

Safeguarding and Child Protection Policy

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1. Introduction

HOPECFI SEND Alternative Provision is committed to providing a safe and secure environment for all children and young people who access our services. This Safeguarding and Child Protection Policy outlines our commitment to safeguarding and promoting the welfare of children and young people, and the procedures we have in place to ensure their protection.

We are committed to providing support to children and young people who have been affected by abuse, neglect, or exploitation and give access to appropriate support services and agencies to meet the individual needs of children and young people.

We are committed to working collaboratively with parents/carers and external agencies to ensure that children and young people receive the support they require to recover from experiences of harm.

We promote a culture of safeguarding and child protection throughout our provision, where children and young people feel safe, respected, and empowered to speak out. Therefore, we encourage open communication and transparency regarding safeguarding concerns and procedures.

2. Legal Framework

Our Safeguarding and Child Protection Policy adheres to relevant legislation and guidance, including but not limited to:

The Children Act 1989 and 2004
Working Together to Safeguard Children 2018
Keeping Children Safe in Education 2023
The Education Act 2002
The SEND Code of Practice: 0 to 25 years 2015
Female Genital Mutilation Act 2003
The Rehabilitation of Offenders Act 1974
Safeguarding Vulnerable Groups Act 2006
Counter-Terrorism and Security Act 2015
The Statutory Framework for the Early Years Foundation Stage - DfE 2024
UK GDPR 2018

We are committed to staying abreast of updates and revisions to legislation and guidance to ensure compliance and best practices in safeguarding and child protection.

3. Definitions

For this policy, the following definitions apply:

Child: A person under the age of 18 years.

Young Person: A person aged between 16 and 18 years.

Safeguarding is the action taken to promote the welfare of children and protect them from harm, including neglect, abuse, and exploitation.



Child Protection is the process of protecting individual children identified as suffering or likely to suffer significant harm.

4. Aims and Objectives

HOPECFI SEND Alternative Provision provides a safe and nurturing environment for all children and young people who access our services.

Our safeguarding and child protection policy aims to:

Ensure the welfare and safety of all children and young people attending our provision.
Safeguard children and young people from all forms of abuse, neglect, and exploitation.
Provide clear guidance and procedures for staff, volunteers, and stakeholders to recognise and respond appropriately to safeguarding concerns.
Foster a culture of vigilance and accountability regarding the protection of children and young people.
Create a safe and supportive environment where children and young people feel secure.
Protect children and young people from harm and abuse.
Provide staff, volunteers, and visitors with clear guidance on their roles and responsibilities in safeguarding and child protection.
Ensure that all staff and volunteers know of the signs and indicators of abuse and how to respond appropriately.
Work in partnership with parents/carers, external agencies, and the wider community to safeguard and promote the welfare of children and young people.
Ensure robust procedures are in place for reporting and responding to safeguarding concerns.

We recognise that children and young people with Special Educational Needs, Disabilities, or health issues may be more vulnerable to abuse or exploitation. Therefore, we take additional measures to safeguard and support children and young people with SEND, including providing tailored support plans and access to specialist services where necessary and ensuring that reasonable adjustments are made to safeguarding procedures to accommodate the needs of children and young people with SEND.

We acknowledge that some children and young people may be at increased risk of specific forms of abuse, including but not limited to:

Emotional abuse
Sexual abuse
Physical abuse
Neglect
Domestic abuse
Radicalisation
Child Sexual exploitation
Female genital mutilation (FGM)
Breast ironing
Force marriage
Witcraft
Child trafficking
Bullying
Online abuse



Criminal exploitation, including Serious and Violent Crimes
Gang exploitation and grooming
Fabricated illnesses
Child on child abuse

School-age pregnancy can be an indicator of Child Sexual Exploitation or vulnerability.

We implement targeted interventions and support measures to safeguard children and young people at risk of specific forms of abuse, in accordance with relevant guidance and procedures.

⇒ **Signs and Symptoms**

▪ **Emotional Abuse**

- **Signs:** Persistent emotional withdrawal, low self-esteem, severe anxiety, depression, or extreme aggression.
- **Symptoms:** Sudden changes in behaviour, self-harm, suicidal thoughts, or reluctance to engage in activities they once enjoyed.

▪ **Sexual Abuse**

- **Signs:** Unexplained injuries in genital areas, difficulty walking or sitting, anxiety, depression, or excessive fear of certain people or places.
- **Symptoms:** Sudden changes in behaviour, inappropriate sexual behaviour or knowledge, and withdrawal from social interactions.

▪ **Physical Abuse**

- **Signs:** Frequent unexplained injuries, bruises, burns, or fractures; wearing inappropriate clothing to cover injuries.
- **Symptoms:** Reluctance to go home or fear of adults, aggressive or withdrawn behaviour, or being unusually quiet.

▪ **Neglect**

- **Signs:** Poor hygiene, malnutrition, untreated medical conditions, or inadequate clothing for the weather.
- **Symptoms:** Consistent hunger or thirst, frequent absences from group setting, or lack of supervision.

▪ **Domestic Abuse**

- **Signs:** Frequent absences from education, emotional distress, signs of physical injury, or inconsistent explanations for injuries.
- **Symptoms:** Fearfulness, withdrawal, or difficulty concentrating; increased anxiety or depression.



- **Radicalisation**
 - **Signs:** Sudden changes in behaviour or attitude, extreme political or religious views, or withdrawal from family and friends.
 - **Symptoms:** Aggressive or hostile behaviour, engagement with extremist groups or material, or reluctance to discuss certain topics.

- **Child Sexual Exploitation**
 - **Signs:** Engaging in sexual activity, having older companions, unexplained money or gifts, or changes in behaviour or mood.
 - **Symptoms:** Withdrawal, anxiety, depression, or self-harm; reluctance to go home or fear of certain individuals.

- **Female Genital Mutilation (FGM)**
 - **Signs:** Physical pain or bleeding, frequent urinary infections, or a reluctance to undergo medical examinations.
 - **Symptoms:** Depression, anxiety, or fear of medical procedures; withdrawal from social activities.

- **Breast Ironing**
 - **Signs:** Physical discomfort, pain in the chest area, or visible scars or marks.
 - **Symptoms:** Withdrawal from physical activities, anxiety, or reluctance to discuss changes in their body.

- **Forced Marriage**
 - **Signs:** Withdrawal, depression, or anxiety; reluctance to talk about their future plans or relationships.
 - **Symptoms:** Signs of physical or emotional distress, changes in behaviour, or fearfulness around certain individuals.

- **Witchcraft**
 - **Signs:** Unexplained physical injuries, sudden changes in behaviour, or fear of certain individuals.
 - **Symptoms:** Anxiety, depression, or fearfulness; withdrawal from usual activities or friends.

- **Child Trafficking**
 - **Signs:** Unexplained travel or movements, signs of physical abuse or neglect, or a lack of personal belongings.
 - **Symptoms:** Fearfulness, anxiety, or depression; reluctance to talk about their past or present situation.



- **Bullying**
 - **Signs:** Unexplained injuries, damaged or missing belongings, or reluctance to go to school.
 - **Symptoms:** Anxiety, depression, or changes in behaviour; withdrawal from friends or social activities.

- **Online Abuse**
 - **Signs:** Changes in online behaviour, sudden secrecy about online activities, or distress after using the internet.
 - **Symptoms:** Anxiety, depression, or withdrawal; reluctance to use electronic devices or communicate online.

- **Criminal Exploitation, including Serious and Violent Crimes**
 - **Signs:** Unexplained money or valuables, involvement in criminal activities, or sudden changes in behaviour.
 - **Symptoms:** Anxiety, depression, or fearfulness; withdrawal from family or social activities.

- **Gang Exploitation and Grooming**
 - **Signs:** Association with known gang members, changes in behaviour or dress, or involvement in criminal activities.
 - **Symptoms:** Fearfulness, anxiety, or depression; reluctance to discuss their activities or associates.

- **Fabricated Illnesses**
 - **Signs:** Frequent medical appointments or hospitalisations without clear reasons, or a history of unexplained symptoms.
 - **Symptoms:** Anxiety, depression, or fearfulness about medical procedures; reluctance to discuss their health.

- **Child-on-Child Abuse**
 - **Signs:** Unexplained injuries, changes in behaviour, or inappropriate sexual behaviour towards other children.
 - **Symptoms:** Anxiety, depression, or fearfulness; reluctance to participate in activities with other children.

5. Roles and Responsibilities

The Designated Safeguarding Lead (DSL) oversees safeguarding and child protection within the organisation.



The name and contact details of the Designated Safeguarding Lead DSL at HOPECFI SEND Alternative Provision is stated on our website.

- **The DSL will ensure that appropriate action is taken in response to any safeguarding concerns, including:**

Ensuring Staff Training and Suitability Assessment:

Facilitating comprehensive training sessions for all staff and volunteers to equip them with necessary safeguarding knowledge and skills.

Conducting thorough assessments of staff and volunteers' suitability through background checks and qualifications verification.

Collaborating with External Agencies:

Establishing effective communication channels with external professionals, including the Local Authority Designated Officer (LADO).

Maintaining regular contact and sharing relevant information with external agencies to ensure coordinated safeguarding efforts.

Referrals and Reporting:

Making referrals to relevant authorities, such as the Children Social Care Duty and Advice Team, the Channel Programme, the Disclosure and Barring Service, the Teaching Regulation Agency, and the Police, when necessary to address suspected safeguarding concerns.

Supporting and guiding staff in fulfilling their mandatory reporting duties, particularly in cases involving Female Genital Mutilation (FGM), to ensure prompt and appropriate action is taken.

Representation and Contribution:

Participation in Inter-Agency Meetings:

Representing the organisation at various inter-agency meetings, including Initial and Review Child Protection Conferences, Core Group Review, and Family Support Meetings.

Contributing insights and expertise to the development, implementation, and review of safeguarding plans during these meetings as needed.

Supporting and Guiding:

When children have encountered abuse or have been involved in abusing others, the DSL will ensure that they receive appropriate support. An individualised support plan will be developed, put into action, and regularly reassessed to provide additional pastoral support or intervention to the affected child or young person, or others involved.

- **Staff and Volunteers**

Staff are responsible for being vigilant and reporting any safeguarding concerns to the DSL.

Attend relevant safeguarding training and updates provided by the provision.

Maintain confidentiality and share information on a need-to-know basis only.



Support children and young people in understanding their rights and keeping themselves safe.

Every staff member plays a crucial role in safeguarding children's mental health and emotional well-being by actively promoting positive mental health and recognising signs of struggle. We consistently convey messages to children and young people about well-being and the promotion of positive mental health strategies through our curriculum.

If staff have any uncertainty about sharing information, they should consult the Designated Safeguarding Lead or the LADO.

- **Promoting the British Values**

British Values encompass fundamental principles that are considered essential for a cohesive and inclusive society. These values are upheld to promote respect, tolerance, and understanding among individuals from diverse backgrounds.

The key aspects of British values:

Democracy:

Democracy forms the cornerstone of British society, where individuals have the right to participate in decision-making processes through free and fair elections. It emphasizes the importance of respecting differing opinions and the rule of law.

Rule of Law:

The rule of law ensures that everyone, including those in positions of authority, is subject to the law and accountable for their actions. It promotes fairness, justice, and equality before the law.

Individual Liberty:

Individual liberty highlights the importance of personal freedom and autonomy within the bounds of the law. It encompasses the right to express oneself, make choices, and pursue one's aspirations without undue interference.

Mutual Respect and Tolerance:

British values emphasise the significance of respecting and valuing the beliefs, cultures, and identities of others. Tolerance involves accepting differences and fostering harmonious coexistence in a diverse society.

By upholding British values, our organisation contributes to creating a society that is inclusive, respectful, and founded on principles of democracy, justice, and equality.

- **Managers and supervisors are responsible for ensuring that:**

Staff and volunteers receive appropriate safeguarding training and are familiar with the organisation's policies and procedures prior to starting employment.



Staff and volunteers receive appropriate safeguarding training and updates. They provide support and guidance to staff and volunteers in safeguarding and child protection matters. There is compliance with this policy and relevant legislation and guidance.

⇒ Remote Learning

We ensure that safeguarding procedures are adapted to accommodate remote learning environments, including:

Providing clear guidelines for online safety and conduct during remote learning sessions.
Monitoring online interactions and addressing any safeguarding concerns promptly.
Providing access to support services for children and young people who may be at risk or experiencing harm during remote learning.

We are committed to fulfilling our mandatory reporting duty in cases where there is a concern that a child or young person has been subjected to or is at risk of female genital mutilation (FGM). We will report concerns to the appropriate authorities in accordance with statutory guidance and procedures.

We acknowledge our duty to safeguard children and young people from the risks of radicalisation and involvement in terrorism. We will implement measures to identify and address signs of radicalisation, in line with the Prevent Duty and associated guidance.

We will make appropriate referrals to the Channel program for children and young people who are at risk of being drawn into terrorism or extremism. Referrals will be made in accordance with local safeguarding procedures and the guidance set out in the Channel Duty Guidance.

We recognise that children and young people may be both victims and perpetrators of abuse. We will respond to incidents of child-on-child abuse promptly and sensitively, ensuring that the welfare and safety of all children involved are prioritised.

We will address the risks associated with the sharing of nudes and semi-nudes among children and young people, including the potential for exploitation and harm. We provide education and guidance on safe and responsible online behaviour, including the risks of sharing intimate images.

We monitor and address instances of children and young people who are absent from education to safeguard their welfare and well-being. We work collaboratively with local authorities and other agencies to identify and support children and young people who are missing education.

6. Safer Recruitment

HOPECFI SEND Alternative Provision is committed to safer recruitment practices to ensure that staff and volunteers are suitable to work with children and young people.

We conduct thorough pre-employment checks, in accordance with statutory guidance.

This includes:

Conducting thorough background checks, including DBS (Disclosure and Barring Service) checks, on all staff and volunteers.



Checking references to verify the suitability of candidates for positions involving work with children and young people.

Children staff and volunteers' identity and Right to work in the UK.

Providing safeguarding training to all staff and volunteers as part of their induction process.

7. Procedures for Reporting Concerns

Any member of staff or volunteer who has a safeguarding concern should report it to the DSL immediately. If the DSL is unavailable, concerns should be reported to the Deputy DSL or another member of the senior leadership team.

When reporting a safeguarding concern, staff and volunteers should provide as much detail as possible, including:

The nature of the concern

Any signs or indicators of abuse

Any disclosures made by the child or young person

Any action that has already been taken

The DSL will then follow the organisation's procedures for responding to safeguarding concerns, which may include making a referral to the appropriate external agency, such as Children's Social Care or the Police.

We prioritise discussing concerns with parents/carers before engaging with other agencies and seek their consent before making referrals. However, if there's reasonable cause to believe that informing parents/carers of a referral may heighten the risk of significant harm to the child, this action may be bypassed.

- **Managing allegations and safeguarding concerns against staff and volunteers:**

We will take all allegations or concerns regarding the behaviour or conduct of staff or individuals within our provision seriously. Allegations or concerns will be investigated promptly, fairly, and in accordance with statutory guidance and our whistleblowing policy.

We ensure all staff and volunteers understand the role of the Local Designated Safeguarding Officer "LADO" and how to address safeguarding concerns about staff members.

Procedures:

The procedures of reporting concerns or allegation are to be adhered to in any instance where it is alleged that a staff member, director, stakeholder, visiting professional, volunteer or agency staff has met the harm test.

This includes situations where an adult has:

Engaged in behaviour that has caused harm to a child or may have caused harm.

Potentially committed a criminal offence against or related to a child.

Demonstrated behaviour towards a child or children indicating a risk of harm to them.



Exhibited behaviour or potential behaviour suggesting unsuitability to work with children. This encompasses any behaviour, even outside of the school setting, that may render the individual unsuitable for working with children.

Examples of behaviours that could prompt an allegation or safeguarding concern by a staff member may include:

⇒ Physical:

This encompasses the intentional use of force as a form of punishment, such as slapping, using objects to inflict harm, throwing objects, or engaging in rough physical handling.

⇒ Emotional:

This involves behaviours like intimidation, belittling, scapegoating, sarcasm, disregard for children's rights, and attitudes that discriminate based on factors such as race, gender, sex, disability, or sexuality.

⇒ Sexual:

Examples include sexualised behaviour towards pupils, grooming, sexual harassment, sexual assault, rape, sending inappropriate messages through social media or other technologies.

⇒ Neglect:

This may involve failing to take action to protect a child, neglecting to seek necessary medical attention, or failing to conduct appropriate risk assessments.

8. Confidentiality and Information Sharing

All safeguarding concerns will be handled confidentially and sensitively. Information will only be shared with those who need to know to take appropriate action to safeguard and promote the welfare of the child or young person.

Information sharing will be conducted in accordance with statutory guidance and data protection regulations.

Information will be shared on a need-to-know basis and only with professionals involved in safeguarding and child protection processes.

Staff and volunteers must not promise confidentiality to a child or young person where safeguarding concerns are raised, and they must explain the need to share information to keep them safe.

Children and parents/carers will have access to their child protection files in accordance with their rights under data protection regulations and statutory guidance.

Access will be provided in a manner that safeguards the confidentiality and welfare of the child or young person.

Child protection records will be archived securely in accordance with data protection regulations and statutory guidance. Archived records will be retained for the specified period outlined in accordance



with data protection regulations. Records will be securely destroyed in accordance with data protection regulations. Destruction will be carried out using appropriate methods to safeguard the confidentiality and integrity of the information.

We will ensure continuity of safeguarding and child protection procedures for pupils transitioning between provisions or educational settings. Information sharing and coordination will be facilitated to ensure the safeguarding needs of transitioning are met effectively.

9. Whistleblowing

At HOPECFI we are committed to maintaining the highest standards of integrity and ethical conduct. As part of our dedication to transparency and accountability, we encourage all employees and stakeholders to report any concerns they may have about wrongdoing or misconduct within the organization. This Whistleblowing Policy outlines the procedures for raising concerns in a safe and confidential manner.

This policy applies to all employees, contractors, suppliers, and stakeholders of HOPECFI. It covers any concerns related to unethical behaviour, illegal activities, financial misconduct, health and safety violations, discrimination, harassment, or any other form of wrongdoing that may harm the organization, its employees, or stakeholders.

○ Reporting Procedure

Employees and stakeholders are encouraged to report concerns about wrongdoing or misconduct through the following channels:

Reporting to Manager:

Employees may raise concerns with their immediate supervisor or manager.

Reporting to Whistleblowing Officer:

Alternatively, concerns can be reported directly to the designated Whistleblowing Officer.

Anonymous Reporting:

Concerns can also be reported anonymously through the organisation's whistleblowing online reporting form.

○ Protection of Whistleblowers

We are committed to fully protecting the confidentiality and anonymity of whistleblowers.

The following measures will be implemented to safeguard whistleblowers:

Confidentiality:

Information provided by will be treated with the strictest confidence, and steps will be taken to protect their identity throughout the investigation process.

Non-Retaliation:



No employee or stakeholder who reports concerns in good faith will suffer retaliation or adverse consequences because of their disclosure. Any form of retaliation against individuals will be considered a serious violation of company policy and will be subject to disciplinary action.

Support:

Whistleblowers will be provided with appropriate support and protection during and after the reporting process. This may include access to counselling services or legal advice if necessary.

- **Investigation Process**

All reports of wrongdoing or misconduct will be promptly and thoroughly investigated. The investigation will be conducted impartially and in accordance with established procedures. Whistleblowers may be required to provide additional information or assistance during the investigation process.

Upon completion of the investigation, whistleblowers will be informed of the outcome to the extent possible, considering confidentiality and privacy concerns. If wrongdoing is substantiated, appropriate corrective actions will be taken, which may include disciplinary measures, restitution, or changes to policies and procedures to prevent recurrence.

- **Malicious or False Allegations**

While we encourage individuals to report concerns in good faith, malicious or false allegations made with the intent to harm others will not be tolerated. Whistleblowers found to have made malicious or vexatious allegations may be subject to disciplinary action.

- **Confidentiality Statement**

All employees and stakeholders are reminded of their obligation to maintain the confidentiality of whistleblowing reports and related investigations. Unauthorised disclosure of information related to whistleblowing may result in disciplinary action.

- **Contact Information**

For reporting concerns or seeking guidance on whistleblowing matters, please check our website for the name and contact details of our Whistleblowing Officer.

HOPECFI is committed to creating a culture of integrity, transparency, and accountability, and we encourage all employees and stakeholders to play a role in upholding these principles through their commitment to ethical conduct and reporting of wrongdoing.

10. Electronic Devices, Including Mobile Phones and Smart Watches and Online Safety

At HOPECFI, we recognise the importance of ensuring the safety and well-being of all individuals, particularly in the digital realm and the importance of maintaining a focused and productive work environment. To ensure optimal performance and minimise distractions, this policy outlines guidelines regarding the use of electronic devices within the workplace and our commitment to promoting safe and responsible online behaviour among our employees, clients, and stakeholders, and includes specific guidelines regarding the use of smartwatches.



This policy applies to all employees, clients, contractors, and stakeholders who access the internet or digital devices as part of their affiliation with HOPECFI. It encompasses all online activities conducted on organisation-owned devices, personal devices used for work purposes, and digital platforms accessed while engaging with our organisation.

The primary objectives of this policy are:

- To promote a safe and secure online environment for all individuals associated HOPECFI.
- To raise awareness about potential online risks and provide guidance on mitigating those risks.
- To establish clear guidelines for the responsible use of digital devices, including smartwatches, within our organisation.
- To maintain a professional and focused work environment.
- To minimise distractions and promote productivity among employees.
- To protect the confidentiality and security of organisational information. This includes adherence to data protection policies, encryption of sensitive data, and secure handling of electronic devices.
- To ensure compliance with relevant laws and regulations regarding electronic communication and data protection.

- **General Online Safety Guidelines**

All employees receive training and resources on online safety practices, including identifying phishing attempts, protecting personal information, and recognising online threats.

Electronic devices, including mobile phones and smartwatches, must be for professional use only.

Electronic devices may only be used for professional purposes directly related to the duties and responsibilities of the individual. Personal use of electronic devices during working hours is strictly prohibited, except during designated break times.

Safety Measures:

Users must create strong, unique passwords for their accounts and refrain from sharing passwords with others. Individuals are responsible for safeguarding confidential and sensitive information while using digital devices and online platforms. Users should review and adjust privacy settings on digital accounts and devices to control the visibility of personal information.

Any incidents of cyberbullying, harassment, or other online misconduct should be reported promptly to the appropriate authorities within the organisation.

- **Use of Electronic Devices, Including Mobile Phones and Smartwatches**

Employees should exercise discretion when accessing and transmitting data using electronic devices, ensuring compliance with organisational policies and relevant data protection laws. The use of personal electronic devices including mobile phones and smartwatches and using the organisation's devices for personal use are strictly prohibited during work hours.



The following activities are strictly prohibited on electronic devices within the workplace:

Accessing inappropriate or offensive content.

Accessing the organisation's devices for personal use

Engaging in activities that violate organisational policies or applicable laws.

Using electronic devices to harass, intimidate, or discriminate against others.

Installing unauthorised software or apps on organisational devices.

Connecting personal electronic devices to organisational networks without permission.

Smartwatches may be used within the organisation for legitimate work-related purposes, such as receiving notifications and accessing calendars or reminders. Personal smartwatches brought into the setting will be removed and securely stored.

Data Security:

Users are responsible for protecting sensitive data stored or accessed through electronic devices and should take necessary precautions to prevent unauthorised access or data breaches.

Violation of this Online Safety Policy may result in disciplinary action, up to and including termination of employment or contractual relationship, depending on the severity of the offence and repeat offences.

11. Online Safety

At HOPECFI, we are committed to ensuring that children use digital technology safely and responsibly. This Online Safety Policy provides guidelines to protect children, staff, and the wider school community from online risks and ensures the secure use of technology both in and out of the classroom.

▪ Objectives

To safeguard children and young people from online risks and protect their personal information, it is essential to establish clear procedures for the safe and responsible use of digital technology. This involves implementing robust protocols that ensure all digital interactions and activities are conducted securely. Additionally, providing training and resources to support safe online practices is crucial for educating children, staff, and parents about the potential dangers of the internet and the importance of protecting personal data. By fostering a comprehensive understanding of Online Safety and maintaining vigilant oversight, we aim to create a secure digital environment where children and young people can engage with technology confidently and responsibly.

▪ Responsibilities

Staff:

- Ensure that children and young people understand and adhere to online safety guidelines and rules.
- Monitor and supervise children and young people's use of digital technology and online resources.
- Provide education and training on online safety as part of the curriculum.
- Report any online safety incidents or concerns to the Designated Safeguarding Lead or management.
- Implement and maintain effective security measures on our systems and devices.



Management:

- Oversee the implementation of this policy and ensure that staff are trained in online safety practices and responsibilities.
- Regularly review and update the policy to reflect new risks and technological developments.
- Ensure that appropriate software and filtering systems are in place to protect against online threats.
- Liaise with parents, carers, and external agencies to support online safety initiatives and address concerns.

Parents/Carers:

- Support HOPECFI's online safety initiatives by reinforcing safe online practices at home.
- Educate their children about the importance of online safety and responsible internet use.
- Report any online safety concerns or incidents.
- Work with HOPECFI to address any online safety issues affecting their child.

▪ **Acceptable Use of Technology**

Guidelines for children and young people:

- Use HOPECFI-provided technology and resources responsibly and for educational purposes only.
- Do not access or share inappropriate or harmful content.
- Protect personal information by not sharing passwords or personal details online.
- Report any suspicious or concerning online activity to a trusted adult or staff member immediately.
- Follow HOPECFI's rules on the use of personal devices and social media.

Guidelines for Staff:

- Use technology and digital resources in line with HOPECFI's policies.
- Ensure that any online communication with children and young people and their parents and carers is professional and appropriate.
- Regularly update passwords and use secure methods to store and share sensitive information.
- Adhere to data protection regulations and maintain confidentiality.

▪ **Online Safety Education and Training**

- Online safety is incorporated into the curriculum to educate children and young people about safe online practices, including the risks of cyberbullying, social media, and online privacy.
- Staff will receive regular training on online safety to stay updated on best practices and emerging threats.
- Parents and carers will be provided with resources and information to support their children's online safety at home.



▪ Incident Management

- All online safety incidents, including cyberbullying and data breaches, must be reported to the Designated Safeguarding Lead or management immediately.
- HOPECFI will investigate incidents promptly and take appropriate action to address and resolve the situation.
- A record of incidents will be maintained to monitor patterns and improve online safety measures.

▪ Security Measures

- HOPECFI implements appropriate security measures, including firewalls, antivirus software, and content filtering systems, to protect against online threats.
- Regular audits of technology systems will be conducted to ensure they are secure and up to date.
- Staff and children will be educated about recognising and responding to online security threats.

▪ Compliance

This policy complies with relevant legislation, including the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and guidance from the Department for Education on online safety.

HOPECFI will ensure that all aspects of this policy are followed to protect the safety and well-being of the HOPECFI community.

12. Equality Statement

We are committed to promoting equality and diversity within our provision and ensuring that all children and young people, regardless of their background or circumstances, are safeguarded and protected from harm. We will not tolerate discrimination or prejudice of any kind and will take proactive steps to address inequalities and promote inclusivity.

Special consideration is given to children who:

Speak English as an additional language.

Have difficulties with speaking and understanding.

May be subject to discrimination because of their beliefs, faith, race, ethnicity, disability, Sexual orientation and gender identification.

Health conditions including mental health.

Are asylum seekers.

Have Special Educational Needs and Disability.

Looked after children including those with a Special Guardianship or Kinship.

Absent from education.

Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation.

13. Missing from Placement/Lost Child



HOPECFI is committed to the safety and well-being of all children under our care. This policy sets forth the procedures to be followed if a child is reported missing from their placement, ensuring a prompt and effective response while prioritising the child's safety. Our objectives include providing a swift response to missing children incidents, establishing clear procedures for reporting and managing such situations, and ensuring compliance with all relevant child safety and welfare legislation and guidelines.

Responsibilities are outlined for staff, management, and parents or carers. Staff must ensure children are accounted for, act quickly to locate a missing child, and report incidents to management immediately. Management is responsible for overseeing policy implementation, coordinating responses, and ensuring regular updates and training.

Parents and carers are expected to provide accurate contact information and cooperate during the search process.

In handling a missing child, staff should conduct a thorough search, check with others for information, and notify management. If the child is not found promptly or if safety concerns arise, the police should be notified, and parents or carers should be kept informed.

Documentation of the incident, including an incident report and records of actions taken, is crucial. After the child is found, a post-incident review should be conducted to assess the response and make necessary improvements.

Staff training on missing from placement is included in their induction, with refresher courses and regular drills to ensure preparedness. Compliance with Child Protection legislation and best practices will be maintained, with annual policy reviews or updates following significant incidents. HOPECFI remains dedicated to providing a safe environment and is prepared to respond effectively should a child go missing, always prioritising their safety and well-being.

14. Attendance

At HOPECFI, we recognise the crucial role that regular attendance plays in a child's educational success and overall development. This Attendance Policy outlines our commitment to promoting and maintaining high levels of attendance, ensuring that every child can benefit fully from their educational opportunities. Our aim is to support children in attending regularly, while addressing any barriers to attendance that may arise.

▪ Objectives

- To promote and encourage regular attendance and punctuality among all children.
- To establish clear procedures for recording and managing attendance.
- To identify and address any issues that may impact a child's ability to attend consistently.
- To comply with all relevant legislation and guidelines related to school attendance.

▪ Responsibilities

Staff members are responsible for accurately recording attendance on a daily basis and reporting any concerns regarding attendance to the management without delay. They are also tasked with providing support and implementing interventions for children with frequent or unexplained absences, working



closely with parents to address and resolve attendance issues. Additionally, staff play a key role in promoting the importance of regular attendance by engaging with children and parents through ongoing communication and encouragement.

Management is responsible for overseeing the implementation of the attendance policy, ensuring that all staff are properly trained in attendance procedures and their responsibilities. They will regularly monitor attendance records to identify any patterns or trends that may indicate underlying issues. Management will also liaise with parents, carers, and external agencies to address persistent attendance concerns and provide necessary support. Where a child is placed by an organisation such as a school, they will be notified immediately if a child fail to attend their placement.

Parents and carers are expected to ensure that their children attend regularly and arrive on time. They must notify us as soon as possible if their child will be absent, providing a valid reason for the absence. Additionally, parents and carers should work collaboratively with the HOPECFI to address any attendance concerns and support any interventions aimed at improving their child's attendance.

▪ **Procedures for Managing Attendance**

Recording Attendance:

- Attendance will be recorded at the beginning of each day and at specified times during the day as required.
- Accurate records will be maintained for each child, documenting reasons for absence and any follow-up actions taken.

Reporting Absences:

Parents or carers should inform HOPECFI of their child's absence by phone, email or by completing the online Absence Notification Form within hours of their session start time.

▪ **Follow-Up Actions:**

- HOPECFI will follow up on any unexplained absences or patterns of irregular attendance, contacting parents or carers to discuss the reasons and provide support.
- Where attendance issues persist, the HOPECFI may implement a range of interventions, including attendance meetings, support plans, and, if necessary, involvement of external agencies.

▪ **Monitoring and Review:**

- Attendance records will be reviewed regularly to monitor trends and identify children who may need additional support.
- The policy will be reviewed annually or following significant changes to ensure its effectiveness and alignment with current legislation and best practices.

▪ **Compliance**



This policy is designed to comply with relevant legislation and guidance on school attendance, including the Education Act 1996 and the Department for Education's guidance on school attendance. HOPECFI is committed to adhering to all legal requirements and promoting best practices in managing and improving children attendance.

15. Prevent

At HOPECFI, we are dedicated to fostering a safe and inclusive environment that actively supports the well-being and development of all children. Our Prevent Policy outlines our commitment to preventing radicalisation and protecting children from extremist views and behaviours. We aim to promote a culture of respect and understanding, ensuring that our practices align with the Prevent Duty as outlined in the Counter-Terrorism and Security Act 2015.

Our primary objective is to safeguard children from the risks of radicalisation by implementing a proactive approach. This involves embedding fundamental British Values, such as Democracy, the Rule of Law, Individual Liberty, and Mutual Respect, into our educational practices and daily interactions. By doing so, we aim to create a supportive environment where all children can thrive and feel valued.

To achieve this, we provide ongoing training for all staff members, equipping them with the knowledge and skills needed to identify and address any signs of radicalisation. This training covers understanding extremist ideologies, recognising early warning signs, and knowing how to report concerns. Additionally, we work closely with local safeguarding agencies and authorities to stay informed about potential risks and receive guidance on best practices.

Our curriculum is designed to encourage critical thinking and open dialogue about various topics, promoting an understanding of different cultures and beliefs. We ensure that children are provided with accurate information and opportunities to explore and question their views in a safe and respectful manner.

In cases where concerns about radicalisation are identified, staff members are required to report any suspicions or observations to the Designated Safeguarding Lead, who will then take appropriate action in line with our safeguarding protocols. This may involve engaging with external agencies, providing additional support to the child, and working with parents or carers to address any issues.

Regular reviews and updates of our Prevent Policy ensure that it remains effective and relevant. We also seek feedback from staff, parents, and relevant stakeholders to continuously improve our approach and maintain a robust safeguarding environment.

16. Training and Development

All staff and volunteers will receive regular training on safeguarding and child protection, including updates on relevant legislation and guidance. Training will be provided as part of the induction process for new staff and volunteers, and refresher training will be provided at least annually.

We incorporate opportunities to teach children about safeguarding within our curriculum to empower children and young people with the knowledge and skills to keep themselves safe. Our safeguarding education will cover topics such as personal safety, healthy relationships, online safety, and recognising signs of abuse.



We ensure that safeguarding education is age-appropriate, accessible, and delivered in a sensitive and inclusive manner.

17. Code of Conduct

HOPECFI Code of Conduct sets out the expectations for behaviour and responsibilities for all members, including children and young people, staff, parents, and visitors. This code aims to promote a positive, respectful, and safe learning environment where everyone can thrive and contribute to the school's success.

▪ General Principles

All members are expected to treat each other with respect and courtesy, fostering an environment of mutual consideration and support. Acting responsibly and thoughtfully at all times is essential for maintaining a positive and productive atmosphere. It is important to uphold the values of honesty, integrity, and fairness in all interactions and decisions. Additionally, adhering to HOPECFI's policies and procedures ensures that everyone contributes to a safe and orderly environment, where the rights and responsibilities of all individuals are respected and upheld.

▪ Children and Young People Conduct

Children and young people are expected to:

- Attend HOPECFI as agreed and arrive on time, prepared for learning.
- Show respect towards peers, staff, and visitors, and behave in a manner that supports a positive learning environment.
- Follow classroom rules and instructions given by staff.
- Complete assignments to the best of their ability.
- Use HOPECFI property and facilities responsibly, and report any damage or issues promptly.
- Adhere to the uniform policy and maintain a neat and appropriate appearance.
- Refrain from any form of bullying, harassment, or discrimination.

▪ Staff Conduct

Staff members are expected to:

- Demonstrate professionalism and maintain high standards of teaching and behaviour management.
- Treat children, colleagues, and visitors with respect and fairness.
- Foster a positive and inclusive learning environment.
- Communicate effectively and work collaboratively with children, parents, and colleagues.
- Uphold HOPECFI's policies and adhere to ethical and legal standards.
- Address any issues of misconduct or inappropriate behaviour in accordance with our procedures.

▪ Parent/Carer Conduct



Parents and carers are expected to:

- Support their child's education by ensuring regular attendance and engagement.
- Communicate respectfully with staff and address any concerns through appropriate channels.
- Collaborate with HOPECFI to resolve any issues or conflicts that arise.
- Adhere to HOPECFI policies and support our efforts to maintain a positive learning environment.
- Ensure their child follows HOPECFI's code of conduct and respects agreed rules.

▪ **Visitor Conduct**

Visitors to the school are expected to:

- Follow HOPECFI's visitor policy and sign in upon arrival.
- Conduct themselves in a manner that is respectful and non-disruptive to the learning environment.
- Adhere to all HOPECFI rules and policies while on the premises.
- Report any concerns or issues to staff in a constructive and respectful manner.

▪ **Disciplinary Procedures**

HOPECFI reserves the right to take appropriate action in response to any breaches of this Code of Conduct. Disciplinary measures will be fair, consistent, and proportional to the nature of the misconduct. Children, staff, and visitors will be given the opportunity to explain their actions, and support will be provided to address and rectify any issues.

18. Links, Support, Information, Advice and Contacts

Useful information, links, support, information, advice, and contacts can be found on our website.

19. Review and Monitoring

This Safeguarding and Child Protection Policy will be reviewed annually by the DSL and senior leadership team to ensure that it remains up-to-date and reflects current best practice.

Any changes to the policy will be communicated to staff, volunteers, and other relevant stakeholders.

20. Conclusion

Our Safeguarding and Child Protection Policy is integral to the overall ethos of the organisation, which prioritises treating children with respect and dignity, ensuring their safety, and valuing their voices by actively listening to them.

HOPECFI SEND Alternative Provision is committed to safeguarding and promoting the welfare of children and young people. This policy outlines our commitment to creating a safe and supportive environment where children and young people can thrive. We take all safeguarding concerns seriously and will take appropriate action to protect children and young people from harm and abuse.



User

This Safeguarding and Child Protection Policy will be reviewed annually to ensure it remains current and reflects best practice in safeguarding and child protection. Amendments and updates will be communicated to all staff, volunteers, and stakeholders as appropriate.

