increase the risk to the child or cause further harm, we will seek advice from children's services about how and when parents or carers should be updated.

It is legitimate to share concerns without a parent's or carer's consent when there is good reason to do so and that sharing the information would improve the safeguarding of the child in a timely manner.

9. Record Keeping

Each child has a safeguarding file where all safeguarding concerns and referrals are stored. The designated safeguarding lead is responsible for keeping written records of all concerns, discussions and decisions, including the rationale for those decisions. Records reflect the reason why referrals

are or are not made to another agency, such as children's services or the Prevent program. Safeguarding files will be stored securely and access will only be given to those who need it.

When a child leaves St Richard Reynolds Catholic College, including through an in-year transfer, the DSL will ensure that the child protection file is transferred securely to the new school or college as soon as possible and within the statutory timescales set out in KCSIE. The transferred file will include a clear and structured summary identifying current safeguarding concerns, relevant context and any ongoing support needs. Current safeguarding concerns will be clearly distinguished from historic information. Where appropriate, the DSL will speak directly with the DSL at the receiving setting and share information in advance where necessary so that risk can be assessed and appropriate support put in place. The receiving school will ensure that safeguarding information is reviewed promptly by an appropriately trained member of staff. Safeguarding information will be used to support and safeguard the child and must not be used to disadvantage them.

If St Richard Reynolds Catholic College is the last school that the student attends, their safeguarding file will be securely stored by the school until their 26th birthday is reached, when it will be securely disposed of.

10. Concerns or allegations about adults in our school

If you have a low-level concern, or an allegation is made, about a member of staff (see the definition for staff in section 1 of this policy) presenting a risk to children, speak to the principal/Head of Primary as soon as practically possible. This includes any concerns in school, out of school, online and/or offline.

If the low-level concern or allegation is about the Head of School /Head of Primary, contact the chair of governors whose details are at the start of this policy.

If you are unable to report to the principal or chair of governors, either because they are not available or because you believe that there is a conflict of interest, share your concerns with the local authority designated officer (LADO), whose details are at the start of this policy. Appendix 2 sets out what steps the principal or chair of governors will then follow if appropriate.

The culture of our school is such that staff are encouraged to pass on low level concerns to the DSL or the Principal/Head of Primary. These concerns will be recorded and dealt with appropriately. Ensuring they are dealt with effectively will also protect those working in or on behalf of the school from potential false allegations or misunderstandings.

11. Whistleblowing

A whistle-blower is a worker who reports certain types of wrongdoing and all staff have a duty to do so. We aim to create an environment where staff feel able to raise concerns about poor or unsafe practice and potential failures in how we manage safeguarding. Any concerns should be raised with the senior leadership team and will be taken seriously. St Richard Reynolds Catholic College has a

separate whistleblowing policy, which lists the procedures for raising concerns - [Whistleblowing Policy](#)

Where staff feel unable to raise a concern with our senior leadership team, or feel that their genuine safeguarding concerns are not being addressed, there are other options available to them, such as the NSPCC whistleblowing advice line. Staff can call: 0800 028 0285 from 8am-8pm or email: help@nspcc.org.uk.

12. Online Safety and the use of smart devices

This section summarises St Richard Reynolds Catholic College's whole school approach to online safety and the use of smart devices (e.g. mobile phones, smart watches, tablets etc). Our detailed approach is covered in our [Online Safety Policy](#)

St Richard Reynolds Catholic College understands the significant and essential role that we have in making sure children are protected from potentially harmful and inappropriate online material. We consider online safety in every aspect of school life.

Our aim is to:

- ensuring appropriate filtering and monitoring systems are in place on the school's network and devices
- have in place processes about online safety that protect our children and staff, including how we identify, intervene in and escalate any online concerns where appropriate
- make sure technology is used responsibly and safely through education
- maintain a mobile phone-free environment throughout the school day by ensuring that students do not have access to their mobile phones or other personal smart communication devices, except where an individual exception has been authorised

We fulfil our aims by:

- educating children to learn how to keep themselves safe when online (using the government's [Teaching online safety in schools](#) guidance), what to do if they are harmed or spot a risk and what the consequences are if they break the school rules about online safety
- engaging with parents and carers about what online safety looks like
- making sure our whole school approach is reflected in all relevant policies
- regularly training staff on online safeguarding risks and how to be online safely
- making sure children, staff, parents/carers, governors/trustees and volunteers sign an understandable acceptable use agreement, which covers how they should use the school's IT systems and their mobile and smart technology
- making parents, carers, students and staff aware that staff can search an electronic device they have confiscated, as explained in [Searching, Screening and Confiscation - GOV.UK](#)

Due to the constant changes to online technology and the related harms, we will carry out an annual review and risk assessment of our online safety policies, procedures and systems.

The 4Cs:

Being online can be a great source of fun, entertainment, communication and education. Some people's online behaviour places others at risk. The number of issues covered under online safety is large and constantly growing. They are categorised into these four areas of risk:

Content: being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

Contact: being subjected to harmful online interaction with other users, for example peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

Conduct: online behaviour that increases the likelihood of, or causes, harm, for example making, sending and receiving explicit images (e.g. consensual and non consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying).

Commerce: risks such as online gambling, inappropriate advertising, phishing and/or financial scams. If students or members of staff report any issues, we will report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Mobile phones and smart technology (including smart watches)

St Richard Reynolds Catholic College operates a **mobile phone-free environment throughout the school day, between 8:30am and 3:00pm**. In accordance with *Keeping Children Safe in Education 2026* and Department for Education guidance, students must not have access to or use their mobile phones during the school day, including during lessons, movement between lessons, breaktimes and lunchtime.

Students are permitted to bring a mobile phone to school for use before and after the school day, including when travelling to and from school. However, **all mobile phones must be switched off and secured in a locked Yondr pouch at the beginning of the school day during tutor time at 8:30am**.

Students retain possession of their locked Yondr pouch throughout the school day but **must not access their mobile phone until the end of the school day at 3:00pm**. Each student is responsible for bringing their Yondr pouch to school every day and maintaining it in good working condition.

Tutors will conduct a daily check during morning tutor time to ensure that students' mobile phones have been secured appropriately in their Yondr pouches. Students must not tamper with, damage or attempt to circumvent the locking mechanism of a Yondr pouch.

At the end of the school day, students may unlock their Yondr pouch using the designated unlocking stations situated around the College site. These will not be available for general student use until 3:00pm. Where a student is authorised to leave the College before the end

of the school day, their pouch may be unlocked at Student Services or another designated location.

Students who do not bring a mobile phone to school are not required to carry a Yondr pouch. Parents/carers will be asked to notify the College where their child does not routinely bring a mobile phone onto the school premises.

Exceptions will only be permitted where there is a clear individual need, including where reasonable adjustments are required because of a student's medical needs, disability or special educational needs, or where there is an individual safeguarding need. Appropriate arrangements will be agreed by the College with the student and their parent/carer.

Smart watches and other personal devices capable of messaging, accessing the internet, taking photographs or recordings, or receiving notifications must not be used for these purposes during the school day and will be subject to the College's rules regarding personal smart technology.

Any failure to secure a mobile phone appropriately, unauthorised access to or use of a mobile phone, or deliberate interference with a Yondr pouch will be addressed in accordance with the College's **Behaviour Policy and Mobile Phone Policy**, including confiscation where appropriate.

Parents and carers who need to contact their child urgently during the school day should contact the College directly. Where a student needs to contact home urgently, appropriate arrangements will be made through College staff.

Media recordings, audio, image and video (including digital files)

When we make media recordings of students, such as taking videos or photos, we will get the child's and their parents'/carers' consent, make sure the student is appropriately dressed and encourage the child to tell us if they are worried about any media that has been taken of them. See our staff code of conduct and online safety policy, which cover our school's expectations for staff making media recordings.

Filtering and monitoring:

To limit children's exposure to these categories of risk from St Richard Reynolds IT systems, we have strong and effective filtering and monitoring systems, following the government's [Meeting digital and technology standards in schools and colleges](#) guidance. We will make sure that:

- specific staff have assigned roles and responsibilities to manage systems
- staff know about the systems in place and how to escalate concerns
- the effectiveness of filtering and monitoring provision is reviewed at least once every academic year by the senior leadership team member responsible for filtering and monitoring, with support from the DSL and IT support. The review includes checks that filtering operates appropriately on all internet-connected devices in all relevant locations, and a record of these checks and the review is maintained

- our governing body review the systems with the DSL, IT staff and service providers, to find out what more can be done to keep children safe
- the systems are effective for the age range of children and consider children potentially at greater risk of harm
- when we block online content, it does not impact on teaching and learning
- filtering works across all devices including mobile phones and smart technology

Generative Artificial Intelligence

Generative artificial intelligence (Gen AI) refers to technology that can be used to create new content (e.g. text, code and images) based on the data the models have been trained on. Our school is aware of the potential benefits of using Gen AI, such as for reducing staff's workload and freeing up teachers' time. At the same time, our school is aware of the risks and dangers associated with using Gen AI. We will use the Department for Education's advice and guidance on using Gen AI in education to ensure we integrate Gen AI tools safely and with children's best interests at the centre. Safeguarding concerns that arise through an individual's use of artificial intelligence will be responded to in line with our safeguarding policies. Our school's approach to using Gen AI is detailed in our online safety policy that can be found in this [ACAT AI document](#). The school recognises safeguarding risks arising from AI-generated or digitally manipulated content, including deepfakes, deep nudes and other artificially generated nude or semi-nude imagery. Safeguarding concerns arising from such content will be responded to on the basis of the harm and risk to the child, irrespective of whether the image is genuine, altered or wholly AI-generated.

Remote education:

When our children are being taught remotely e.g. at home, we will be in regular contact with parents and carers. We will make sure parents and carers are aware of

- what their child/ren are being asked to do online, including the sites they will be accessing and who from the school will interact with their child/ren
- the importance of children being safe online and offer advice on how to do so
- what systems our school uses to filter and monitor online use

Information security and access systems:

We have procedures in place to protect our IT systems, staff and learners from cybercrime, i.e. when criminals seek to exploit human or security vulnerabilities online to steal passwords, data or money directly. We will follow the government's [Cyber security standards guidance](#). Our procedures and systems are reviewed regularly to keep up with the constant changes to cyber-crime technologies.

13. Children potentially at greater risk of harm

At St Richard Reynolds Catholic College, we know that all children need to be protected from harm. In addition, we recognise that some groups of children are potentially at greater risk of harm. The information below highlights some of those groups of children this applies to; however, there are several other groups not listed.

Children who have a social worker:

Children may need a social worker due to safeguarding or welfare needs. Children may need help due to abuse and/or neglect and/or complex family circumstances. St Richard Reynolds Catholic College recognises that a child's difficult experiences and trauma can leave them vulnerable to further harm, as well as disadvantage them educationally.

Children's services share with us which students have a social worker. Once we are aware of this information, we will use it to make decisions in the child's best interest, i.e. their safety, welfare and educational outcomes. When a child has a social worker, safeguarding is at the heart of every decision we make, such as how we react to unauthorised absence or children missing education, which themselves carry additional risks. When necessary, we offer extra in-school support to our students who have a social worker, such as mentoring, homework club, reasonable timetable adjustments, external support systems.

The Virtual School is a statutory service that exists to provide advice and support for children who have a social worker, children placed in care and previously looked after, such that they have the opportunity to meet their full educational potential. Where needed, our school works with the Virtual School to support these children.

Children looked after and previously looked after:

These children are particularly vulnerable. The most common reasons for children becoming looked after is as a result of abuse and/or neglect. St Richard Reynolds Catholic College will ensure that staff have the necessary skills and knowledge to keep children looked after, and previously looked after, safe. All staff will have the skills and knowledge to keep these children safe. Appropriate staff will have the information they need in relation to a looked-after child's legal status. For example, who has parental responsibility, who is not permitted to have contact and who is not permitted to know where the child is being educated, and the level of decision-making power the local authority has given the carer. The designated teacher for children looked after for the High School is Kayleigh Hayles and for the Primary School is Chris Rogers. The designated governor/trustee for children looked after is Fiona Holton (High School) and Janette Gibbs (Primary School).

The statutory guidance [Designated teacher for looked-after and previously looked after children](#) contains further information on the role and responsibilities of the designated teacher. The designated teacher ensures that the school has the up-to-date details of the allocated social worker and the Virtual School principal in the local authority that looks after the child. The Virtual School has an additional role of managing extra funding which is used to support children looked after. The designated teacher will work with the Virtual School Head to discuss how the funding can be used to best support the child.

We are aware that some children are looked after by individuals other than their parents. The charity [Kinship](#) describes kinship carers as 'family or friends who step up, often during an unexpected crisis, to care for a child when their parents aren't able to'. We will seek and follow the advice from the Virtual School on how to best support children and their families who are under formal or informal

kinship arrangements.

Children with special educational needs, disabilities and health issues:

Our Special Educational Needs Co-ordinator for the High school is Siobhan Thompkins and for the Primary school is Sian White. They work closely with the DSL to safeguard and support students who have special educational needs and disabilities (SEND), in particular when there are any reports of abuse. Our safeguarding curriculum, i.e. the ways we teach students to keep themselves and others safe, is adapted to meet the needs of students with SEND. The staff at SRRCC are aware that the additional needs children may have could mean they are more vulnerable to abuse and/or less able to speak out if something isn't right.

Adaptations may include:

- making information accessible through words, pictures and spoken language
- making learning participative
- using the learners' own language and context as much as possible
- staff being aware of their own language used and that of other learners including non-verbal communication
- using social stories to help learners better understand people's thoughts and feelings around safeguarding issues
- providing communication tools through the use of talking mats, symbols, pictures and drawings.

St Richard Reynolds Catholic College is aware that children with SEND or certain medical or physical health conditions can face additional safeguarding challenges both online and offline, such as

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs, and the communication barriers and difficulties in managing or reporting these challenges.
- cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges, or the consequences of doing so.

We offer additional pastoral support for these students, which may include:

- A social emotional mental health lead in the college available for students
- Emotional Literacy Support (ELSA)
- Draw Talk therapy
- Zones of Regulation
- SEND mentoring
- Access to safe spaces

- East to West relational support service
- MHST Service

Children who are lesbian, gay, bisexual or questioning their gender

We recognise that children may be targeted by other children if they are, or are perceived to be, part of the LGBT+ community. Our school strives to create and maintain a culture of inclusivity and a sense of belonging for all children. We aim to create a safe and open space where children feel comfortable speaking out and sharing their concerns. Any discrimination we become aware of is firmly addressed in line with this policy and the behaviour policy. The school will also educate the child who has discriminated, providing them with the support they need to reduce the risk of this behaviour happening again.

Where a child is questioning their gender, the school will consider the individual circumstances of the child and place their safety, welfare and best interests at the centre of decision-making. The school will work collaboratively with parents and carers wherever possible. Where there is a safeguarding concern about involving a parent or carer, the DSL will consider the circumstances carefully and seek appropriate safeguarding advice. Requests relating to social transition, including names, pronouns or uniform, will be considered carefully and individually, having regard to the child's age, developmental stage, safeguarding needs, relevant clinical information where available, the impact on the child and other children, and the school's duties under safeguarding, equality and human rights legislation. Staff should not make decisions about social transition independently. Such requests should be referred to the DSL and appropriate senior leaders and considered in accordance with KCSIE 2026 and school procedures. The school will ensure that all children are treated with dignity, compassion and respect and are protected from bullying, harassment, discrimination and abuse.

14. Identified areas of particular risk for our school

We have identified the following areas which are of particular risk to our school or local area and we take action to mitigate and manage these areas of concern.

School located on a residential road near the main high street

Regular messaging about road safety and safe parking. Students have safe road training in Y3 and are taught to use pedestrian crossings.

School located near local areas of risk: busy high street and busy nearby roads

Only students in Y6 are permitted to travel to school unaccompanied and Year 5 are permitted to do so in the Summer term. Only Year 6 students are permitted to cycle home from school unaccompanied after obtaining parental permission.

Primary School and High School share the same site

The Primary School and High School have different start times and end times to the day to ensure there is not a high level of congestion when the Primary School students leave at the end of the day. High School students who volunteer in the Primary School are known to the Primary DSL.

15. Lettings and off-site arrangements

When services or activities are provided by the governing body/board of trustees, under the direct supervision or management of our school staff, the safeguarding procedures listed in this policy will apply. This may not be the case when we hire or rent out our school to other organisations or individuals, such as community groups, sport associations and extra-curricular activities providers. We will make sure there are arrangements in place to keep children safe, regardless of whether they are students at our school.

To make sure the provider has the appropriate safeguarding arrangements in place, we will follow the government's [Keeping children safe during community activities, after-school clubs and tuition](#) non-statutory guidance. This includes checking that they complete the essential pre-employment checks on their staff and that their staff are suitable to be around children. Where appropriate, we will seek assurance and check their safeguarding policies and procedures, as well as establish what the arrangements are for the provider to liaise with our school on safeguarding matters. We will terminate our agreement with the provider if they do not follow the safeguarding requirements listed in the agreement.

Extended school and off-site arrangements

Where extended school activities are provided by and managed by the school, our own safeguarding and child protection policy and procedures apply. When our students attend off-site activities, we will ensure that effective child protection arrangements, informed by thorough risk assessments, are in place.

When our children attend an alternative provision provider, we continue to be responsible for their safety and wellbeing. We will satisfy ourselves that the placement can meet the child's needs and obtain written confirmation that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. checks that we would otherwise perform on our own staff. We follow the statutory guidance for alternative provision and Achieving for Children's alternative provision policy. The school will remain satisfied that the placement continues to meet the child's needs and will maintain appropriate oversight of the child's attendance, welfare, progress and safeguarding while the placement is in place.

Where a parent/carer expresses their intention to educate their child at home (also known as elected home education), we will work together with the parent/carer and other professionals to ensure that this decision has been made in the best interests of the child. We recognise that this is particularly relevant for children who have SEND, are vulnerable and/or have a social worker.

Although it is not possible to obtain criminality information from the DBS about adults who provide homestays abroad, we will liaise with partner schools abroad to establish a shared understanding of, and agreement to the arrangements in place for the visit. We may consider it necessary to contact the relevant foreign embassy or High Commission of the country in question to discuss what checks may be possible in respect of those providing homestay outside of the UK. We will make parents aware of the agreed arrangements.

16. Training

Designated safeguarding lead

The designated safeguarding leads will attend regular training to prepare and assist them in leading the school's safeguarding response and approach. Additional training or research may be required as local or school specific safeguarding issues arise. Minimally, the designated safeguarding lead will

- attend the level 3 multi-agency local safeguarding partnership training within 12 weeks of starting this role and refresh this every two years
- stay up to date with safeguarding knowledge, resources and changes
- have a good understanding of, and form a good relationship with, the Kingston and Richmond safeguarding children partnership by attending the termly DSL forums, sharing the learning with staff as appropriate and making sure staff are aware of any safeguarding training on offer
- attend harmful sexual behaviour and Prevent awareness training
- receive and share safeguarding (including online safety) updates (for example, via email, e-bulletins, and staff meetings) with staff
- make sure staff have regularly updated safeguarding training, updating staff who miss training at the earliest opportunity
- gain an understanding of how the school's filtering and monitoring systems work and how they can be best used to keep children safe at St Richard Reynolds.

Governors/Trustees

All governors receive safeguarding and child protection training (including online safety) at induction, which prepares them for testing and challenging the school's procedures and policies, making sure they are working as they should. The training will be regularly updated. Further, the governing body/board of trustees will make sure the designated safeguarding lead has the time and resources to attend training.

The chair of governors/chair of trustees will receive training about managing allegations against the Principal/Head of Primary to assist them in the eventuality that an allegation is made. The governing body/board of trustees will make sure that online safety is a theme in all staff training. Senior members of the board will make sure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

The link safeguarding governor/trustee will make sure that staff and governors/trustees attend safeguarding training at induction and regularly after that. The link safeguarding governor/trustee will attend regular training and receive e-bulletins or equivalent to stay up to date with the latest statutory guidance.

All staff

Governors recognise the expertise that staff build up by managing safeguarding concerns on a daily basis and, as a result, have the opportunity to contribute to and shape staff training and this policy. All staff receive safeguarding and child protection training (including online safety) at induction. The training is regularly updated and reflects the whole school approach to keeping children safe. In addition, staff receive regular, at least annually, safeguarding updates (for example, via email, e-bulletins and staff meetings) to provide them with what they need to keep children safe.

Safeguarding training is delivered through induction, whole-school training, regular updates and role-specific training. The school checks staff understanding through discussion, scenario-based activities, questions, audits and follow-up support. All staff will read Part One of KCSIE 2026 in full. Training will ensure staff understand universal services and community-based Early Help, the targeted early help level of Family Help, statutory children's social care intervention and the thresholds and processes for making referrals.

Our training ensures that staff:

- can spot the signs of possible abuse, neglect and exploitation
- know the school's safeguarding procedures and their role in carrying them out
- have awareness of and understand their role in Early Help and Family Help processes and the process for making a referral to the local authority's children's services, including what may follow after a referral
- know what to do if a child tells them they are being harmed, including how to manage this information confidentially
- understand the reasons why children may not feel ready or know how to tell someone that they are being harmed

- receive Prevent training, which will prepare them for identifying children at risk of being radicalised and how to challenge extremist ideas
- understand what cyber security the school has in place to keep students and staff safe when online at school and how to report any issues
- understand what ineffective filtering and monitoring systems look like and how to report any concerns or issues
- know that children who are lesbian, gay or bisexual, or are questioning their gender, may be targeted by other children
- responsible for children in early years have received paediatric first aid training to be counted within staff-children ratios

We make sure that staff members provided by other agencies and third parties, for example supply teachers and contracted staff (such as catering staff) are aware of this policy, our school's safeguarding procedures, and have received appropriate safeguarding training.

The Principal/Head of Primary will receive training about managing allegations against staff to assist them in the eventuality that an allegation is made.

The designated teacher for children who are looked after (CLA)

We follow the [Role and responsibilities of the designated teacher](#)'s statutory government guidance. The designated teacher will have training to make sure they understand the needs of children looked after/previously looked after and how they can best be supported to have the same opportunities as their peers. They will work closely with AfC's [Virtual School](#), accessing their training and forums to stay up to date.

17. Teaching and Learning

Safeguarding is included in the curriculum, especially PSHE. The following aspects are taught within the PSHE curriculum and in other areas such as RE, computing and science. Safety messages are also reinforced in tutor time, assemblies and through visiting speakers such as the Daniel Spargo Mabbs foundation, Junior Citizen Event and the NSPCC.

Areas covered include: healthy choices, positive relationships, road safety, online safety, citizenship, bullying, democracy and its values, emotional wellbeing, drugs and alcohol, personal safety and first aid. If specific safeguarding issues arise during the school year, the Principal/Head of Primary will make sure the curriculum is adapted to cover current issues.

18. Linked Policies

- Behaviour
- Staff behaviour policy or code of conduct
- Whistleblowing
- Anti-bullying
- Health & safety

- Allegations against staff
- Attendance
- Curriculum
- PSHE
- Teaching and learning
- Supporting children with a medical condition
- Sex and relationships education
- Positive Handling
- Online Safety Policy
- Risk assessment
- Recruitment and selection
- Child sexual exploitation
- EYFS Policy
- Intimate care
- Mobile Phone Policy

Appendix 1: Types of abuse and specific safeguarding concerns

These appendices are based on the Department for Education's KCSiE guidance.

Abuse is where somebody fails to prevent harm (neglect) or causes harm (abuse). It can take place anywhere, including online and outside of the home. Harm can include witnessing ill treatment of others, for example seeing, hearing, or experiencing the effects of domestic abuse. We are aware that safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap. Our staff will be aware that technology is a significant part of many safeguarding issues.

Physical abuse is a form of abuse that may involve hitting, shaking, throwing, poisoning, burning or 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.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve

- communicating to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as

overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction

- seeing or hearing the ill-treatment of another, such as in situations of domestic abuse
- serious bullying (including online bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve

- physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

We use the following guidance to help identify and address cases of neglect.

[Handling Cases of Affluent Neglect in Schools](#)

[Local partnership guidance](#)

Indicators of abuse

The following list, provided by the [NSPCC](#), covers some common indicators of abuse and neglect.

- unexplained changes in behaviour or personality
- becoming withdrawn
- seeming anxious
- becoming uncharacteristically aggressive
- lacks social skills and has few friends, if any
- poor bond or relationship with a parent
- knowledge of adult issues inappropriate for their age

- running away or going missing
- always choosing to wear clothes which cover their body
- patterns of repeated lateness or absence

It is important that staff report all of their concerns, however minor or insignificant they may think they are – they do not need ‘absolute proof’ that the child is at risk.

Specific safeguarding concerns

This section is based on the safeguarding information contained within KCSIE 2026, including Part One and the sections on safeguarding issues. All concerns under this section should be addressed in line with section 7 of this document, unless stated otherwise.

Children absent from education

‘All staff will be aware that children missing from education or absent persistently, without explanation and/or for prolonged periods can act as a vital warning sign to a range of safeguarding issues including neglect, child sexual and child criminal exploitation - particularly county lines. Further, it may also indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so called ‘honour’-based abuse or risk of forced marriage. We are also aware that absence can increase any existing safeguarding risks.

Attendance is closely monitored at St Richard Reynolds Catholic College to support us in identifying abuse and acting early. Our staff will be aware of our college’s unauthorised absence procedures and children missing education procedures. We notify children’s services if a child who has a social worker is absent from school without a suitable explanation. We make sure we have more than one emergency contact number for each student, which supports the school’s procedure for addressing children missing and absent from education. We work in partnership with Achieving for Children when patterns of absence give rise to concern, including notifying them when a student leaves our school without a new school being named.

Our attendance policy and procedures are set out in a separate document, which can be found here - [Attendance Policy](#) .The school follows the government’s [Working together to improve school attendance](#) guidance.

Useful links:

[Local partnership guidance](#)

[Children Missing Education statutory government guidance](#)

Contextual safeguarding

Contextual safeguarding, also known as ‘risk outside the home’, is an approach to understanding, and responding to, young people’s experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online

can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

St Richard Reynolds Catholic College will maintain records of concerns about contextual safeguarding in accordance with our safeguarding procedures. We know the importance of information sharing, therefore if we identify contextual safeguarding concerns about the local area we will share this information with the contextual safeguarding team for Achieving for Children, contextualsafeguarding.exploitation@achievingforchildren.org.uk. If there is a specific concern about a child, we will consult with the relevant children's services.

Useful links:

[Local partnership guidance](#)

[Achieving for Children's Risk Outside the Home page](#)

[Tackling Child Exploitation multi-agency Practice Principles](#)

Child sexual exploitation (CSE) and child criminal exploitation (CCE)

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. In some cases, the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator.

Both can occur online. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim. Our staff will be aware of a range of factors that could make a child more vulnerable to exploitation. We will provide additional support to children who have been exploited to help keep them in education.

Some of the following can be indicators of both child criminal and sexual exploitation where children

- appear with unexplained gifts, money or new possessions
- associate with other children involved in exploitation
- suffer from changes in emotional well-being
- misuse alcohol and other drugs
- go missing for periods of time or regularly come home late, and
- regularly miss school or education or do not take part in education.

See the Sharing nudes and semi-nudes section for details about 'sextortion'.

Child sexual exploitation (CSE)

CSE is a form of child sexual abuse which can affect any child. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact

activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse, including via the internet.

CSE can occur over time or be a one-off occurrence and may happen without the child's immediate knowledge, for example through others sharing videos or images of them on social media. CSE can affect any child who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited, for example believing they are in a genuine romantic relationship.

CSE can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Some additional specific indicators that may be present in CSE are children who

- have older boyfriends or girlfriends
- suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant

See the [Sharing nudes and semi-nudes](#) section below for details about 'sextortion'.

St Richard Reynolds Catholic College follows the London Child Protection Procedures regarding [sexual exploitation](#).

Further information on signs of a child's involvement in sexual exploitation is available on [The Children's Society's website](#) and Home Office's [Child sexual exploitation: definition and guide for practitioners](#).

Child criminal exploitation (CCE)

At St Richard Reynolds Catholic College, we recognise children involved in CCE are victims, despite their engagement in crime. A child may still have been criminally exploited even if the activity appears to be consensual. Staff will be aware that girls are at risk of criminal exploitation too, and that both boys and girls who are being criminally exploited may be at higher risk of sexual exploitation.

Children can become trapped by this type of exploitation, as perpetrators can threaten victims (and their families) with violence or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others.

CCE can include children being forced and/or manipulated

- to work in cannabis factories
- into moving drugs or money across the country (county lines)
- to shoplift or pickpocket
- to threaten serious violence to others
- into committing vehicle crime

Serious Violence

Serious violence is a safeguarding concern. Children involved in violence, including those who carry or use weapons or cause harm to others, may themselves be experiencing exploitation, coercion, abuse or other vulnerabilities. Staff must not wait for certainty before sharing concerns about escalating violence, weapon carrying, threats, gang association or criminal exploitation with the DSL.

Staff at St Richard Reynolds Catholic College will be aware of the indicators, which may signal children are at risk from, or are involved with, serious violent crime.

These may include

- increased absence from school
- a change in friendships or relationships with older individuals or groups
- a significant decline in performance
- signs of self-harm or a significant change in wellbeing
- signs of assault or unexplained injuries
- Unexplained gifts or new possessions (could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation)

All staff are aware of the range of risk factors increasing the likelihood of involvement in serious violence, such as

- being male
- having been frequently absent or permanently excluded from school
- having experienced child maltreatment
- having been involved in offending, such as theft or robbery
- Being the victim of, carrying out or allegedly carrying out serious violence (e.g. knife crime) may indicate that a child is involved in county lines

Useful links:

[Preventing youth violence and gang involvement government guidance](#)

[Criminal exploitation of children and vulnerable adults: county lines government guidance](#)

[London Child Protection Procedures on gang activity and serious youth violence](#)

School-related weapons incidents

St Richard Reynolds Catholic College follows the AfC School Related Weapons or Potential Weapons Incidents Protocol. We will inform children's services and the police of any incident involving a weapon or potential weapon. Our teachers have the legal power to search students without consent for a number of 'prohibited items', including weapons covered in the government's [Searching, screening and confiscation](#) guidance.

St Richard Reynolds Catholic College recognises that children and young people involved in school-related weapons incidents, including the person displaying the behaviour, are vulnerable. St Richard Reynolds Catholic College will provide support, protection and education to develop a full understanding of the implications of carrying, and/or using, weapons.

Children who run away or go missing from education, home or care

St Richard Reynolds Catholic College recognises that children who run away, go missing or are absent from education and their normal residence are potentially vulnerable to abuse, exploitation, offending and placing themselves in situations where they may suffer physical harm. The statutory guidance [Children Who Run Away or go Missing from Home or Care](#) requires that every child or young person who runs away or goes missing must be offered a return home interview (RHI) within 72 hours of their return.

When necessary and in conjunction with Achieving for Children or other relevant local authority, St Richard Reynolds Catholic College will facilitate RHIs, both in terms of releasing the young person from their normal timetable to participate in an interview and in providing an appropriate and safe space on the school or college site for the interview to take place. We will follow the Kingston and Richmond Safeguarding Children Partnership's [Missing children](#) procedure when required.

Mental health

With mental health problems, a child might find the ways they are frequently thinking, feeling or reacting becoming difficult, or even impossible, to cope with. Mental health problems affect around 1 in 6 children. St Richard Reynolds Catholic College recognises that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff will be trained to recognise the signs of a child who may be experiencing a mental health problem. St Richard Reynolds Catholic College aims to promote positive mental health for all staff and students. To do so, we take into account the government's [Mental health and behaviour in schools guidance](#).

Our mental health lead for the High School is: Eileen Wilson

Our mental health lead for the Primary School is: Claire Harper

We access mental health support and counselling for children from Mental Health in Schools' Team (MHST) Referrals to MHST are made through the DSLs and Deputy DSLs.

The College is also part of the Richmond Wave 8 Cluster of Schools. This takes a collaborative approach towards mental health between schools.

The College also refers students to Off The Record.

Useful links:

[Local partnership guidance](#)

[Mind](#)

[NSPCC: Child mental health](#)

Drugs and alcohol

Through our RSHE curriculum, we provide age-appropriate education on the risks and effects of drug, alcohol, tobacco and vapes. The school prioritises the safety and wellbeing of children who use, or are at risk of using, drugs or alcohol by adopting a safeguarding-first approach. We understand that drug and alcohol use can be an indicator of underlying vulnerabilities or harm. Staff are trained to recognise the signs of drug and alcohol use and its potential links to other safeguarding concerns. We will work together with external agencies, such as children's services, health professionals and the police, to ensure children receive appropriate early help and interventions. Where there is concern that a pupil is under the influence or that drugs, alcohol, tobacco or vapes are present on school premises, we will act in line with our first aid procedures, behaviour policy and, where applicable, the [When to call the police](#) guidance.

Useful information:

[Local partnership guidance](#)

Domestic abuse

Domestic abuse can include a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional, and includes coercive or controlling behaviour. It can take place inside and outside the home. The [Domestic Abuse Act 2021](#) states that children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse).

These experiences can have a serious and long-term impact on a child's health, well-being, development and ability to learn. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. The Act states that domestic abuse occurs between at least two people over the age of 16. Therefore, legally, some older children can also commit domestic abuse either in their own intimate relationships or against their parents/carers.

St Richard Reynolds Catholic College has signed up to the police initiative [Operation Encompass](#), a system which ensures that when police are called to an incident of domestic abuse and a child/children in the household experienced the incident, the police will inform the DSL in school before the child or children arrive at school the following day. Once informed, the DSL or a deputy will provide silent support according to the child's needs and update records about their circumstances.

Homelessness

St Richard Reynolds Catholic College recognises that being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The DSL and deputy are aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.

Indicators that a family may be at risk of homelessness include: household debt, including new poverty induced by the pandemic; rent arrears; domestic abuse and antisocial behaviour; and/or the family being asked to leave a property. If a child has been harmed or is at risk of harm, a referral to children's social care will be made.

Child-on-child abuse

We recognise that children can abuse other children, often referred to as child-on-child abuse.

Child-on-child abuse is a safeguarding concern for both the child who has experienced the harm and the child alleged to have caused it. Children who display abusive, violent or harmful behaviour may themselves have experienced abuse, exploitation, trauma, coercion or other vulnerabilities and should be considered within a safeguarding context.

Child-on-child abuse is preventable. Staff should identify and challenge concerning behaviours early and should not wait for behaviour to escalate before sharing concerns. Timely, evidence-based support can reduce the likelihood of children going on to cause further abuse or violence.

Child-on-child abuse may include serious physical assault or harm, or threats of harm involving a weapon. Any concern involving weapons, serious violence or an immediate risk of harm must be escalated to the DSL without delay and emergency procedures followed where necessary.

It can happen inside and outside school and online. This can include, but is not limited to

- bullying (including online bullying, prejudice-based and discriminatory bullying)
- abuse between children in an intimate relationship
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (including when a child encourages or threatens physical abuse online)
- sexual violence, such as rape and sexual assault (including when a child encourages or threatens this online)
- sexual harassment, such as sexual comments, jokes and online sexual harassment
- consensual and non-consensual sharing of nude and semi-nude images and/or videos
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- up skirting and initiation/hazing type violence and rituals

Older students may use any of these types of child-on-child abuse to 'recruit' younger students into gangs, especially in areas where gangs are prevalent. Young people experiencing child sexual exploitation first hand may be forced to recruit other young people using types of child-on-child abuse. We are aware that boys are more likely to carry out child-on-child abuse and girls are more likely to be impacted by it, but all child-on-child abuse is unacceptable and will be taken seriously.

St Richard Reynolds Catholic College does not tolerate child-on-child abuse. We know that even when there are no reported cases of child-on-child abuse, it could still be happening but yet to be reported. We do not downplay child-on-child abuse, especially sexual violence and sexual harassment, as “banter”, “just having a laugh”, “part of growing up” or “boys being boys”. For students to feel safe at our school, we make sure they know child-on-child abuse is not acceptable behaviour and how to report it to a trusted adult if they are experiencing or witnessing it.

It is our duty to minimise the risk of child-on-child abuse. We do this in the following ways:

- Our staff read this policy.
- Our staff are trained to spot the signs that a child is, or may be experiencing, child-on-child abuse and how to report it. They maintain an attitude that ‘it could happen here’.
- Our staff challenge any inappropriate behaviour between children, including the use of derogatory language.
- The behaviour policy, which includes our whole school response to abuse, makes sure everyone knows how to behave and how to respond consistently when students show unacceptable or abusive behaviour.
- In all areas of school life, such as lessons, assemblies and in the playground, we teach students how to act and to treat other people, including when they are online.
- We have effective systems in place for students to report child-on-child incidents.

Child-on-child sexual violence and sexual harassment

Our school is aware of Ofsted’s [Review of sexual abuse in schools and colleges](#). The review was carried out as a result of the large amount of testimonies shared on the [Everyone’s Invited](#) website, which highlighted the prevalence of sexual harassment and sexual violence.

We know that sexual violence and sexual harassment can happen between two children of any age or sex, from a group of children to a single child or group of children, online and face to face. It is more likely that girls will be impacted by sexual violence and more likely that sexual harassment will be instigated by boys. Sexual violence and sexual harassment exists on a continuum and may overlap. They are never acceptable and we will not tolerate them. National and local research has made us aware of the prevalence and normalisation of harassment and abuse in school-aged children. No reports does not mean it is not happening here at St Richard Reynolds Catholic College.

Alongside girls, these groups are at higher risk of sexual violence and sexual harassment:

- children with SEND
- students who are LGBT or who are perceived to be LGBT by their peers

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, negatively affect their educational attainment and be worsened if the alleged perpetrator(s) attends the same school. If a child reports an incident, they will be reassured that they have done the right thing by telling a trusted adult, will be taken seriously, supported and kept safe. We will further reassure those affected that the law is there to protect them, not criminalise them.

We are aware that when a child reports sexual violence or harassment, this may only be the start of a larger disclosure that could transpire over time. When there are reports, we will always consider the effectiveness of our policies and procedures and whether any changes are necessary to reduce the risk of it happening again. This will be in line with the school maintaining a culture of safeguarding.

St Richard Reynolds Catholic College follows Part 5 of KCSiE when considering our response to sexual violence and sexual harassment. These are mainly captured in the child-on-child abuse section of this policy.

Harmful sexual behaviours (HSB)

Children's sexual behaviours exist on a continuum. HSB refers to problematic, abusive and violent sexual behaviours that are developmentally inappropriate and may cause developmental damage. HSB can occur online or face-to-face. We will always consider HSB in a child protection context. St Richard Reynolds Catholic College recognises that students displaying harmful sexual behaviours have often experienced their own abuse and trauma and they will be offered appropriate support.

When considering HSB, we will take into account the ages and the stages of development of the children. Sexual behaviour between children can be considered harmful if one of the children is much older, particularly if there is more than two years' difference in age, or if one of the children is pre-pubescent and the other is not. However, a younger child can abuse an older child, particularly if they have power over them, for example, if the older child is disabled or smaller in stature.

Our DSL and deputy will

- have a good understanding of HSB
- assist in planning the curriculum aimed at preventing HSB
- ensure staff spot and report inappropriate behaviour to prevent an escalation
- incorporate our approach to sexual violence and sexual harassment into the whole school or college approach to safeguarding

St Richard Reynolds Catholic College curriculum addresses these issues via the following topics according to the age and stage of development of our students:

- healthy and respectful relationships
- what respectful behaviour looks like
- gender roles, stereotyping, equality
- body confidence and self-esteem
- consent

Useful links:

[Local partnership guidance](#)

[NSPCC Harmful Sexual Behaviours](#)

[Stop it Now](#)

Upskirting

St Richard Reynolds Catholic College will ensure that all staff and students are aware that 'upskirting' is a criminal offence and will not be tolerated. The [Criminal Prosecution Service \(CPS\)](#) defines 'upskirting' as: "a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission".

St Richard Reynolds Catholic College will decide each incident on a case-by-case basis, with the DSL or a deputy taking a leading role and using their professional judgement, supported by other agencies, such as children's social care and the police, as required.

Sharing nudes and semi-nudes

This is defined as the sending or posting of nude or semi-nude images, videos or live streams online by young people under the age of 18 ([UKCIS, 2024](#)). Alternative terms used by children and young people may include 'dick pics' or 'pics'. It is a form of child sexual abuse. All incidents will be dealt with as safeguarding concerns. The primary concern at all times will be the welfare and protection of the children involved. While sharing nudes and semi-nudes of them or their peers breaks the law, we know it is important to avoid criminalising young people unnecessarily.

Children might share nudes because of threats and/or pressures from relationships. They might also want to send nudes, but this is usually because they believe they will get something in return.

Sextortion is when someone threatens to share or distribute nude or semi-nude images of another person if they don't do what is asked. It can happen to anybody, but a large number of cases involve teenage boys. The explicit imagery may be used to blackmail the young person into sending more images, money, or in some cases, into recruiting more victims. Images can be both real or generated by artificial intelligence.

We are aware of and in response to incidents will use the [alert guidance](#) and support provided by the National Crime Agency and CEOP.

So-called 'honour'-based abuse, including FGM and forced marriage

So-called 'honour'-based abuse (HBA) means incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage and practices such as breast ironing. We are aware this abuse often involves a wider network of family or community pressure and can include multiple perpetrators. Therefore, we will consult with children's services before taking any form of action to reduce the dynamic and additional risk factors that might be present as a result.

Female genital mutilation (FGM)

Female genital mutilation (FGM) means all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. The DSL will make sure that staff have appropriate training to prepare them for spotting signs that a child has been affected by FGM or is at risk of FGM.

Section 7 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a student is at risk of FGM.

Signs that FGM might happen:

- A relative or someone known as a 'cutter' visiting from abroad.
- A special occasion or ceremony takes place where a girl 'becomes a woman' or is 'prepared for marriage'.
- A female relative, like a mother, sister or aunt has undergone FGM.
- A family arranges a long holiday overseas or visits a family abroad during the summer holidays.
- A girl has an unexpected or long absence from school.
- A girl struggles to keep up in school.
- A girl runs away – or plans to run away - from home ([NSPCC](#))

Signs FGM might have taken place:

- having difficulty walking, standing or sitting
- spending longer in the bathroom or toilet
- appearing quiet, anxious or depressed
- acting differently after an absence from school or college
- reluctance to go to the doctors or have routine medical examinations
- asking for help – though they might not be explicit about the problem because they're scared or embarrassed ([NSPCC](#))

Useful information:

[Female Genital Mutilation Statutory Guidance](#)

[Local partnership guidance](#)

Forced marriage

A forced marriage is non-consensual. Either person could be forced/pressured in several ways, including physically, psychologically, financially, sexually and emotionally. It is a criminal offence in England and Wales.

An arranged marriage is different. The families of both spouses take a leading role in arranging the marriage, but the choice of whether or not to accept the arrangement remains with those who are considered for marriage.

We are aware that the legal age for marriage in the UK has risen to 18, regardless of parental consent. The DSL will follow the local safeguarding procedure and, if necessary, seek advice from the Forced Marriage Unit on 020 7008 0151 if a concern comes to their attention.

Useful information:

[Freedom charity](#)

[Handling cases of forced marriage guidance](#)
[National FGM Centre](#)

Modern slavery

Modern slavery is a crime whereby a person uses another person, by means of deception or coercion, as a possession for the purposes of exploitation. We are aware modern slavery exists in the UK and that some victims are children.

Common places modern slavery occurs includes

- the sex industry, including brothels
- retail: nail bars, hand car washes
- factories: food packing
- hospitality: fast-food outlets
- agriculture: fruit picking
- domestic labour: cooking, cleaning and childminding

Victims can be forced into criminal activities such as cannabis production, theft or begging.

The DSL will seek advice and support from children's services who may in turn make a referral to the National Crime Agency via the National Referral Mechanism (NRM). Further advice can be provided directly by the modern slavery helpline on 0800 012 1700.

Useful information:

[Modern slavery: how to identify and support victims](#)

Private fostering

A private fostering arrangement is when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. Close relatives are defined as step parents, grandparents, brothers, sisters, uncles or aunts. It applies to children under the age of 16, or under 18 if the child is disabled.

St Richard Reynolds Catholic College is aware that, by law, a parent or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. We have a duty to inform children's services of this arrangement if they have not been notified, but we will encourage parents and private foster carers to do so in the first instance.

Useful links:

[Looking after someone else's child](#)
[Local partnership guidance](#)

Preventing radicalisation and extremism

While some children are more susceptible, any child can be radicalised into terrorism. We take our [statutory duty](#) to prevent children from becoming terrorists or supporting terrorism seriously.

Radicalisation is the process of a person legitimising support for, or use of, terrorist violence. It can occur over a period of time or quickly.

Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This includes calling for the death of members of the armed forces.

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 of terrorism 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.

To prevent children from being radicalised into terrorism, we make sure

- Our filtering and monitoring systems will prevent and protect children from accessing extremist material.
- students are taught about British Values and staying safe online via the curriculum.
- Children are provided with a safe space to discuss controversial issues and the skills they need to challenge extremist views.
- Staff are trained to spot the indicators of radicalisation and extremism and how to report concerns as soon as possible.
- The DSL attends Prevent awareness training and is aware of the latest guidance.
- We assess the risk of the children in our school being drawn into terrorism, working with the local partnership.
- We perform a risk assessment which assesses how our learners or staff may be at risk of being radicalised into terrorism (including online) using the counter terrorism local profile and updates from the local partnership.

The [Educate against hate](#) government website lists signs that could indicate that a child is being radicalised:

- becoming increasingly argumentative
- refusing to listen to different points of view
- unwilling to engage with children who are different
- becoming abusive to children who are different
- embracing conspiracy theories
- feeling persecuted
- changing friends and appearance
- distancing themselves from old friends
- no longer doing things they used to enjoy
- converting to a new religion
- being secretive and reluctant to discuss their whereabouts
- changing online identity

- having more than one online identity
- spending a lot of time online or on the phone
- accessing extremist online content
- joining or trying to join an extremist organisation

If you have concerns that a student may be at risk of radicalisation or involvement in terrorism, go to section 7

Useful links:

[Local partnership guidance](#)

[Protecting children from radicalisation: the prevent duty](#)

Child abuse linked to faith or belief

This type of abuse can happen anywhere across any community and/or religion. There are a variety of definitions associated with abuse linked to faith or belief. It can include, but is not limited to, the concept of belief in

- witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- ritual or multi-murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies
- use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation

If you suspect a case of child abuse linked to faith or belief, follow the safeguarding procedures in this policy. In addition, the Metropolitan Police's Project Violet team can be contacted on the non emergency, 24/7 number: 101.

Useful links:

[Metropolitan Police advice](#)

[Short Youtube introduction video](#)

[National FGM Centre](#)

Fabricated or induced illnesses

Staff at St Richard Reynolds Catholic College are alert to the issues surrounding fabricated or induced illnesses.

Fabricated or induced illness (FII) is a rare form of child abuse. It happens when a parent or carer, usually the child's biological mother, exaggerates or deliberately causes symptoms of illness in the child. Our supporting students with medical needs approach ensure reported medical needs are evidenced by medical professionals.

Useful link:

[The Royal College of Paediatrics and Child Health \(RCPCH\) guidance](#)