



New Horizon Community School

Child Protection Policy 2018/19

Updated: January 2019

Date of next Review: November 2019

New Horizon Community School acknowledges the roles and responsibilities it has towards the children it seeks to educate. We consider it a privilege to be in a position to guide and influence the young minds of our community, therefore strive to establish a safe and respectful environment in order to do so.

The welfare of our students is a priority above all else so we recognise that in order to provide a valuable service to students (equally) we must work as one part of a living (functioning) community. In order to do this successfully we comply with legislations and statutory guidance concerning the safety of children in education. This includes 'Keeping Children Safe in Education (July 2015)'; 'The Education Regulations 2013' and 'The Children Act' (1989-2014).

Our school policies convey how our practices and procedures reflect our commitment to safeguarding. We work in accordance with guidance provided by Leeds Safeguarding Children's Board (LSCB) and LADO. Our policies are available to view on our school website but can, on request be made available in any suitable format.

In order to demonstrate our overall approach to integrate safeguarding into our school ethos we implement the following:

PRACTISE/POLICY	RELEVANT INFORMATION	RESPONSIBLE PERSON/S
Safer Recruitment Policy	<p>In accordance with our equal opportunities policy we have in place a structured means for interested applicants to apply for school vacancies. This additionally supports our safeguarding policies as we specifically shape the procedure in order to gain access to specific information relating to an applicant’s attitude and practices that concern the treatment of children. We can determine the level of experience and qualifications a candidate has which will demonstrate their suitability for a particular role within the school.</p> <p>In accordance with the ‘Keeping Children Safe in Education Act’, every potential candidate/volunteer must provide a DBS certificate that authorises them to work with children. This will be further clarified by the Administrative Officer who is authorised to check the NCTL register. They will finally determine whether an offer of employment can be made. The safety checks will be conducted by the Administrative Officer.</p>	<p>Head Teacher</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>
Attendance and Punctuality Policy		
Designated roles	Every member of NHCS takes some responsibility for the welfare of children. To	Head Teacher:

<p>and responsibilities established amongst staff and the Board of Governors.</p>	<p>establish an effective system for communicating and processing concerns, the school has allocated specific roles.</p> <p><u>The Senior Designated Person</u>, also known to students as the CPO is available to students, staff, parents and members of the wider community if concerns regarding a child's welfare need to be discussed.</p> <p>The SDP/CPO undertakes professional training, organised by LSCB that prepares them to recognise the threats/dangers that affect children especially those who are considered to be most vulnerable.</p> <p>The SDP/CPO is available to students to discuss any of their concerns. It is important for students to be aware that they have someone available at school to discuss their thoughts and experiences with. Whether action is taken by the CPO, as a result of a discussion with a student will depend on the severity of the information they receive. Their role is primarily to listen, support and guide but any suspicions of 'abuse' will be dealt with in order to keep our children safe.</p> <p>Form Tutors and subject teachers play a vital role in establishing a safe environment whereby children are free to confidently, safely and respectfully engage in the process of learning. They have a duty to respect the rights of every child to an</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>
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	<p>education; their opportunities to pursue their interests and ambitions without prejudice. In order to achieve this, all members of staff are expected to share any concerns they have regarding a child's behaviour, mannerism or physical appearance with the SDP/CPO.</p> <p>If concerns arise involving the inappropriate behaviour of a member of staff, the SDP is to be contacted. They will take necessary action in order to keep our children safe. It is also vital for all those involved in the lives of children to know that they can directly contact external agencies such as the police if they feel it is necessary. Staff should feel safe to share information concerning the welfare of children without fear of intimidation. The 'Keeping children Safe in Education Act' includes the importance of 'whistle-blowing' as a means to protect children from harmful behaviour, attitudes and information. Our school values the rights of every child to a healthy and happy childhood, we are therefore committed to contributing towards its development.</p> <p>The SDP/CPO is the main point of contact for wider agencies involved in protecting the welfare of children. They will assess a situation based on the information they receive, in order to decide whether other agencies, such as the police need to be contacted.</p> <p>Regular meetings are held with the Head Teacher to ensure sufficient time and</p>	
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	<p>resources are in place to improve the school’s safeguarding practices.</p> <p>The SDP/CPO works alongside the Deputy Designated Person (DDP) in order to create opportunities for students to discuss any issues they wish to share. They will achieve this by arranging meetings with students, especially those who are considered to be the most vulnerable within the school.</p> <p>Any information shared with the DDP that causes them serious concern will be shared with the SDP. At no point are children to be lulled into a false state of security, by promising them that the information they share will be kept secret. They must instead be shown that the school is primarily concerned with their welfare above all else, through good practice. They need to have faith in their educators and those who claim to protect them.</p>	
<p>CPD - Staff Training</p>	<p>The SDP and DDP have a responsibility to share their understanding of issues concerning the lives of children with every member of staff and the Governing Body. They will share this information via organised training sessions. This will give staff a good opportunity to discuss their own understanding and concerns regarding the school’s safeguarding practices.</p> <p>Staff will be reminded of the legislations and statutory guidelines that regulate their</p>	<p>Head Teacher: M.S.RAHMAN</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

	<p>professional conduct. They will additionally be reminded of their obligations as educators and employees of New Horizon Community School.</p> <p>All staff whilst within the vicinity of the school shall wear ID badges. It is the responsibility of staff to challenge the presence of anyone they do not recognise and to manage the movements of students when ‘visitors’ are in school. A member of staff will remain with visitors during the duration of their visit. They shall be expected to register their movements by signing in and out of the school building.</p> <p>It is school practice to organise maintenance work once all students are off site but if this is not possible, it is considered good practice to ensure a senior member of staff is present whilst work is conducted.</p> <p>Staff are made aware of good practice regarding their behavior with children. They are therefore informed that making promises to children, about keeping information secret, when they cannot fulfil this promise is unacceptable. All members of staff must work together in accordance with policies regulating the welfare of children in order to keep them safe. Breaking a promise to a child, undermines the faith a child places in their teacher – it is hurtful and unnecessary.</p> <p>Staff are in an excellent position to observe changes in a child’s behavior and/or</p>	
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	<p>attitude. Any concerns should be reported to the DDP or SDP/CPO. It may be necessary to file a “cause for concern” form which will detail any observations or conversations held between staff and a child(ren). It is important for staff to understand that the dignity of a child must be protected. Their experiences should not be shared with people within the school or community for unnecessary reasons. This may cause them additional upset or harm.</p> <p>In order to keep children safe, all members of staff will comply with Health and Safety policies/procedures.</p>	
PREVENT	<p>New Horizon Community School recognises the dangers posed to children through advances in technology and media. Children are easily exposed to damaging images and information (online) by people who threaten their safety and wellbeing. The ‘online world’ of social interaction and gaming can also be an isolated avenue of communication. Identities can remain hidden with people choosing to create false identities, providing opportunistic individuals easy access to the minds and lives of vulnerable children.</p> <p>Children are easily targeted online, with dangerous people befriending and essentially abusing the ‘relationship’ they build. Parents, schools and wider society have a responsibility to work together in order to prevent such dangers. In order for</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

	<p>us to be effective in handling cases of online abuse, our staff must be educated about the dangers facing children online.</p> <p>Extremist ideology is to be considered a serious threat to humanity. The ideas of extremists are destructive but are conveyed in a manner that appears to be alluring to those they target. Extremists take advantage of vulnerabilities and those to be the most vulnerable to online dangers are children.</p> <p>PREVENT is an organisation that specifically deals with extremist threats and attempts to address issues and dangers prior to them resulting in violent or damaging consequences. Prevent is a government organisation that works closely with all organisations that form a working society: this includes schools.</p> <p>It is important for the governing body, all members of staff and students to recognise signs/threats of children who may have been exposed to extremist ideology. It is also important to acknowledge that exposing children to dangerous thoughts is a form of abuse. Our school is therefore committed to staff training by PREVENT so that we are in a position to effectively handle concerns surrounding this issue.</p> <p>PREVENT is organised to support and mentor those who are identified as having been influenced by extremist ideology. It is possible for those who require support to</p>	
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	<p>receive it from individuals who work as part of CHANNEL. Their objective is to intervene in the life of an individual in order to prevent them from making decisions that they cannot recoil and those that have dire consequences.</p> <p>Our school is dedicated to supporting our children so we are committed to working with parents, organisations and individuals in order to keep them safe.</p>	
<p>The School Curriculum</p>	<p>Our curriculum is designed to educate our students in order for them to become independent members of society who confidently engage with British life.</p> <p>Our students study a range of subjects from Year 7 to Year 11. Every subject can be organised in order to provide opportunities for students to study various topics and to allow them a chance to safely express themselves.</p> <p>New Horizon Community School promotes the values of the Islamic faith. We are conscious of the ideas and teachings we share through our practises and subjects dedicated to teaching Islam. We are adamant however to emphasise that Islam is a religion that can be practised with ease in British society. Women and girls additionally have an opportunity to engage in society; to gain an education (protected by law) that can provide them with a knowledge and experience that can further benefit their lives and their communities.</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

	<p>As part of our Vertical Tutoring programme, we introduce students to various issues and events that are nationally recognized. Our PSHE is incorporated into tutorials and it is during this time that students spend time with their Form Tutors and Class Councilors. The environment is less conservative than during lessons, so students are more relaxed and open to discussion. This time presents a great moment for tutors to spend time with small groups or individual students, within the classroom to review behavior and any issues students wish to raise.</p>	
<p>Student Mentoring Scheme</p>	<p>New Horizon Community School has extremely generous and kind students who have a natural inclination towards supporting their younger peers. We therefore authorised selected students to provide mentoring to specific students who we believed would benefit emotionally and practically from peer support. Students have previously demonstrated an improvement in their behaviour and education as a result of student mentoring.</p> <p>Student Mentors have been provided with mentoring forms which they complete at the end of a session. Mentors are informed of what we expect from them in terms of their conduct towards mentees. Students are under no obligation to be mentored. If they feel uncomfortable with a student selected to be their mentor they are able to discuss this with the DDP or CPO.</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

	<p>The mentoring scheme is in the process of being extended to provide support for Year 11 students, by our former students who are currently in further education or are in employment. Those students who can successfully apply for a DBS certificate will be in a position to engage with our students. It is an initiative that will support our students through the stress of their GCSE exams. It will additionally provide them an opportunity to discuss their experiences with people who can empathize with their lifestyle. Our students need to be inspired to pursue education, as it is the key ingredient to achieving a life that offers them choices to become someone they are proud to be.</p>	
<p>Use of ICT Policy - ESafety</p>	<p>Our computer networks are managed by specialists who are members of our Governing Body. They have provided a basic firewall which provides a web filtering system to protect children from social websites and adult material. We are constantly striving to improve our IT safety.</p> <p>We have a couple of domain controllers with various Global Group Policies to prevent students downloading unauthorized material from the web.</p> <p>Our E-Safety Policy excludes access to social interactive websites and mobile phones in school. The school environment should remain an environment whereby students</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

	<p>are unafraid to feel free: to truly, unreservedly and unapologetically be themselves. They should not feel that their rights to an education have been compromised by those who invade their lives with cameras in order to share images of them – either as friends or as a means to humiliate and provoke.</p> <p>Our students are made aware of the dangers surrounding online interaction and searching for information that may result in accessing extremist and inappropriate material, by subject/ Form Tutors (the ICT teacher in particular).</p>	
DDA/SEN policy	<p>The values of New Horizon Community School in regards to its teaching and practices are influenced entirely by Islam. Encouraging students to respect and pursue knowledge is Islam as is caring and nurturing for their spiritual development. Isolating or neglecting a child as a result of a physical or psychological disability is not a practice that can be condoned. The Governing Body at NHCS will make 'reasonable adjustments' where possible to establish fair access to 'education and associated services.'</p> <p>Our SDP/CPO will arrange regular meetings with those students who are considered to be the most vulnerable. Members of staff will be made aware of any concerns during daily staff meetings and through a database comprising our Individual Education Plans (IEP).</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

	<p>The welfare of our students is our priority without compromise. As a charity school we are aware that our finances restrict our progress but we would take every action to improve the lives of our students whilst in our care. We would also advise parents to find an alternative school if we are not in a position to provide the support a child requires (for complex needs).</p>	
<p>Fire Safety Policy</p>	<p>We comply with 'The Regulatory Reform (Fire Safety) Order 2005' and have a detailed policy in place. This includes a Fire Evacuation procedure that accounts for the most vulnerable students.</p> <p>Our staff undergo training to fulfil roles of Fire Warden and Fire Marshall in order to effectively evacuate the school premises. Our evacuation procedures are annually reviewed or as a result of changes to the school structure.</p> <p>Our fire safety systems are tested in compliance with the 'Fire Reform Order 2005'.</p> <p>Staff and students are reminded of Fire Safety procedures at the start of every term and practice the procedure without warning. We assess how successfully we evacuate the premises and consider how practices can be improved.</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

<p>'Whistleblowing' Policy</p>	<p>All staff have a duty to share information that compromises the safety and welfare of a child. This responsibility of a member of staff to 'blow the whistle' on any illegal and/or immoral activity by a person in authority, is protected by law.</p>	<p>Head Teacher</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>
<p>Health and Safety Policy</p>	<p>Considered measures have been put into place after consideration of the risks posed to students and staff whilst in any part of the school building. We carefully calculate threats to the safety and welfare of students when participating in extra school activities and trips.</p> <p>The Health and Safety Assessment specifies the numerous practices that are in place to enhance the safety of our students.</p>	<p>Head Teacher:</p> <p>SDP: Head Teacher & Ms G.Ali</p> <p>Designated Governor for Child Protection: MR P.HUSSAIN</p>

Additional Information regarding child protection can be found on the NSPCC website.

What is child abuse?

Child abuse is any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of abuse, as well as other difficulties in their lives. It often happens over a period of time, rather than being a one-off event. And it can increasingly happen online.

We estimate that over half a million children are abused in the UK each year.

Types of Child Abuse:

- Neglect
- Domestic
- Online Abuse
- Physical Abuse
- Emotional/ Psychological Abuse
- Sexual Abuse
- Child Sexual Exploitation
- Cyber Bullying
- Female Genital Mutilation (FGM)
- Child Trafficking
- Grooming

The agencies that the school works in partnership with include:

- Leeds Safeguarding Children's Board
- LADO (Local Authority Designated Officer)
- Children's Social Care Services (CSCS)
- West Yorkshire Police
- PREVENT
- Hospitals/ Nurses
- NSPCC
- Specialist agencies to arrange specialist training to deal with concerns such as FGM.

Definitions and Indications of Abuse

Neglect

Examples which **may** indicate neglect (it is not designed to be used as a checklist:

Affection or attention seeking behavior

Child is dirty or unkempt

Failure to achieve development milestones, growth, weight

Failure to develop intellectually or socially

Hunger Listlessness

Neurotic behavior

Pallid complexion

Poor concentration

Poor school attendance or often late for school

Poorly or inappropriately dressed for the weather

Stealing or scavenging compulsively

Tiredness

Untreated illnesses or injuries

Physical Abuse

Examples which **may** indicate physical abuse (it is not designed to be used as a checklist)

Bald patches

Bite marks

Fear of changing for PE

Fear of going home

Fear of parents being contacted

Fear of medical help

Finger, hand or nail marks, black eyes

Fractures

Inexplicable fear of adults or over-compliance

Isolation from peers

Lacerations, wealds

Patterns of bruising; inconsistent account of how bruising or injuries occurred

Round burn marks, burns and scalds

Symptoms of drug or alcohol intoxication or poisoning

Unaccountable covering of limbs, even in hot weather

Violence or aggression towards others including bullying

Sexual Abuse

Examples which **may** indicate sexual abuse (it is not designed to be used as a checklist)

Aggressive behavior including sexual harassment or molestation

Anal or vaginal discharge, soreness or scratching

Attention seeking behavior, self-mutilation, substance abuse

Bruises, scratches in genital area

Depression, withdrawal, isolation from peer group

Eating disorders, for example anorexia nervosa and bulimia

Frequent or open masturbation, touching others inappropriately
Inability to concentrate, tiredness
Refusal to communicate, selective muteness
Regressive behavior, enuresis, soiling
Reluctance to go home
Reluctance to undress for PE or swimming
Sexually explicit play of behavior or age-inappropriate knowledge
Thrush, persistent complaints of stomach disorders or pains
Unusually compliant

Emotional Abuse

Examples which **may** indicate emotional abuse (it is not designed to be used as a checklist).

Appetite disorders – e.g. anorexia nervosa and bulimia
Compulsive stealing
Continual self deprecation
Delayed physical, mental, emotional development
Fear of parents being contacted
Inappropriate emotional responses, fantasies

Masturbation

Neurotic behavior, rocking, banging head, regression, tics and twitches

Over-reaction to mistakes,

Running away

Self harming, drug or solvent abuse

Soiling, smearing faeces, enuresis

Sudden speech or sensory disorders

Cause for Concern Form

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Note: Please do not interpret what is seen or heard. Simply record the facts. After completing the form, pass it immediately to the Designated Teacher.

Name of Child: _____ **Year Group:** _____

Name of person completing this form: _____

Day: _____ **Date:** _____ **Time:** _____ **Place:** _____
(of observed behavior / discussion / disclosure)

Nature of incident or concern, including relevant background (record child's words verbatim)

For Designated Teacher: please tick relevant items:

Action Taken:	By Whom:	Outcome:
Discuss with child		
Monitoring sheet		
Referral made to Leeds children's services		
Police contacted		
Other (Please Specify)		

On-going Monitoring Form

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Name of Child: _____ Year Group: _____



Day & Date	Observation / Incident	Staff Initials	Action Taken