

The top of the page features a blue background with a pattern of puzzle pieces. On the left, a dark blue triangle contains the text 'SECAT' in white, with a light blue puzzle piece graphic behind it. On the right, the text 'Building strong Building strong Building ng communiti' is written in a light blue, italicized font. Below this, the text 'SOUTHEND EAST COMMUNITY ACADEMY TRUST' is written in a dark blue, bold, sans-serif font.

**SECAT**

*Building strong  
Building strong  
Building ng communiti*

**SOUTHEND EAST COMMUNITY ACADEMY TRUST**

# **CHILD PROTECTION AND SAFEGUARDING**

## **Appendix**

# Shoeburyness High School

September 2025

***We follow all aspects of statutory safeguarding guidance outlined in the SECAT Trust Child Protection & Safeguarding Policy.***

**1.1** To achieve and maintain outstanding safeguarding practice, Redgate Primary Academy is committed to the wellbeing of each child through communicating our vision:

**Be Kind, Be Safe, Be Responsible, Enjoy Learning**

**1.2** The academy aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children’s welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issue.

**2 SAFEGUARDING PERSONNEL / KEY CONTACTS**

**2.1 Staff contacts**

Shoeburyness High School recognises its responsibilities for safeguarding children and protecting them from harm and understands the importance of trained DSL’s.

<b>Name</b>	<b>JOB TITLE</b>	<b>Email</b>
Jeff Banks	Deputy Headteacher / DSL	jbanks@shoeburyness.secat.co.uk
Teri-Leigh Jones	Headteacher	tjones@shoeburyness.secat.co.uk
Fran Haddock	Deputy Headteacher (school DPO)	fhaddock@shoeburyness.secat.co.uk
Michelle La Roche	Assistant Headteacher – KS4	mlaroch@shoeburyness.secat.co.uk
Lou Fanning	Assistant Headteacher – KS3	lfanning@shoeburyness.secat.co.uk
Sarah Wilkinson	Assistant Headteacher – Inclusion	swilkinson@shoeburyness.secat.co.uk
Alex Waite	Student Support & Safeguarding Officer	awaite@shoeburyness.secat.co.uk
Hayley Hawkyard	Home School Liaison Officer	hhawkyard@shoeburyness.secat.co.uk
Wendy Evans	Home School Liaison Officer	w Evans@shoeburyness.secat.co.uk
Claire Graham	SEMH Hub Lead	cgraham@shoeburyness.secat.co.uk
Amy Beale	Pastoral Year 7 Manager	abeale@shoeburyness.secat.co.uk
Jess Patterson	Pastoral Year 8 Manager	jpatterson@shoeburyness.secat.co.uk
Jane Unwin	Pastoral Year 9 Manager	junwin@shoeburyness.secat.co.uk
Danielle Colley	Pastoral Year 10 Manager	dcolley@shoeburyness.secat.co.uk
Paul Harper	Pastoral Year 11 Manager	pharper@shoeburyness.secat.co.uk
Gemma Garrod	Pastoral Year Manager - Sixth Form	ggarrod@shoeburyness.secat.co.uk

## **2.2 DSL**

The DSL is a member of the senior leadership team and takes lead responsibility for child protection and wider safeguarding in the school. This includes online safety and understanding our filtering and monitoring processes on school devices and school networks to keep students safe online.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns.

The DSL will be given the time, funding, training, resources, and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly
- Have a good understanding of harmful sexual behaviour
- Have a good understanding of the filtering and monitoring systems and processes in place at the Trust.

The DSL will also:

- Keep the headteacher informed of any issues
- Liaise with local authority case managers and designated officers for child protection concerns as appropriate
- Discuss the local response to sexual violence and sexual harassment with police and local authority children's social care colleagues to prepare the school's policies
- Be confident that they know what local specialist support is available to support all children involved (including victims and alleged perpetrators) in sexual violence and sexual harassment, and be confident as to how to access this support
- Be aware that children must have an 'appropriate adult' to support and help them in the case of a police investigation or search
- The full responsibilities of the DSL and deputies are set out in their job description.

## **3 CONFIDENTIALITY**

### **3.1 School confidentiality and data protection**

It is important that confidentiality is upheld in regard to all safeguarding matters. The schools Data Protection Lead (DPL, Deputy headteacher) ensures that all staff are appropriately trained in data protection and safeguarding expectations. The use of CPOMS, an online, secure system for reporting and recording any and all safeguarding information ensures that all documentation on any and all students is kept secure and confidential.

In summary:

- Timely information sharing is essential to effective safeguarding
- 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
- The Data Protection Act (DPA) 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child at risk
- Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests

## 4 RECOGNISING ABUSE AND TAKING ACTION

**4.1** Staff, volunteers, trustees, and local Academy Committees must follow the procedures set out in school in the event of a safeguarding issue.

- Report the concern immediately to the DSL / a Deputy DSL
- Record all information, in detail, without opinion or bias via CPOMS, visitors who wish to raise a concern but do not have access to CPOMS should do so via:

safeguarding@shoeburyness.secat.co.uk

- Not share / discuss the concern with any other staff members unless directed by the DSL as part of actions to support a child.

### 4.2 FEMALE GENITAL MUTILATION (FGM)

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Keeping Children Safe in Education 2025 details "Whilst **all** staff should speak to the designated safeguarding lead (or a deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal duty on teachers**. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police."

Page 161 of KCSIE 2025 gives more information on this.

**Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **student under 18** must speak to the DSL and follow our local safeguarding procedures. The duty for teachers mentioned above does not apply in cases where a student is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should **never** examine students.

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**, 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 may face disciplinary sanctions.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school or college's designated safeguarding lead (or a deputy) and involve local authority children's social care as appropriate.

#### **4.3 Sharing of nudes and semi-nudes (sexting)**

If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery'), you must report it to the DSL immediately.

You must **not**:

- View, copy, print, share, store or save the imagery yourself, or ask a student to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)
- Delete the imagery or ask the student to delete it
- Ask the student(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL/DDSL's responsibility)
- Share information about the incident with other members of staff, the student(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident and reassure the student(s) that they will receive support and help from the pastoral/safeguarding team.

#### **4.4 Reporting Systems for our students**

Where there is a safeguarding concern, we will take the child's wishes and feelings into account when determining what action to take and what services to provide.

We recognise the importance of ensuring students feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this we have:

- Pastoral Year Managers who are all deputy DSLs
- Senior staff on duty every lunchtime that students can come and talk to
- Key Contact posters in every room in the school, with photos of DSLs / DDSLs
- All staff trained in the use of CPOMS to report and record concerns
- Dedicated safeguarding (safeguarding@shoeburyness.secat.co.uk) and incident reporting (reportthis@shoeburyness.secat.co.uk) email addresses for students to use as appropriate.

## **5 STUDENTS WITH SPECIAL EDUCATIONAL NEEDS, DISABILITIES OR HEALTH ISSUES**

**5.1** We recognise that students with SEND or certain health conditions can face additional safeguarding challenges and are more likely to suffer trauma than their peers. Additional barriers can exist when recognising abuse and neglect in this group. Additional support is available for these students via:

- The Inclusion Team, including 2 SENCOs and two learning mentors (English & Maths)
- Safe spaces, out of class, for students to talk and share in informal spaces
- Use of time out cards and visual stimulus support where necessary
- Adapted resources to support students understanding and communication

## **6 LOOKED-AFTER AND PREVIOUSLY LOOKED-AFTER CHILDREN**

**6.1** We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

- Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- There is a named designated teacher for supporting LAC / Post LAC students (School SENCo)
- There are dedicated Home School Liaison Officers who have a particular focus on the LAC/PLAC students who attend the school
- Key staff work alongside social services to ensure all students have appropriate support and that PEP / LAC reviews take place within appropriate time frames
- The designated teacher also works alongside the DSL / DDSL's to ensure that any safeguarding concerns regarding these students are quickly and effectively responded to as well as ensuring that they are recorded and passed into the appropriate external services
- The DSL has details of children's social workers and relevant virtual school heads

*For further details of how the school works to support safeguarding and manage allegations of abuse, please see the SECAT Child protection & Safeguarding Policy (Specifically Appendixes 3 & 4)*