



SAFEGUARDING AND CHILD PROTECTION POLICY INFORMATION FOR FAMILIES 2024-25

Date of Last Review	September 2024
Date of Next Review	September 2025
Review period	1 Year

Tayyibah Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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Key Safeguarding Information

Key Staff	
Designated Safeguarding Lead	Mrs Amreen Jameer 0208 880 0085 ajogiat@tayyibah.org.uk
Deputy Designated Safeguarding Lead	Mrs G Yusuf Gyusuf@tayyibah.org.uk
E-safety	Mrs Rukhshana Boolaky Rboolaky@tayyibah.org.uk
Lead Governor for Safeguarding and Child Protection	Molana Zakaria Maljee safeguarding@tayyibah.org.uk Ashraf Patel apatel@tayyibah.org.uk
Prevent Leads	Mrs G Yusuf
Prevent Curriculum Lead	Mrs G Yusuf
Lead Governor for Prevent	Ashraf Patel
Appropriate Adult	Amreen Jameer

Key Contacts	
Police	999/101/020 7275 3281
London Borough of Hackney Children Social Care	Hackney Learning Trust Safeguarding Team 020 8356 5500
Local Authority Designated Officer (LADO)	Liesel-Le-Roux Hackney LADO 020 8356 4569 e: Lado@hackney.gov.uk
Hackney First Access Screening Team (FAST)	Phone: 0208 356 6956 E-mail: Fast@hackney.gov.uk
Emergency Duty Social Worker - out of hours service (5pm – 9am)	Phone: 0208 356 2710
Children Missing in Education Team	Hackney Learning Trust Billy.Baker@learningtrust.co.uk 0208 820 7060
LCSB website	http://www.chscb.org.uk/ City and Hackney Safeguarding Children Partnership (CHSCP)
Extremism: Prevent Duty Leads in Hackney	Hannah Gold, Met Police Prevent Engagement Officer Hackney 020 7275 4086, hannah.d.gold@met.pnn.police.uk Paul Kelly, Head of Wellbeing and Education Safeguarding 020 8820 7375, paul.kelly@learningtrust.co.uk Tracey Thomas, Hackney PREVENT Coordinator 020 8356 8104, tracey.thomas@hackney.gov.uk or prevent@hackney.gov.uk or tracey.thomas@org.cjsm.net Police: 101 (non-emergency calls)
Extremism: DfE dedicated helpline for non-emergency advice for staff and governors	020 7340 7264 Counter-extremism@education.gsi.gov.uk

FGM Reporting	Hackney Children’s Social Care, 020 8356 5500 (Mon – Fri, 9am to 5pm) or 020 8356 2710 (out of hours) NSPCC FGM Helpline, 0800 028 3550 Crimestoppers, 0800 555 111 Police, 999 (emergency) or 101 (non-emergency)
NSPCC’s Whistleblowing Helpline	0800 028 0285

INTRODUCTION AND AIMS

This is not the full policy; this is an abridged version with key information in a more accessible length, for parents and carers to be able to access and refer to. For full procedures and information, please refer to the main Safeguarding Policy on the website, or a copy can be supplied on request.

This policy is written with regard to the following guidance and advice:

- Department for Education (DfE) guidance “Keeping Children Safe in Education” issued in September 2024;
- Home Office guidance “Channel: Protecting Vulnerable People From Being Drawn into Terrorism” issued in 2015;
- Home Office guidance “Prevent Duty Guidance in England and Wales” issued in 2015 and the associated ‘The Prevent Duty: Departmental advice for schools and childcare providers’ subsequently issued by DfE in 2015;
- Home Office guidance “Channel: Vulnerability Assessment Framework” issued in 2012;
- DfE guidance “Working Together to Safeguard Children” issued/revised in 2023;
- DfE guidance “What To Do If You’re Worried A Child Is Being Abused” issued in 2015;
- DfE guidance “Disqualification Under the Childcare Act 2006” issued in 2015;
- It applies to all governors, teaching, non-teaching, supply staff and volunteer members of staff
- Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children. In line with this requirement, Tayyibah Girl School have systems in place which are designed to:
 - prevent unsuitable people working with, or coming into contact with students within school;
 - promote safe practice and challenge poor or unsafe practice;
 - identify students who are suffering or likely to suffer *significant harm*¹ and take appropriate action with the aim of making sure they are kept safe both at home and at school;
 - identify students who may be susceptible to messages of violence and radicalisation and take appropriate action to ensure early intervention challenges extreme ideologies and diverts young people from the risk they face before illegality occurs;
 - contribute to effective partnership working between all those involved with providing services for students.
- support – recognition of the sensitivity and complex nature of safeguarding and child protection, ensuring that students, staff and families are supported appropriately.

AIMS

At Tayyibah Girls school we understand that as teachers and a school we are answerable above all to Allah (SWT), we all have a duty to protect children and young people from harm and that these children and young people are a Trust and Amanah entrusted to us by the parents and guardians.

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

Our school will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know that an adult will have to share and follow procedures with any information they have chosen to disclose.

Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with [Working Together to Safeguard Children \(2023\)](#) and local safeguarding partners’ procedures.

This policy is reviewed and updated annually and is available on the school website or from the school office. This policy applies to all staff, children, parents, Governors, Trustees, volunteers and visitors

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DEFINITION OF SAFEGAURDING

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's mental and physical health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

ABUSE

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Abuse and neglect: All staff will be made aware of indicators of abuse and neglect. Knowing what to look for is vital for the early identification of abuse and neglect and specific safeguarding issues such as child criminal exploitation and child sexual exploitation so that staff are able to identify cases of children who may be in need of help or protection.

If staff are unsure, they should always speak to the designated safeguarding lead (DSL) or deputy.

Abuse, neglect and safeguarding issues are rarely standalone events and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap with one another, therefore staff should always be vigilant and always raise any concerns with the DSL.

Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of this environment. All staff, but especially the DSL should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

Technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse other children online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

In all cases, if staff are unsure, they should always speak to the DSL.

Further information about the different kinds of abuse can be found in the main policy.

PROCEDURES FOR DEALINGS WITH CONCERNS ABOUT A CHILD

What staff should do if they have a concern about a child?

All staff **must** report **any** concerns they have about a child and not see these as insignificant. Staff should not assume a colleague or another professional will take action and share the concern. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity.

A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

Staff must immediately report any:

- Suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play / everyday, normal activities
- Explanation given which appears inconsistent or suspicious
- Behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings, play, actions)
- Concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment
- Concerns that a child is presenting signs or symptoms of abuse or neglect
- Significant changes in a child's presentation, including non-attendance
- Hint or disclosure of abuse from any person
- Concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

Children can sometimes show signs or act in ways they hope adults will notice and react to. All staff should be aware of this and remain vigilant.

What staff should do if a child is in danger or at risk of harm

If staff are concerned that a child could be at risk of harm they must report to the designated safeguarding lead (DSL) immediately. If this is not possible, they should make a direct referral to children's social care.

What staff should do if they have a concern about honour based abuse (HBA), including FGM and forced marriage

If staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the DSL. As appropriate, the DSL will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Where FGM has taken place, there has been a mandatory reporting duty placed on teachers since 31st October 2015. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face

disciplinary sanctions. Further information can be found in the [Multi-agency statutory guidance on female genital mutilation](#) and the [FGM resource pack](#) particularly section 13.

Responding to disclosure

Disclosures or information may be received from children, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the DSL.

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the DSL in order that s/he can make an informed decision of what to do next.

The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the deputy. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

Following receipt of any information that raises concern, the DSL will consider what action to take and seek advice from children's social care as required. All concerns, discussions and decisions made, and the reasons for those decisions will be recorded in writing.

It is **not** the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with these procedures.

All referrals will be made in line with local children's social care procedures.

The school adheres to child protection procedures that have been agreed locally through the local safeguarding partners ([Hackney & City Safeguarding Children Partnership.](#)) Where we identify children and families in need of support, we will carry out our responsibilities in accordance with local threshold guidance.

If, at any point, there is a **risk of immediate serious harm** to a child, a referral should be made to children's social care **immediately** and **if a criminal offence has been committed contact the police**. Anybody can make a referral. If the child's situation does not appear to be improving, then the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the headteacher. Concerns should always lead to help for the child at some point.

Early help assessment

Early help assessment is organised early intervention to provide support as soon as a problem emerges at any point in a child's life.

If an early help assessment is appropriate, the DSL (or deputy) will generally lead on liaising with other agencies and setting up an inter-agency assessment, as appropriate.

Staff may be required to support other agencies and professionals in an early help assessment and, in some cases, where education is the fundamental factor, act as the lead practitioner.

Early help assessments should be kept under review and referred to children's social care for assessment if the child's situation does not appear to be improving or is getting worse.

Statutory children's social care assessments and services

Concerns about a child's welfare will be referred to the local authority children's social care by the DSL. **Where a child is suffering, or is likely to suffer from harm, a referral to children's social care (and if appropriate the police) will be made immediately.**

Referrals will follow the local authority referral process.

Where a child in school has a Child in Need plan or a Child Protection plan, the school will liaise with children's social care, attend meetings and provide comprehensive and detailed reports.

All reports for Child in Need / Child Protection conferences will be prepared in advance, using the guidance and report template. The information contained in the report will be shared with parents before the conference as appropriate. In order to complete such reports, all relevant information will be sought from staff working with the child in school. All staff should be prepared to contribute to the report writing process.

CHILD ON CHILD ABUSE

Children can abuse other children and this can take many forms. It can happen both inside and outside of school. There may also be reports where the children concerned attend two or more different schools.

Child on child abuse will not be tolerated. All staff will take a zero tolerance approach to any abusive behaviours and will stop and challenge inappropriate behaviours between children, many of which may be sexual in nature. We recognise that even if there are no reported cases of child on child abuse that such abuse may still be taking place and all staff should be vigilant.

A difficult feature of child on child abuse is that the perpetrators could be victims themselves and possibly are being abused by other family members, other adults and children.

In cases where child on child abuse is identified we will follow our procedures for dealing with concerns, recognising that both the victim and perpetrator will require support.

CONSENSUAL & NON-CONSENSUAL SHARING OF NUDE & SEMI-NUDE IMAGES AND/OR VIDEOS

The term 'sharing nudes and semi-nudes' is used to mean the sending or posting of nude or semi-nude images, videos or live streams by children under the age of 18 online. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's Airdrop which works offline.

The term 'nudes' is used as it is most commonly recognised by children and more appropriately covers all types of image sharing incidents.

Incidents may also occur where:

- Children find nudes and semi-nudes online and share them claiming to be from another child
- Children digitally manipulate an image of a child into an existing nude online
- Images created or shared are used to abuse other children e.g. by selling images online or obtaining images to share more widely without consent to publicly shame

Initial response

When an incident involving nudes and semi-nudes comes to the attention of any member of staff:

- The incident should be referred to the DSL (or deputy) as soon as possible.
- 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.
- There will be subsequent interviews with the children involved (if appropriate).
- Parents and carers will be informed at an early stage and involved in the process in order to best support the child unless there is good reason to believe that involving them would put the child at risk of harm.
- A referral will be made to children's social care and/or the police immediately if there is a concern that a child has been harmed or is at risk of immediate harm at any point in the process.

Informing parents and carers

Parents or carers will be informed and involved in the process at an early stage unless informing them will put a child or young person at risk of harm. Any decision not to inform the parents or carers will be made in conjunction with other services such as children's social care and/or the police, who would take the lead in deciding when they should be informed.

Supporting parents and carers

Children and young people can be involved in an incident in several different ways. They may lose control of their own image, receive an image of someone else or share an image of another person. In any of these situations, parents and carers may find it difficult to know how to deal with the knowledge that their child has been involved in an incident and may display differing emotions.

Whatever their feelings, it is important that we listen to their concerns and take them seriously. We will also help to reassure parents and carers by explaining that it is normal for young people to be curious about sex.

In all situations, parents or carers will be:

- Given information about the sharing of nudes and semi-nudes, what they can expect to happen next, and who will be their link person within the school.
- Given support to deal with their own feelings of upset and concern including signposting to further resources that can help them to understand the sharing of nudes and semi-nudes or support services they can contact, where appropriate.
- Given support on how to speak to their child about the incident.
- Advised on the law around the sharing of nudes and semi-nudes.

- Kept updated about any actions that have been taken or any support that their child is accessing, unless the child involved has specifically asked for this not to happen and is judged to be old enough to make that informed decision.
- Informed about sources of support for their child, in case they are feeling anxious or depressed about what has happened. This could include speaking to a [Childline. counsellor online](#) or on 0800 11 11, in house counselling services where available, or a GP. If they are concerned that their child is suicidal, they should contact 999.
- Directed to [NCA-CEOP](#) if the child discloses any further details to them that may suggest they are being groomed or sexually exploited.

RECORDING, RECORD KEEPING & INFORMATION SHARING

All concerns, discussions and decisions made, and the reasons for those decisions, will be recorded in writing on the relevant forms.

Each record should include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of each action taken, decisions reached and the outcome
- Information from a child written verbatim
- Date and signature / record of who completed the record

If there is any doubt about recording requirements, staff should discuss with the DSL.

All concerns should be passed to the **DSL without delay**, either written or verbal (followed as soon as possible by a written report).

Child Protection information will be kept in a separate Child Protection file for each child, stored on a portable device which is password protected. Records of concern, copies of referrals, invitations to Child Protection conferences, core groups and reports will be stored on this device. All records will be transferred via Egress.

Child Protection files will be the responsibility of the DSL. Child Protection information will only be shared with relevant staff / agencies on a 'need to know' basis, in the child's interests and on the understanding that it remains strictly confidential.

When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an agreed secure manner. This should be as soon as possible and within 5 days for an in-year transfer or within the first 5 days at the start of a new term to allow a school or college to have support in place for when a child arrives. We will retain evidence to demonstrate we have acted accordingly when dealing with safeguarding matters and how the file has been transferred. Files will be transferred via Egress.

Where a parent elects to remove their child from the school roll to home educate, the school will make arrangements to pass any safeguarding concerns to the Local Authority.

The school is GDPR compliant and its practise is defined by Policies in Data Protection and GDPR.

WORKING WITH PARENTS & CARERS

The school is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to children's social care.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to children's social care in those circumstances where it is appropriate to do so.

In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives
- Full names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above); wherever possible school will hold more than one emergency contact for each child
- Full details of any other adult authorised by the parent to collect the child from school (if different from the above)

The school will retain this information on the children's file. The school will only share information about children with adults who have parental responsibility for a child or where a parent has given permission and the school has been supplied with the adult's full details in writing.

If in any doubt about information sharing, staff should speak to the DSL (or deputy). Fears about sharing information **must not** be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

- We will build a partnership approach to online safety and will support parents/carers to become aware of and alert to the potential online benefits and risks for children by:
 - providing information on our school website and through existing communication channels (such as official social media, newsletters etc.), offering specific online safety events for parents/carers or highlighting online safety at existing events.
 - Share which filtering and monitoring systems are in place with parents/carers and children.
 - Share what you are asking children to do online including which sites they might access.

- Informing who from the school or college will be interacting with their child online

RELEVANT POLICIES

To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff code of conduct
- Managing behaviour
- Anti-bullying
- Positive handling / Physical Intervention
- Recruitment and selection
- Whistle-blowing
- Attendance
- On-line safety / Acceptable use – including remote teaching and learning
- Health and safety including site security
- Equality duty
- Meeting the needs of pupils with medical conditions
- First aid
- Educational visits including overnight stays
- Procedures for managing allegations against staff
- Relationship and Sex Education and Health Education
- Data protection
- GDPR related policies

DETAILED INFORMATION ON THE FOLLOWING TOPICS CAN BE FOUND IN THE MAIN SAFEGUARDING & CHILD PRTECTION POLICY	
Abuse and neglect	Child criminal exploitation and child sexual exploitation
County lines	Serious violence
So-called 'honour'-based abuse (including female genital mutilation and forced marriage)	Preventing radicalisation
Private fostering	Children missing from education
Sexual violence and harassment between children in schools	Modern slavery, trafficking and child abduction/community safety incidents
Domestic abuse	Homelessness
Online safety	