

FOOTSTEPS TRUST SAFEGUARDING AND CHILD PROTECTION POLICY

Designated Safeguarding Lead (DSL)

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Deputy DSL

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Safeguarding Trustee

Giles Hall, Chair of Trustees

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1. Policy Statement

Footsteps Trust is committed to safeguarding and promoting the welfare of every child.

We recognise that safeguarding is everyone's responsibility and that our students may have additional vulnerabilities due to:

- SEMH needs
- SEND
- Trauma
- Family instability
- Social care involvement
- Attendance difficulties
- Exploitation risks
- Mental health concerns

The welfare of the child is paramount in all decisions and actions.

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This policy applies to:

- Trustees
- Employees
- Volunteers
- Agency staff
- Contractors
- Visitors

and any adult working on behalf of Footsteps Trust Academy.

2. Aims

The aims of this policy are to:

- Protect children from harm.
- Promote students' welfare, wellbeing and safety.
- Ensure consistent safeguarding practice.
- Provide clear reporting procedures.
- Support early intervention.
- Work effectively with parents and external agencies.
- Ensure compliance with statutory safeguarding requirements.
- Promote positive educational outcomes.

3. Safeguarding Definition

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 children grow up in safe and effective care.
- Taking action to enable all children to achieve the best possible outcomes.

4. Safeguarding Culture

Footsteps will maintain a culture in which:

- Students feel safe.
- Students know who they can talk to.
- Staff remain professionally curious.
- All concerns are acted upon immediately.
- Children's voices are heard.
- Safeguarding concerns are recorded accurately and followed through.

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Students will never be made to feel that they are creating a problem by reporting abuse, neglect or safeguarding concerns.

5. Roles and Responsibilities

Trustees

Trustees will:

- Ensure safeguarding arrangements are effective.
- Review safeguarding policies annually.
- Appoint a safeguarding trustee.
- Receive safeguarding reports.
- Monitor filtering and monitoring arrangements.
- Ensure safer recruitment compliance.

Principal

The Principal will:

- Promote a strong safeguarding culture.
- Ensure policy implementation.
- Support the DSL.
- Ensure safeguarding resources are available.

Designated Safeguarding Lead

The DSL will:

- Lead safeguarding arrangements.
- Manage child protection concerns.
- Make referrals.
- Liaise with external agencies.
- Maintain safeguarding records.
- Monitor vulnerable students.
- Promote educational outcomes.
- Oversee online safety arrangements.
- Understand filtering and monitoring systems.

All Staff

All staff will:

- Read and understand KCSIE Part One.
- Undertake safeguarding training.
- Understand indicators of abuse.
- Report concerns immediately.
- Record concerns accurately.

- Maintain professional curiosity.

6. Early Help

Footsteps recognises the importance of early intervention.

Staff must report concerns where students may be experiencing:

- Mental health difficulties.
- Family difficulties.
- Domestic abuse.
- Poverty.
- Substance misuse.
- Housing instability.
- Attendance concerns.
- Exploitation risks.
- Young caring responsibilities.

The DSL will coordinate early help support and make referrals where appropriate.

7. Child Protection Procedures

All staff must immediately report concerns to the DSL.

When a child discloses abuse:

Staff Must

- Listen carefully.
- Reassure appropriately.
- Stay calm.
- Make factual notes.
- Use the child's words.
- Report immediately.

Staff Must Not

- Investigate.
- Ask leading questions.
- Promise confidentiality.
- Delay reporting.

8. Categories of Abuse

Physical Abuse

Including hitting, shaking, burning, poisoning, suffocation or causing physical harm.

Emotional Abuse

Persistent emotional maltreatment affecting emotional development.

Sexual Abuse

Including direct abuse, exploitation and online sexual abuse.

Neglect

Persistent failure to meet a child's basic needs.

9. Specific Safeguarding Issues

Footsteps Trust recognises that safeguarding concerns can arise in many forms. Staff must be aware of the indicators, risks and vulnerabilities associated with the safeguarding issues outlined below and understand that many students may be vulnerable to more than one of these concerns simultaneously. As an Alternative Provision, staff must remain professionally curious and alert to contextual, extra-familial and online risks.

Staff must be aware of:

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse and may continue throughout childhood and adolescence. It may involve a parent or carer failing to:

- Provide adequate food, clothing or shelter.
- Protect a child from physical or emotional harm.
- Ensure adequate supervision.
- Ensure access to appropriate medical care or treatment.
- Meet a child's emotional needs.
- Ensure suitable education and attendance.

Neglect can be difficult to identify because it often occurs over a prolonged period and may initially appear less obvious than other forms of abuse.

Possible Indicators of Neglect

Staff should be alert to indicators including:

- Persistent poor hygiene.
- Inappropriate clothing.

- Hunger or food hoarding.
- Lack of medical or dental care.
- Repeated untreated illnesses.
- Frequent tiredness.
- Poor emotional wellbeing.
- Developmental delay.
- Persistent absence or lateness.
- Lack of parental engagement.
- Unsafe living conditions.
- Unmet SEND or medical needs.

Impact of Neglect

Neglect can have significant impact upon:

- Physical health.
- Emotional wellbeing.
- Mental health.
- Educational progress.
- Attendance.
- Self-esteem.
- Ability to form safe relationships.

Long-term neglect can be as damaging as other forms of abuse and may have lifelong consequences.

Footsteps Response

Staff must:

- Report concerns immediately to the DSL.
- Record factual observations.
- Consider patterns over time.
- Consider whether Early Help may be appropriate.
- Escalate concerns where risk of significant harm is identified.

The Academy recognises that neglect is frequently associated with wider safeguarding concerns including:

- Domestic abuse.
- Poverty.
- Substance misuse.
- Parental mental health difficulties.
- Child criminal exploitation.
- Children missing education.

All neglect concerns will be assessed within the wider context of the child's lived experience and vulnerabilities.

Child-on-Child Abuse

Child-on-child abuse is any form of abuse perpetrated by one child against another child.

The Academy recognises that:

- Child-on-child abuse can occur between children of any age and gender.
- Abuse can take place online and offline.
- Abuse may occur both inside and outside school.
- Harmful behaviour should never be dismissed as banter, horseplay, growing up or part of adolescence.

Child-on-child abuse may include:

- Bullying (including cyberbullying).
- Physical abuse.
- Sexual violence.
- Sexual harassment.
- Harmful sexual behaviour.
- Intimate image abuse.
- Upskirting.
- Initiation and hazing behaviours.
- Abuse motivated by prejudice or discrimination.

All concerns will be taken seriously, investigated appropriately and managed through safeguarding procedures

Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of child sexual abuse.

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for:

- Something the victim needs or wants.
- Financial advantage.
- Increased status of the perpetrator.

CSE can occur:

- Online.
- In person.
- Through peer groups.
- Through organised criminal networks.

Indicators may include:

- Missing episodes.
- New possessions or money.
- Older associates.
- Secretive behaviour.

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- Sexualised behaviour.
- Emotional distress.
- Changes in appearance or behaviour.

Staff must report concerns immediately to the DSL.

Child Criminal Exploitation (CCE)

Child Criminal Exploitation occurs when an individual or group manipulates, coerces or deceives a child into criminal activity.

Children may be exploited to:

- Transport drugs.
- Store weapons.
- Steal.
- Commit violence.
- Carry criminal proceeds.
- Participate in organised crime.

Children involved in criminal exploitation are victims even where they appear to consent.

Indicators may include:

- Unexplained money.
- Missing episodes.
- Increased secrecy.
- Gang association.
- Possession of multiple mobile phones.
- Significant behavioural changes

County Lines

County Lines is a form of criminal exploitation whereby organised criminal groups use children and vulnerable people to transport and sell drugs.

Warning signs may include:

- Going missing regularly.
- Travelling to unfamiliar areas.
- Possessing unexplained cash.
- Carrying weapons.
- Being found in accommodation away from home.
- Multiple phones or SIM cards.

The Academy recognises County Lines as a significant safeguarding concern requiring immediate action.

Serious Violence and Youth Violence

Children may be involved in or affected by serious violence.

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Indicators may include:

- Increased aggression.
- Association with groups involved in violence.
- Unexplained injuries.
- Carrying weapons.
- Declining attendance.
- Significant changes in behaviour.

The Academy will work with relevant agencies to minimise risk and protect young people.

Children Missing or Absent from School

Children missing education are at increased risk of:

- Abuse.
- Neglect.
- Exploitation.
- Radicalisation.
- Forced marriage.
- Criminal activity.

Footsteps recognises that persistent absence, repeated absence and missing episodes may indicate safeguarding concerns. Attendance concerns will always be assessed through a safeguarding lens.

Domestic Abuse

Domestic abuse can affect children directly or indirectly.

Witnessing domestic abuse can have serious impacts including:

- Emotional trauma.
- Anxiety.
- Fear.
- Behavioural difficulties.
- Mental health concerns.
- Reduced educational engagement.

Domestic abuse may involve:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Economic abuse.
- Coercive and controlling behaviour.

Staff should be aware that exposure to domestic abuse is a safeguarding concern.

Online Safety

Online safety is a safeguarding issue. Children may be exposed to risks through:

Content Risks

Exposure to:

- Extremism.
- Pornographic material.
- Violent content.
- Hate speech.
- Harmful challenges.

Contact Risks

Contact from:

- Groomers.
- Criminals.
- Radicalisers.
- Exploitative individuals.

Conduct Risks

Including:

- Cyberbullying.
- Sharing intimate images.
- Online abuse.
- Inappropriate online behaviour.

Commercial Risks

Including:

- Online scams.
- Gambling.
- Fraud.
- Financial exploitation.

Online safety education forms part of the curriculum and wider safeguarding programme.

Sextortion

Sextortion is a form of online exploitation where offenders use real or generated intimate images to blackmail, threaten or extort children.

Victims are often coerced into:

- Sending money.
- Sharing additional images.
- Complying with further demands.

Young males are increasingly being identified as victims. Any concerns regarding sextortion must be treated as safeguarding concerns and referred immediately.

Artificial Intelligence (AI), Deepfakes and Emerging Technologies

The Academy recognises emerging safeguarding risks associated with:

- AI-generated images.
- Deepfake content.
- Synthetic pornography.
- Fake identities.
- Manipulated videos.
- Online impersonation.

Staff should remain vigilant and report concerns through safeguarding procedures.

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of female external genitalia or other injury for non-medical reasons.

FGM is:

- Illegal in the UK.
- A form of abuse.
- A serious safeguarding issue.

Staff must remain alert to risk indicators and follow mandatory reporting requirements where applicable.

Forced Marriage

Forced marriage occurs when one or both individuals enter a marriage without free and full consent.

Since 2023, it has also been a criminal offence to arrange for a child under 18 to marry, whether or not coercion is used.

Indicators may include:

- Family pressure.
- Restrictions on freedoms.
- Being taken abroad unexpectedly.
- Anxiety regarding upcoming travel.

Forced marriage is a safeguarding concern and should be reported immediately.

Honour-Based Abuse (HBA)

Honour-Based Abuse is abuse committed to protect or defend perceived family or community honour.

HBA may include:

- Forced marriage.
- FGM.
- Physical abuse.
- Emotional abuse.
- Coercive control.

All concerns will be managed through safeguarding procedures.

Radicalisation and Extremism

Radicalisation refers to the process through which an individual comes to support extremist ideologies associated with terrorism.

Indicators may include:

- Intolerance of others.
- Extremist language.
- Secretive behaviour.
- Accessing extremist content.
- Isolation from peers.
- Sudden ideological change.

The Academy fulfils its responsibilities under the Prevent Duty and will make referrals to the Prevent or Channel process where required.

Misogyny and Incel Ideologies

The Academy recognises growing concerns regarding:

- Online misogyny.
- Gender-based hate.
- Incel communities.
- Violence against women and girls.

Staff should remain alert to students displaying:

- Hostility towards females.
- Extreme gender stereotypes.
- Violent misogynistic content.
- Incel-related language.

These concerns may form part of wider safeguarding or Prevent concerns

Trafficking and Modern Slavery

Modern slavery and trafficking are forms of exploitation in which individuals are controlled for the purposes of gain.

Children may be exploited through:

- Criminal activity.
- Sexual exploitation.

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- Domestic servitude.
- Forced labour.

Staff should remain alert to indicators of trafficking and exploitation and report concerns immediately.

Substance Misuse

Substance misuse may place children at risk of:

- Criminal exploitation.
- Harm.
- Neglect.
- Mental health difficulties.

Concerns regarding drugs, alcohol, vaping or other substances should be considered through a safeguarding lens and managed accordingly.

Mental Health and Wellbeing

The Academy recognises that mental health concerns alone do not necessarily constitute a safeguarding issue. However, poor mental health may become a safeguarding concern where there is:

- Risk of significant harm.
- Self-harm.
- Suicidal thoughts.
- Serious deterioration in wellbeing.
- Exploitation risk.

Staff should be alert to:

- Persistent sadness.
- Withdrawal.
- Anxiety.
- Self-harming behaviour.
- Changes in eating or sleeping patterns.

Appropriate referrals and support will be provided where required.

Children With Additional Vulnerabilities

The Academy recognises additional safeguarding risks for:

- Children with SEND.
- Disabled children.
- Children in Need.
- Looked After Children.
- Previously Looked After Children.
- Children with social workers.
- Young carers.

- Children involved in court proceedings.
- Children involved in the youth justice system.

Additional support and monitoring will be provided where necessary

10. Online Safety

Online safety is a safeguarding issue.

Students will receive education regarding:

- Cyberbullying.
- Sextortion.
- Online exploitation.
- Grooming.
- Radicalisation.
- Misinformation.
- Disinformation.
- Harmful online challenges.
- Deepfakes.
- AI-generated content.

Online safety is embedded throughout the curriculum and safeguarding programme.

11. Filtering and Monitoring

The Academy maintains effective filtering and monitoring arrangements.

Trustees

Will review arrangements annually.

DSL

Will:

- Review alerts.
- Monitor safeguarding risks.
- Escalate concerns.

IT Provider

Will:

- Maintain systems.
- Produce reports.
- Respond to security concerns.

All filtering and monitoring systems will meet DfE expectations.

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12. Attendance and Children Missing Education

Children absent from education may be at increased risk of:

- Abuse.
- Neglect.
- Exploitation.
- Radicalisation.
- Serious violence.

The Academy will:

- Monitor attendance daily.
- Follow up absence immediately.
- Escalate safeguarding concerns.
- Undertake welfare checks where necessary.
- Refer concerns to relevant agencies.

13. Children with Additional Vulnerabilities

Particular attention will be given to:

- Students with SEND.
- Disabled students.
- Children in Need.
- Children subject to Child Protection Plans.
- Students with social workers.
- Students involved in court proceedings.
- Students involved in the youth justice system.

14. Prevent Duty

Footsteps will fulfil its Prevent Duty responsibilities.

The Academy will:

- Promote British Values.
- Challenge extremist narratives.
- Teach critical thinking.
- Monitor online risks.
- Make Channel referrals where appropriate.

The Academy also recognises risks associated with:

- Misogynistic ideologies.
- Incel culture.
- Online extremism.

15. Safer Recruitment

The Academy will:

- Maintain a Single Central Record.
- Verify identity.
- Complete DBS checks.
- Carry out online searches.
- Verify qualifications.
- Verify right-to-work status.
- Investigate gaps in employment.

At least one member of recruitment panels will hold safer recruitment training.

16. Allegations and Low-Level Concerns

The Academy operates procedures for:

Allegations

Where a person may have harmed a child.

Low-Level Concerns

Where behaviour does not meet the harm threshold but may indicate poor judgement.

All concerns will be:

- Recorded.
- Investigated appropriately.
- Referred to the LADO where required.

17. Use of School Premises

External organisations using Academy facilities must:

- Have safeguarding arrangements.
- Follow visitor procedures.
- Comply with child protection requirements.

Safeguarding concerns relating to external users will be managed in line with Academy procedures.

18. Information Sharing and Confidentiality

Information sharing is essential to safeguarding.

The Academy will:

- Share information when necessary.
- Work with safeguarding partners.
- Follow UK GDPR requirements.
- Prioritise child safety.

Concerns about data protection must not prevent appropriate safeguarding action.

19. Staff Training

All staff will receive:

- Induction safeguarding training.
- Annual safeguarding updates.
- KCSIE updates.
- Prevent training.
- Online safety training.

DSLs will receive enhanced safeguarding training and regular updates.

20. Monitoring and Review

Trustees and senior leaders will monitor:

- Safeguarding practice.
- Child protection records.
- Attendance.
- Training compliance.
- Filtering and monitoring effectiveness.
- Policy implementation.

This policy will be reviewed annually and whenever legislation or statutory guidance changes.

Footsteps Trust Safeguarding Reporting System

If you suspect abuse of any kind, or have a disclosure made to you that has Safeguarding implications, IMMEDIATELY inform the Footsteps Designated Lead Safeguarding Officer (DSL), Chris Hall, of your concerns, either by telephone or in person. This action takes precedence over any other task or activity.

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Do not discuss the disclosure with colleagues, students, or anybody else. All information is to be regarded as **strictly confidential**.

Remember - It is not part of your role and responsibility to investigate abuse, but it is absolutely imperative that you report it as soon as possible. Also, ensure that you inform the young person making a disclosure to you that you cannot withhold information that has safeguarding implications.

If concerted attempts to contact the Designated Lead Safeguarding Officer are unsuccessful, telephone Lydia Hall and advise her that your attempts to contact the Designated Lead Safeguarding Officer have failed. You must not discuss the disclosure with anyone at this point – all information remains strictly confidential.

After informing the Designated Lead Safeguarding Officer, complete the Footsteps Safeguarding Disclosure Form, based on the information you have received regarding your concerns, and ensure that you have signed, timed, and dated the form. Email the completed form to the Lead Safeguarding Officer. Ensure that any information entered is treated as **strictly confidential**.

Within 2 hours of your initial email, contact the Designated Lead Safeguarding Officer again to ensure that they have acted on your information.

Failure to observe the procedures or failure to respect confidentiality will be regarded as gross misconduct and may lead to disciplinary action.

APPENDIX 1

KEY SAFEGUARDING CONTACTS

Footsteps Trust Academy

Designated Safeguarding Lead (DSL)

Chris Hall Principal

Telephone: 07838132091

Email: Chris.hall@footstepstrust.com

Deputy Designated Safeguarding Leads

Chaz Syed Operations Manager

Telephone: 07746505749

Email: chaz.syed@footstepstrust.com

Safeguarding Trustee

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Giles Hall Chair of Trustees

Telephone: 07383989116

Email: giles.hall@footstepstrust.com

Local Authority Contacts

Haringey MASH / SPA

Telephone: 02084894470

Local Authority Designated Officer (LADO)

Telephone: 02084892968

Emergency Duty Team

Telephone: 02084890000

Police

999 Emergency

101 Non-Emergency

NSPCC

0808 800 5000

Childline

0800 1111

APPENDIX 2

SAFEGUARDING CONCERN FLOWCHART

Step 1

Concern identified by:

- Observation
- Disclosure
- Third-party information
- Online monitoring alert
- Attendance concern

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Step 2

Immediately record concern.

Include:

- Date
- Time
- Location
- Exact words used
- Factual observations



Step 3

Report immediately to DSL or Deputy DSL.

Do not:

- Investigate
- Ask leading questions
- Promise confidentiality
- Interview witnesses



Step 4

DSL assessment.

DSL may:

- Record concern
- Provide Early Help
- Monitor concerns
- Contact parents/carers
- Consult Children's Social Care
- Refer to Police
- Refer to Prevent Team



Step 5

Outcome recorded.



Step 6

Ongoing monitoring and support.

APPENDIX 3

RECORDING SAFEGUARDING CONCERNS

All safeguarding records must:

- Be factual.
- Be accurate.
- Be dated.
- Be signed.
- Contain professional observations only.

Staff should:

Record

- What was seen.
- What was heard.
- What was disclosed.
- Actions taken.

Avoid

- Assumptions.
- Personal opinions.
- Promising Confidentiality.
- Diagnostic conclusions.
- Speculation.

Safeguarding records must be uploaded to the Academy safeguarding recording system as soon as possible and always on the same working day.

APPENDIX 4

CHILD-ON-CHILD ABUSE PROCEDURES

Footsteps adopts a zero-tolerance approach to abuse of any kind.

Child-on-child abuse may include:

- Sexual harassment.
- Sexual violence.

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- Harmful sexual behaviour.
- Bullying.
- Cyberbullying.
- Physical abuse.
- Initiation or hazing behaviour.
- Prejudice-based abuse.
- Sexting / sharing nude images.
- Upskirting.

Staff must never:

- Dismiss concerns as banter.
- Ignore reports.
- Assume abuse is part of growing up.

All concerns must be reported through safeguarding procedures immediately.

APPENDIX 5

LOW-LEVEL CONCERNS PROCEDURE

A low-level concern is any concern regarding an adult's conduct that:

- Is inconsistent with the staff code of conduct.
- Does not meet the allegations threshold.
- May indicate poor judgement.
- Could become a pattern of behaviour.

Examples include:

- Boundary issues.
- Inappropriate comments.
- Unprofessional behaviour.
- Favouritism.

Low-level concerns must:

- Be reported to the Principal.
- Be recorded.
- Be reviewed for patterns.
- Be managed appropriately.

Records will be retained securely.

APPENDIX 6

ALLEGATIONS AGAINST STAFF

An allegation may arise where an adult has:

- Behaved in a way which harmed a child.
- Possibly harmed a child.
- Committed a criminal offence.
- Behaved towards a child in a way indicating unsuitability to work with children.

Staff receiving allegations must:

Immediately

Notify:

- Principal
- DSL
- Chair of Trustees (if allegation concerns Principal)

The Academy will:

- Contact the LADO.
- Seek advice before investigating.
- Maintain confidentiality.
- Protect all parties.

No internal investigation will begin without appropriate consultation.

APPENDIX 7

ONLINE SAFETY AND DIGITAL SAFEGUARDING

Footsteps recognises that safeguarding includes online safety.

Key risks include:

- Cyberbullying.
- Online grooming.
- Radicalisation.
- Sextortion.
- Child sexual exploitation.
- Criminal exploitation.
- Deepfake imagery.
- AI-generated abuse.
- Misinformation.
- Harmful online challenges.

Students will receive education regarding:

- Safe internet use.
- Privacy.
- Reporting concerns.
- Digital resilience.
- Critical evaluation of online material.

Online safeguarding is embedded across the curriculum.

APPENDIX 8

FILTERING AND MONITORING STATEMENT

Footsteps maintains filtering and monitoring systems to safeguard students.

Trustees

Responsible for ensuring:

- Systems are effective.
- Reviews take place annually.
- Risks are addressed.

DSL

Responsible for:

- Reviewing alerts.
- Monitoring safeguarding risks.
- Escalating concerns.

IT Provider

Responsible for:

- System maintenance.
- Technical monitoring.
- Reporting issues.
- Security updates.

The Academy's filtering and monitoring arrangements are reviewed at least annually and whenever safeguarding risks change.

APPENDIX 9

PREVENT REFERRAL PROCESS

Possible indicators:

- Extremist language.
- Radicalised views.
- Online extremist activity.
- Sudden ideological changes.
- Intolerance towards others.
- Obsession with extremist content.

Process

Concern Identified

↓

Report to DSL

↓

DSL Risk Assessment

↓

Consultation

↓

Prevent Team / Channel Referral (if appropriate)

↓

Support Plan Implemented

All Prevent concerns are managed as safeguarding concerns.

APPENDIX 10

CHILDREN ABSENT FROM EDUCATION PROCEDURE

- Stage 1: After two consecutive days of unexplained absence, or sooner if there are specific safeguarding concerns, the DSL will be alerted. Attempts to contact the family will continue while assessing any risks to the child's safety.
- Stage 2: After 5 consecutive days of unexplained absence, a letter is home to parents/guardians/carers. If no contact is made and concerns escalate, a home visit may be arranged, or external agencies (such as children's services or the police) may be contacted to conduct a welfare check.

- Stage 3: If the child is considered missing from education for an extended period or is showing a pattern of repeated absence, a formal referral will be made to the Local Authority under their *Children Missing Education (CME)* procedures.

Liaising with External Agencies: Footsteps will work closely with external partners, including local authority children's services and safeguarding teams, to ensure the well-being of children who are absent. When absences indicate potential safeguarding risks, such as exploitation or radicalization, referrals will be made to appropriate agencies like the *Prevent* team or child protection services.

Local Authority Involvement

Footsteps will follow statutory guidelines for working with the local authority when children are:

- Absent for extended periods without explanation.
- At risk of being removed from the school roll without clear educational arrangements in place (e.g., families intending to home-educate).
- Missing from education as part of wider safeguarding concerns.

The school will ensure that all actions are documented and shared with the appropriate authorities.

Promoting Attendance and Well-being

Footsteps strives to create an inclusive and supportive learning environment that encourages regular attendance. We recognize the link between attendance and achievement, well-being, and safeguarding. By working closely with students, families, and external agencies, we aim to address barriers to attendance and ensure the safety of all children.

APPENDIX 11

EARLY HELP PROCEDURE

- Step 1 Concern identified.
- Step 2 Discussion with DSL.
- Step 3 Early Help Assessment considered.
- Step 4 Family engagement.
- Step 5 Multi-agency support arranged.
- Step 6 Review and monitor progress.
- Step 7 Escalate to Children's Social Care if risk increases.

APPENDIX 12

SAFEGUARDING TRAINING MATRIX

Training	Staff	Frequency
Safeguarding Induction	All Staff	On Appointment
KCSIE Update	All Staff	Annually
Child Protection	All Staff	Annually
Prevent Training	All Staff	Annually
Online Safety	All Staff	Annually
Low-Level Concerns	All Staff	Annually
Safer Recruitment	Relevant Staff	Every 3 Years
DSL Training	DSL/Deputies	Every 2 Years + Updates
Filtering & Monitoring	DSL, SLT, Trustees	Annually