

Pippa's Guardians Summer School Safeguarding Policy 2025

Key Contacts

Jodie Godliman is the Designated Safeguarding Lead (DSL) for Pippa's Summer School. The DSL has overall responsibility for safeguarding at Pippa's Summer School.

The Designated Safeguarding Lead can be contacted on jodie@pippasguardians.co.uk or 07719 559144

In the event that the DSL is not contactable or available the 24hr Duty Phone number for Pippa's Guardians is 07721 372865. The member of staff holding the Duty Phone will make contact as soon as is possible with the Summer School DSL to inform her of any situation. Parents are welcome to approach the DSL if they have any concerns about the welfare of any child in the care of Pippa's Summer School, whether these concerns relate to their own child or any other.

Jodie is DSL trained and in line with current guidance will undergo DSL training every two years.

In addition, Pippa's Guardians have a DSL and DDSL and several additional staff members including those on the duty phone rota that are DSL trained and these staff also undergo refresher DSL training every two years.

Role	Name	Contact number
Pippa's Camp Designated Safeguarding Lead	Jodie Godliman	07719 559144 jodie@pippasguardians.co.uk
24/7 Duty Phone Cover	Pippa's Guardians Staff Member on a rotation	24hr Duty Phone Number is 07721 372865
Pippa's Guardians Designated Safeguarding Lead	Rose Vigers Belgeonne	07731 997732 safeguarding@pippasguardians.co.uk
Pippa's Guardians Deputy Designated Safeguarding Lead	Ben Hughes (if the Designated Safeguarding Lead is unavailable)	07714 034749 ben@pippasguardians.co.uk
Worcestershire Safeguarding Children Partnership (WSCP) Board	Worcestershire LADO's (Local Authority Designated Officer) is Jon Hancock. In his absence there will be a Duty Lado (same contacts	01905 846221 lado@worcschildrensfirst.org.uk

Introduction

This policy is addressed to all Pippa's Summer School staff, parents and students and any additional partners that are working with Pippa's Summer School.

It is distributed to all new staff members on commencement of their employment with Pippa's Summer School and is signposted to all parents in the pre enrolment information. It is also available at any time on our website at pippasguardians.co.uk/camps/

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children has a role to play in safeguarding children. In order to fulfil this responsibility effectively, Pippa's Summer School requires all staff to make sure their approach is always a child-centred one. This means that they should consider, at all times, what is in the best interests of the child.

No individual can have a full picture of a child's needs and circumstances. If children are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

This policy should be used read in conjunction with the following documents which can all be found on the Gov.Uk website under the Safeguarding heading here.

- Working Together to Safeguard Children 2023
- Keeping Children Safe in Education September 2024, in particular Part One Safeguarding Information for all staff
- What to do if you are worried if a child is being abused March 2015

The Pippa's Summer School Missing Student, Online Safety and Prevent Policies can all be found at the Pippa's Summer School website [here](#) and it is important that these policies are read carefully and in conjunction with this Safeguarding Policy. Alternatively, these documents can be provided to you by us in hard copy if preferred and requested.

A glossary of safeguarding terms can be found at the end of this document for your information. Please do contact Jodie Godliman on the contact details above if you require any additional clarification on anything contained within this policy.

Every student should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non- accidental physical injury, sexual exploitation or emotional ill-treatment.

Pippa's Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We should all be aware that children may not feel ready or know how to tell someone they are being abused, exploited or neglected and/or they may not recognize their experiences as harmful. This must not prevent staff having professional curiosity and speaking to the Pippa's Summer School DSL if there is any concern about a child.

Pippa's Summer School DSL will:

- treat all students with care and respect according to their needs and without discrimination of any kind.
- provide Pippa's Summer School staff members with safeguarding training, which will include clarification of their safeguarding responsibilities. Training will be reviewed and renewed at least every three years or more frequently if required.
- be alert to signs of abuse within Pippa's Summer School
- deal in a timely and appropriate manner with every suspicion or complaint of abuse.
- work closely with all agencies and bodies concerned with the protection and welfare of children and any school or college attended by the student to ensure that all allegations of abuse are dealt with justly and promptly.
- follow the local procedures for the Safeguarding Partners in the area where the child is resident should this be necessary. Each Safeguarding Partnership and board can differ in the way they work and full information can be found on the Local Authority website. The following [link](#) will take you through to a comprehensive list of all UK Safeguarding Partnerships and their contact details.
- ensure that, so far as possible, actions taken to protect a student, do not in themselves cause the student unnecessary distress. Such actions may include consultation with the police, which may result in criminal proceedings.
- ensure that it practices safer recruitment in checking the suitability of staff and host families to work with children and young people in accordance with the guidance given in the current edition of Keeping Children Safe in Education September 2024.

The main responsibilities of the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead in her absence) are:

- to advise and act upon all suspicion, belief and evidence of abuse reported to them and to refer cases of suspected abuse to the correct Local Safeguarding Partners as required. Pippa's Guardians maintain an excellent working relationship with Jon Hancock, the Worcestershire LADO and commit to continuing this partnership.
- to support staff who make referrals to Local Safeguarding Partners as in cases where the DSL or DDSL are unavailable. Staff must make direct contact where appropriate with the local Safeguarding Partners as a delay could put a child or young person at further risk of harm. Contact with the local Safeguarding Partners is made via the telephone numbers available on the Local Authority website or contact details through this link.
- to be the first point of contact for Pippa's Summer School staff, parents, students, and external agencies in all Safeguarding matters.
- act as a source of support, advice and expertise for staff.
- Liaise with staff on safeguarding matters when deciding whether to make a referral by liaising with relevant agencies.
- to co-ordinate Safeguarding procedures within Pippa's Summer School.
- to work in conjunction with Pippa's Guardians Safeguarding Team to maintain an ongoing training program for all Pippa's Summer School staff.
- to monitor the keeping, confidentiality and storage of records in relation to Safeguarding.
- to keep parents/ guardians informed of any action being taken in relation to their child
- where appropriate, to take part in child protection conferences or reviews.
- refer cases where a person is dismissed or has left due to risk/harm to a child to the Disclosure and Barring Service as required.
- refer cases where a crime may have been committed to the Police as required.
- refers to the Channel programme where there is a radicalisation concern as required.
- support staff who make referrals to the Channel programme.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by, identifying individuals at risk, assessing the nature and extent of that risk and developing the most appropriate support plan for the individuals concerned.

Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or

background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity

Duties of staff

Each member of staff members must:

- Do everything reasonable within the definition of your job role to keep children safe.
- be aware of the Pippa's Summer School Safeguarding Policy and follow advice and procedures contained within this policy.
- Report any matters of concern to the Designated Safeguarding Lead as soon as is practically possible.
- Keep a comprehensive and concise record of any significant complaint, conversation or event and written reports and all correspondence should be shared with the DSL or DDSL so that this information can be filed correctly.
- each staff member must undertake appropriate safeguarding training, including refresher training, at regular intervals.

Staff-student contact

- Staff will endeavour to keep physical contact with the student to a minimum and should consider the following guidelines:
- the physical integrity of the students must be respected at all times. Staff may not engage in inappropriate physical contact of any kind.
- under no circumstances may a staff member give tobacco, alcohol or drugs to students.
- staff members will prudently avoid situations in which they are alone with students in rooms or areas which are locked or made inaccessible to others.
- a student's bedroom must always be regarded as private space and staff members may never visit a student in his or her bedroom or dormitory except when exercising specific responsibilities or as a duty of care. In this case, doors should be left ajar or another staff member made aware of the course of action being followed.
- staff involved in transporting students will exercise prudence if transporting students individually and where possible, it is sensible to ask the student to travel in the back seat of the car.

Age-Appropriate Safeguarding

Modified Safeguarding information that has been designed to be read by our young students has been incorporated into the Summer School Student Handbook and this is provided to all new students joining Pippa's Summer School. This handbook also details the 24 hours 7 days a week duty number.

Abuse

"Abuse" includes any form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children. Abuse can include:

- physical abuse, for example beating or punching;
- emotional abuse, for example rejection and denial of affection;
- sexual abuse, for example sexual assault or encouraging a child to view pornographic material;
- neglect, for example failure to provide appropriate care including warmth or medical attention.

Signs of abuse

Government advice What to do if you're worried a child is being abused gives the following examples as potential indicators of abuse or neglect:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty and/or with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;
- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;

- Parents who collect their children from school when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away and/or children who shy away from being touched or flinch at sudden movements.

Types of abuse

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. N.B: Some situations where children stop communication suddenly (known as “traumatic mutism”) can indicate maltreatment.

Physical Abuse Indicators may include the following (this is not designed to be used as a checklist)

- Patterns of bruising; inconsistent account of how bruising or injuries occurred
- Finger, hand or nail marks, black eyes
- Bite marks
- Round burn marks, burns and scalds
- Lacerations, wealds
- Fractures
- Bald patches
- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Fear of going home or parents being contacted
- Fear of medical help
- Fear of changing for PE
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to a child that they

are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional Abuse Indicators may include the following (this is not designed to be used as a checklist)

- Over-reaction to mistakes, continual self-deprecation
- Delayed physical, mental, emotional development
- Sudden speech or sensory disorders
- Inappropriate emotional responses, fantasies
- Neurotic behaviour: rocking, banging head, regression, tics and twitches
- Self-harming, drug or solvent abuse
- Fear of parents being contacted
- Running away
- Compulsive stealing
- Masturbation, Appetite disorders - anorexia nervosa, bulimia
- Soiling, smearing faeces, enuresis

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual Abuse Indicators may include the following (this is not designed to be used as a checklist)

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Anal or vaginal discharge, soreness or scratching
- Reluctance to go home
- Inability to concentrate, tiredness
- Refusal to communicate.
- Thrush, Persistent complaints of stomach disorders or pains
- Eating disorders, for example anorexia nervosa and bulimia
- Attention seeking behaviour, self-mutilation, substance abuse
- Aggressive behaviour including sexual harassment or molestation
- Unusually compliant
- Regressive behaviour, Enuresis, soiling
- Frequent or open masturbation, touching others inappropriately
- Depression, withdrawal, isolation from peer group
- Reluctance to undress for PE or swimming
- Bruises, scratches in genital area

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Indicators of Neglect may include the following (this is not designed to be used as a checklist)

- Hunger, tiredness or listlessness
- Child dirty or unkempt
- Poorly inappropriately clad for the weather

- Poor school attendance or often late for school with poor concentration
- Affection or attention seeking behaviour
- Untreated illnesses/injuries
- Pallid complexion
- Stealing or scavenging compulsively
- Failure to achieve developmental milestones, for example growth, weight
- Failure to develop intellectually or socially
- Neurotic behaviour

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power, sexual gratification or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status.

Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online.

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Indicators of Child sexual exploitation may include the following (this is not designed to be used as a checklist)

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or don't take part in education

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: Psychological, physical, sexual, financial and emotional.

Where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Helplines: <http://www.nationaldomesticviolencehelpline.org.uk>

Advice: <http://www.nhs.uk/Livewell/abuse/Pages/domestic-violence-help.aspx>

<http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/domestic-abuse>

'Honour' based violence encompasses crimes which have been committed to protect or defend the honour of the family and or the community, including Female Genital Mutilation, forced marriage and practices such as breast ironing. Pippa's Summer Camp staff recognise that all cases of honour-based violence fall under the safeguarding and child protection umbrella and will be treated accordingly.

Child on child abuse can manifest in many different ways, including but not limited to on-line bullying, sexting, banter, initiation rituals and inappropriate or harmful sexualised behaviours. In most instances, the conduct of children and young people towards each other will be covered by the school behaviour policy.

However, some allegations may be of such a serious nature that they may raise safeguarding concerns. Pippa's Summer School recognise that children are capable of abusing their peers. It will not be passed off as 'banter' or 'part of growing up'. The forms of child-on-child abuse are outlined below.

- Domestic abuse – incident or pattern of actual or threatened acts of physical, sexual, financial and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality.
- Child Sexual Exploitation– children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18.
- Harmful Sexual Behaviour – Children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others.
- Serious Youth Violence – Any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19. i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences.

The term child-on-child abuse can refer to all of these definitions and a child may experience one or multiple facets of abuse at any one time. Therefore, our response will cut across these definitions and capture the complex web of their experiences.

There are also different gender issues that can be prevalent when dealing with child on child abuse (i.e. girls being sexually touched/assaulted or boys being subjected to initiation/hazing type violence).

Research indicates that young people rarely disclose child on child abuse and that if they do, it is likely to be to their friends. Therefore, we will also look to help educate children and young people that we work with about how to support their friends if they are concerned about them by letting them know that they should talk to a trusted adult or someone at their school for further support.

Any concerns, disclosures or allegations of child on child abuse in any form should be referred to the Designated Safeguarding Lead. Where a concern regarding child on child abuse has been disclosed to the DSL, advice and guidance will be sought from Children's Services and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted.

Sexting is the sending of an indecent image and can be illegal. A person under 16 is committing an offence if they send an indecent image of themselves and someone passing this on is also distributing an indecent image of a child. Pippa's Camps seeks to protect children from sexting and the significant impact it can have.

Advice for children and young people is available at:

- ! <http://www.thinkuknow.co.uk>
<https://www.childline.org.uk/explore/onlinesafety/pages/sexting.aspx>

- ! Advice for adults involved in the safeguarding of Young People is available at:
<https://www.nspcc.org.uk/keeping-children-safe/>

Radicalisation and Prevent

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. The process of radicalisation is different for every individual and is a process, not a one-off event. It can take place over an extended period or within a very short time frame. It is important that staff and volunteers are able to recognise possible signs and indicators of radicalisation.

Children and young people may be vulnerable to exposure or involvement with groups or individuals who advocate violence as a means to a political or ideological end. They can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members' groups and organisations or, increasingly, through the internet, including through social media sites. This can put children and young people at risk of being drawn into criminal activity and has the potential to cause significant harm.

PREVENT is part of the UK's counter terrorism strategy, it focuses on supporting and protecting vulnerable individuals who may be at risk of being exploited by radicalisers and subsequently drawn into terrorist related activity. PREVENT is not about race, religion or ethnicity, the programme is to prevent the exploitation of susceptible people. Schools and Homestays can play an important part in safeguarding children from the risk of radicalisation. Effective early help relies on all staff being vigilant and aware of the nature of the risk for children and young people, and what support may be available. All Pippa's Summer School staff undergo Prevent training as part of their induction programme.

Potential indicators of radicalisation include:

- Use of inappropriate language
- Possession of violent extremist literature
- Changes in behaviour, language, clothing or appearance
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

If staff are concerned about a change in the behaviour of an individual or see something that concerns them (this could be a colleague too) they should seek advice from the Designated Safeguarding Lead or Imogen Trevethan who is the Prevent Lead for Pippa's Guardians and can be contacted on 07593 443685 or imogen@pippasguardians.co.uk.

Non-urgent advice is available from the Department of Education on 0207 3407264 or via e-mail at counter-extremism@education.gsi.gov.uk

Female genital mutilation (FGM)

Female genital mutilation (FGM) includes procedures that intentionally alter or injure the female genital organs for non- medical reasons. It is a surprisingly common form of abuse in the UK.

“FGM is a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways”. (Multiagency statutory guidance on female genital mutilation, April 2016).

The age at which FGM is carried out varies enormously according to the community. The procedure may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy. FGM is extremely harmful and has short and long term effects on physical and psychological health.

FGM is internationally recognised as a violation of the human rights of girls and women, and is illegal in most countries, including the UK. Pippa's Camps takes these concerns seriously and possible signs and indicators that may alert staff to the possibility of FGM are detailed below.

There are a number of factors in addition to a girl's or woman's community or country of origin that could increase the risk that she will be subjected to FGM:

The position of the family and the level of integration within UK society – it is believed that communities less integrated into British society are more likely to carry out FGM.

Any girl born to a woman who has been subjected to FGM must be considered to be at risk of FGM, as must other female children in the extended family.

Any girl who has a sister who has already undergone FGM must be considered to be at risk of FGM, as must other female children in the extended family.

Any girl withdrawn from Personal, Social and Health Education or Personal and Social Education may be at risk as a result of her parents wishing to keep her uninformed about her body and rights.

The age at which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is newborn, during childhood or adolescence, at marriage or during the first pregnancy. However, the majority of cases of FGM are thought to take place between the ages of 5 and 8 and therefore girls within that age bracket are at a higher risk.

It is believed that FGM happens to British girls in the UK as well as overseas (often in the family's country of origin). Girls of school age who are subjected to FGM overseas are thought to be taken abroad at the start of the school holidays, particularly in the summer holidays, in order for there to be sufficient time for her to recover before returning to her studies. There can also be clearer signs when FGM is imminent:

- It may be possible that families will practice FGM in the UK when a female family elder is around, particularly when she is visiting from a country of origin.
- A professional may hear reference to FGM in conversation, for example a girl may tell other children about it.
- A girl may confide that she is to have a 'special procedure' or to attend a special occasion to 'become a woman'.
- A girl may request help from a teacher or another adult if she is aware or suspects that she is at immediate risk.
- Parents state that they or a relative will take the child out of the country for a prolonged period.
- A girl may talk about a long holiday to her country of origin or another country where the practice is prevalent.
- Parents seeking to withdraw their children from learning about FGM.

It is important that professionals look out for signs that FGM has already taken place so that:

- the girl or woman affected can be supported to deal with the consequences of FGM
- enquiries can be made about other female family members who may need to be safeguarded from harm.
- criminal investigations into the perpetrators, including those who carry out the procedure, can be considered to prosecute those breaking the law and to protect others from harm.

There are a number of indications that a girl or woman has already been subjected to FGM:

- A girl or woman may have difficulty walking, sitting or standing and may even look uncomfortable.
- A girl or woman may spend longer than normal in the bathroom or toilet due to difficulties urinating. A girl may spend long periods of time away from a classroom during the day with bladder or menstrual problems.
- A girl or woman may have frequent urinary, menstrual or stomach problems.
- There may be prolonged or repeated absences from school or college.
- A prolonged absence from school or college with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return could be an indication that a girl has recently undergone FGM.
- A girl or woman may be particularly reluctant to undergo normal medical examinations.
- A girl or woman may confide in a professional.
- A girl or woman may ask for help, but may not be explicit about the problem due to embarrassment or fear.
- A girl may talk about pain or discomfort between her legs.

The Mandatory Reporting Duty for FGM states that from October 2015, Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases will face disciplinary sanctions. Guardians and Host Families should be aware of this duty and whilst it would be rare for them to see visual evidence, as they should not be examining children or young people, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

Under the mandatory reporting requirements teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out (either through disclosure by the victim or visual evidence) on a girl under 18. Those failing to report such cases would face disciplinary sanctions.

Members of staff, volunteers and host families are asked to either report any FGM concerns immediately to the Designated Safeguarding Lead or if they feel more comfortable, directly to the local police. Where a referral is made directly to the police, the Designated Safeguarding Lead should also be informed as soon as possible.

Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that someone (an adult or child) may have acted in a way that:

- raises professional curiosity
- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO Examples of such behaviour could include, but are not limited to:
 - an adult being over friendly with children
 - a member of staff having favourites
 - taking unauthorised photographs of children on their mobile phone
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door
 - humiliating a peer or child

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Low-level concerns may arise in several ways and from a number of sources. It may be a suspicion, complaint or disclosure made by a child, parent or other adult within or outside Pippa's Summer School or as a result of vetting checks undertaken.

It is crucial that all low-level concerns are recorded and dealt with appropriately and shared responsibly with the right person. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from becoming the subject of potential false low-level concerns or misunderstandings.

Pippa's Summer School aims to

- Ensure staff understand their role and responsibilities and abide by the Staff Code of Conduct Policy at all times
- Encourage staff to raise to share any concerns with the appropriate DSL in a timely manner
- Address unprofessional/inappropriate behaviour immediately with appropriate action
- Pippa's Summer School encourages all staff to self-report any situation which could be either misconstrued or appear compromising or where their behaviour has fallen below the standards required in our code of conducts. Any self-report should be direct to the DSL

(contact details below) and these will be dealt with on a case by case basis. All self- reports will be filed securely and in line with our current safeguarding reporting.

Who to share a concern with

Any concern should be shared with Jodie Godliman on jodie@pippasguardians.co.uk or 07719 559144. Ben Hughes is the DDSL and can be contacted on ben@pippasguardians.co.uk or 07714 034749

The DSL will decide if it is a low-level concern but may refer the concern to the LADO if it meets the threshold for harm.

All low-level concerns are recorded in writing. The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then the DSL will aim to do this as far as reasonably possible. Records are kept securely and comply with GDPR.

If the concern has been raised via a third party, such as a school, the DLS will collect as much evidence as possible by speaking directly to the person who raised the concern, unless it has been raised anonymously and to the individual involved and any witnesses

Where a pattern of behaviour is identified, the DSL will decide on a further course of action, either through our disciplinary procedures or where a pattern of behaviour moves from a low-level concern to meeting the harm threshold the case will then be referred to the LADO.

Disclosures

Safeguarding Concerns Form Introduction

[This form](#) comprises part of the Pippa's Summer School Safeguarding Policy and should be read in conjunction with the whole Safeguarding Policy.

This form is designed to be completed by any member of staff member who receives information raising safeguarding concerns either through observation or direct disclosure, from a student or from another source. The purpose of this form is to ensure that an adequate amount of information is recorded at the outset. This form must be completed as soon as possible after the information is received.

Do not allow the completion of the form to delay any verbal notification of the concerns to the Designated Safeguarding Lead but pass the completed form to the Designated Safeguarding Lead, or the Deputy Designated Safeguarding Lead (if the Designated Safeguarding Lead is unavailable) as a matter of urgency.

Pippa's Summer School Designated Safeguarding Lead is Jodie Godliman who can be contacted on jodie@pippasguardians.co.uk or 07719 559144

The Deputy Designated Safeguarding Lead is Ben Hughes who can be contacted on ben@pippasguardians.co.uk or 07714 034749

Initial procedure when abuse is suspected or a complaint is made

A staff member suspecting or hearing a complaint of abuse should report all allegations or complaints of abuse to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead (if DSL not available) or, if the complaint involves the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead, please report the complaint to the Worcestershire Safeguarding Children Partnership LADO's (Local Authority Designated Officer) – Jon Hancock or the duty LADO on 01905 846221.

Staff should:

- listen carefully to the student and keep an open mind. Staff or host family members should not take a decision as to whether or not the abuse has taken place; This video from the NSPCC explains a little more on how to respond if a child should disclose abuse to you.
- not ask leading questions, (a question which suggests its own answer).
- reassure the student but not give a guarantee of absolute confidentiality. The staff member should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken (please note that the giving of information to others, who have an obligation to receive the information for the purpose of protecting a child, is not a breach of confidentiality).
- keep a sufficient written record of any conversation regarding the suspected abuse. The safeguarding concerns form is available [here](#). The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the appropriate Designated Safeguarding Lead as soon as possible.
- attempt to safeguard and preserve all available evidence, (for example, notes, mobile phones containing text messages, clothing, computers).
- as soon as reasonably practicable after making a verbal report to the Designated Safeguarding Lead, ensure the written disclosure form is passed to the DSL or DDSL (in her absence)
- if deemed necessary and with full support from the DSL or DDSL immediately provide a safe environment for the student.

Once the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead has been informed of the allegations or complaints of abuse, the staff member suspecting or hearing of the abuse should continue to pass on any further information that comes to light but should not carry out any further investigations into the incident as this may prejudice the investigations of external agencies.

Allegations against Pippa's Summer School staff or any other adult

Our procedures for dealing with allegations against Pippa's School staff aim to balance the need to protect students from abuse and the need to protect staff from false and unfounded allegations. Where appropriate, these procedures follow the guidance in the current edition of the Department of Education guidance Keeping Children Safe in Education September 2024.

Suspension of staff will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure the safety and welfare of the student or students concerned, and the need for a full and fair investigation.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place students or themselves at risk of harm or allegations of harm to a student. This guidance is contained in the Pippa's Summer School Staff Handbook and in this policy on page 5 under the section titled Staff-student contact. There is also clear guidance given in the Summer School Staff Code of Conduct which is handed out to staff at their induction.

All staff are required to report to the Designated Safeguarding Lead any concern or allegations about Pippa's Summer School practices or the behaviour of colleagues which they feel are likely to put students at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report, provided that it is done in good faith.

If Pippa's Summer School ceases to use the services of a member of staff because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the Disclosure and Barring Service (DBS) or other relevant body as determined by future legislation. This report will be made by the DSL. Any such incidents will be followed by a review of the safeguarding procedures within Pippa's Summer School and will be carried out with the wider Pippa's Guardians Safeguarding Team.

If a member of staff tenders his or her resignation, or ceases to provide his or her services, any safeguarding allegations will still be followed up by the DSL. Resignation will not prevent a prompt and detailed report being made to the DBS or other relevant body as determined by future legislation, in appropriate circumstances. This report will be made by the DSL.

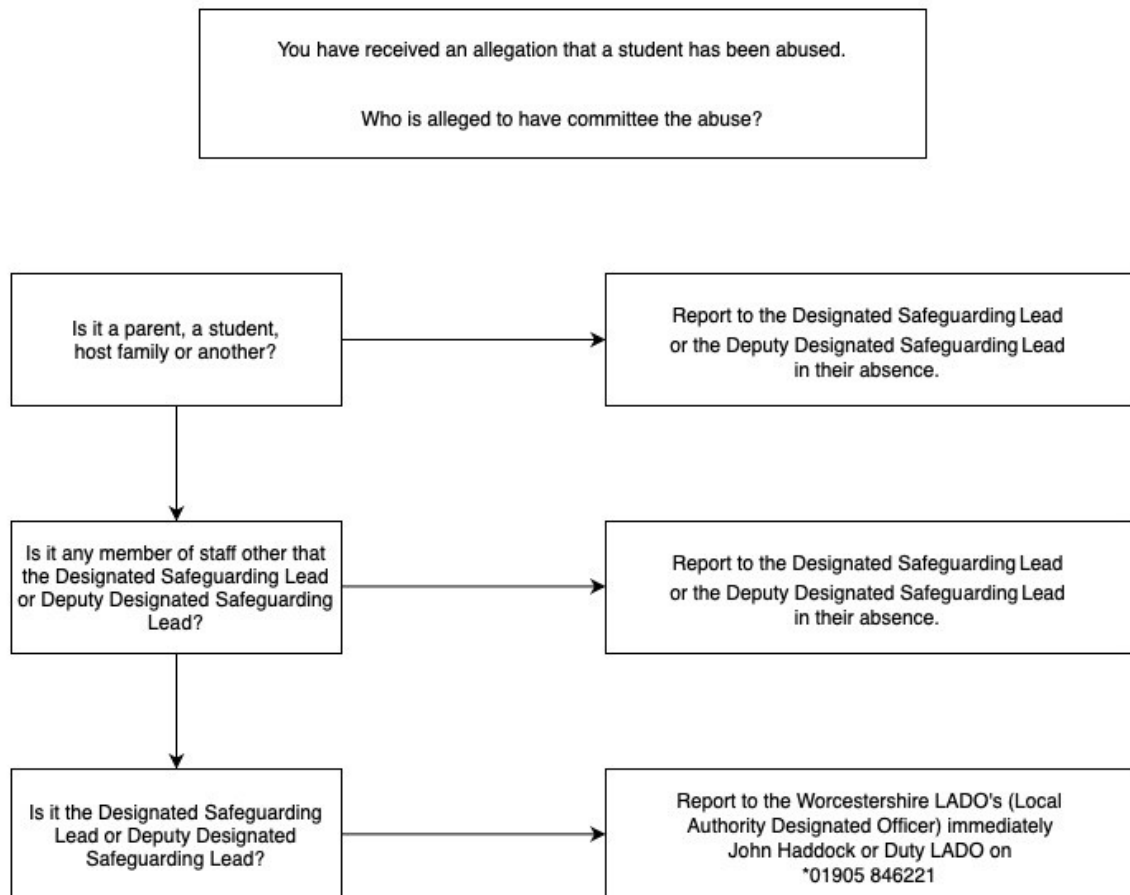
Allegations against students

If a student for whom we have responsibility is accused of abuse against another student for whom we have responsibility, we will take all appropriate action to ensure the safety and welfare of both students, including the student accused of abuse. These procedures will also apply as appropriate if a student for whom we have responsibility is accused of abuse against any other student for whom we do not have responsibility.

If it is necessary for a student to be interviewed by the police in relation to allegations of abuse, we will ensure that the student's parents or guardians are informed as soon as possible, and that the student is supported during the interview by an appropriate adult.

Allegations Flowchart

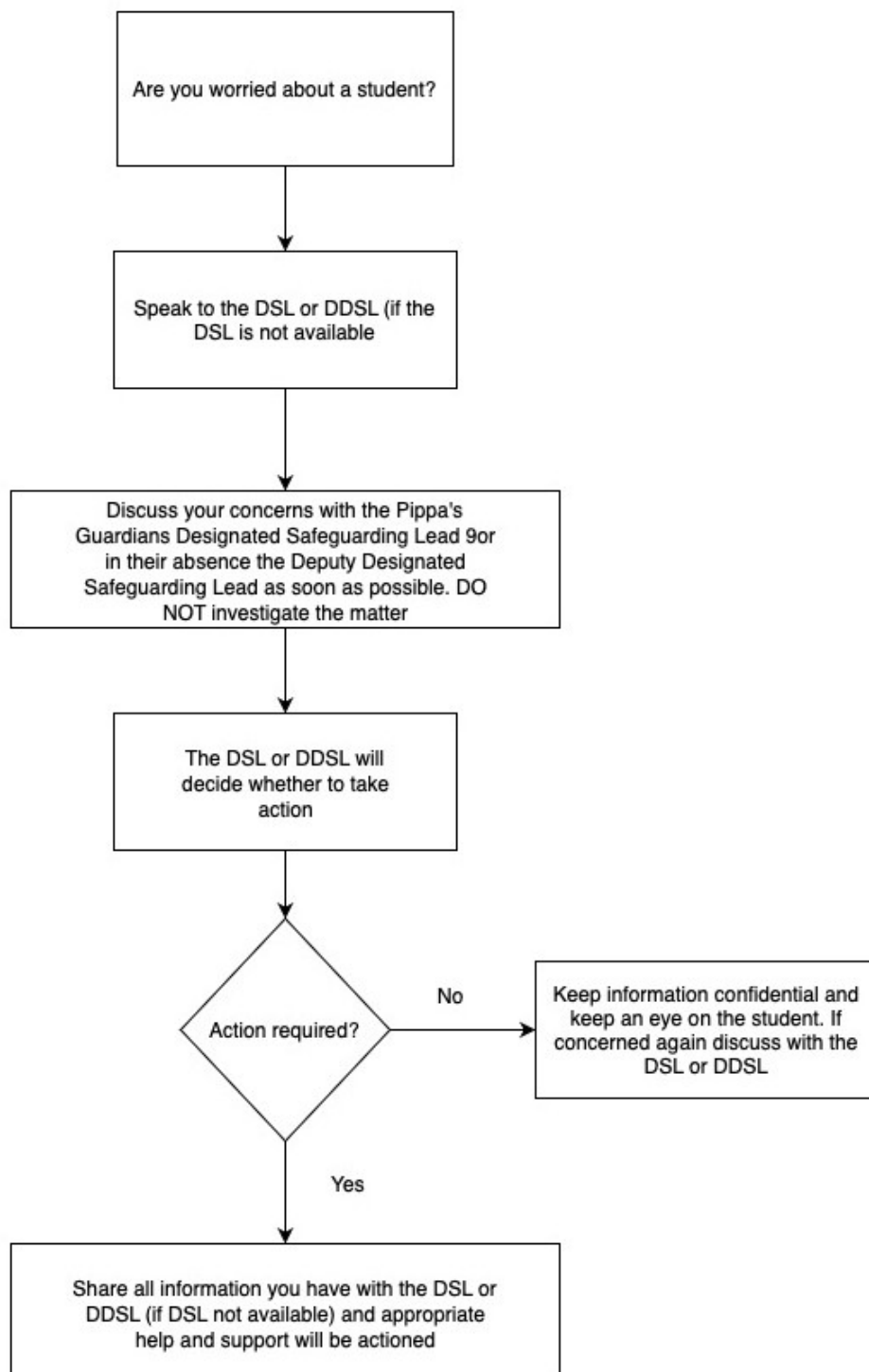
Allegations Flowchart



* The LADO (Local Authority Designated Officer) must be contacted

Flowchart for a member of staff worried about a student

Flow chart for a member of staff worried about a student



Confidentiality and information sharing

Pippa's Summer School will keep all safeguarding records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of the students. We will co-operate with police and children's services to ensure that all relevant information is shared

for the purposes of safeguarding investigations under section 47 of the Children Act 1989 in accordance with the requirements of the current edition of Working Together to Safeguard Children.

Except in exceptional circumstances, we will always notify the school attended by the student of any concerns relating to a student's safety or welfare.

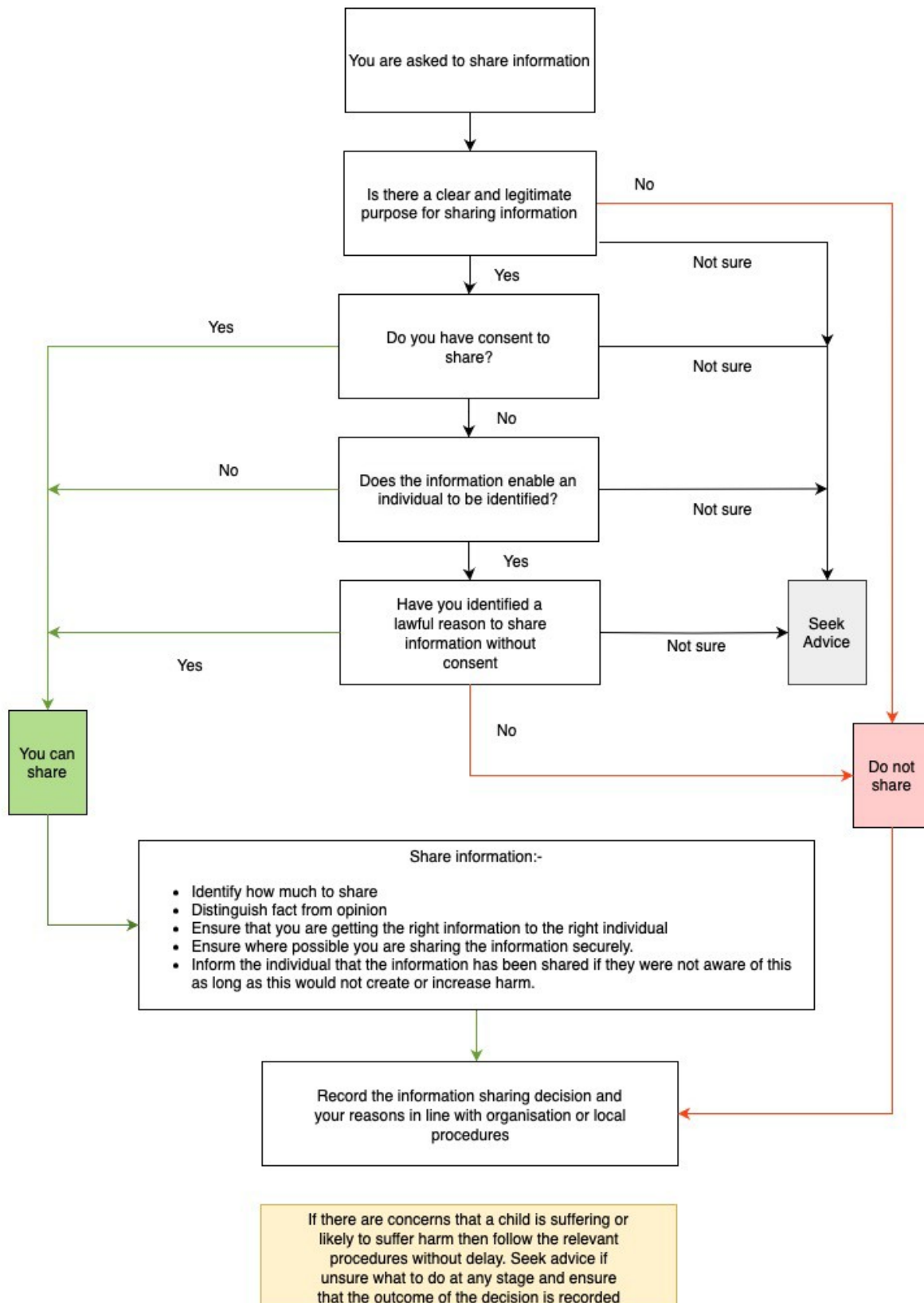
Following any safeguarding incidents involving students for whom Pippa's Camps has responsibility, the Designated Safeguarding Lead will review this policy and the procedures where needed and will make a prompt report to Ben Hughes, Managing Director of Pippa's Guardians if necessary.

In addition, the Designated Safeguarding Lead will monitor this policy and its procedures and make amendments and improvements where deemed necessary.

The Designated Safeguarding Lead will ensure that any deficiencies or weaknesses regarding safeguarding arrangements at any time are remedied without delay.

Flowchart of when and how to share information

13 Flowchart of when and how to share information



Data Protection

Pippa's Summer School holds personal information about students in order to safeguard and promote their welfare.

The content of this form, when completed, will contain personal information which is subject to the provisions of the General Data Protection Regulation (GDPR) which applied from the 25 May 2018, when it superseded the UK Data Protection Act 1998. Students, and in certain circumstances their parents or guardians, have the right to request access to personal information about them held by Pippa's Guardians, including the content of this form, although exemptions may apply depending on the circumstances. Legal advice should be sought before any information of this nature is disclosed to students, parents or guardians. This advice will be sought by the DSL or the DDSL.

Pippa's Summer School will keep this record confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. For example, where, in the professional opinion of the Designated Safeguarding Lead, it is deemed necessary we may share this information with children's services or the police for the purpose of safeguarding investigations.

Remember:

- ask "open" questions and not leading questions, that is, a question which suggests its own answer
- listen carefully and keep an open mind
- do not take a decision as to whether or not the alleged abuse or neglect has taken place.

The Online Reporting form to be completed by a member of staff or host family can be found [here](#)

Action taken by the Designated Safeguarding Lead when abuse is suspected or a complaint is made

The action to be taken will take into account the nature and seriousness of the suspicion or complaint.

A complaint involving a serious criminal offence will always be referred to children's services, the police and the local inter- agency procedures for the Safeguarding Partnership in the area where the child is resident.

If the Designated Safeguarding Lead considers that it is likely that a student has suffered significant harm, or that a child may be at risk of significant harm, a referral to children's services will be made without delay (and in any event within 24 hours). If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to social services within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact children's services again.

If there is room for doubt as to whether a referral to an external body should be made, the Designated Safeguarding Lead will consult with children's services on a no names basis without identifying the family for advice.

The wishes of the student who has complained will be taken into account, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a student's wishes;

The wishes of the complainant's parents or guardians will be taken into account, provided they have no interest which is in conflict with the student's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the Designated Safeguarding Lead is concerned that disclosing information to parents would put a child at risk, she will take further advice from the relevant professionals before making a decision to disclose.

Where the Designated Safeguarding Lead decides not to refer the concerns to the relevant authorities, the person who raised the concern will be given a clear reasoning why Pippa's Camps is not taking action. The person will be advised that, if they remain concerned, they are free to consult with, or to report to, the relevant authorities.

Pippa's Summer School is committed to the highest standards of openness and accountability. An important aspect of accountability and transparency is a procedure to enable staff and other members of Pippa's Summer School to voice concerns in a responsible and effective manner. Please refer to the Pippa's Summer School Whistleblowing Policy for further details. This can be found at www.pippasguardians.co.uk./camps

There will be no retribution or disciplinary action taken against a member of staff for making such a report, provided it is done in good faith.

The NSPCC Whistleblowing Helpline is available for staff who do not feel able to raise concerns regarding safeguarding failures internally. Staff can call 0800 028 0285 and the line is available from 8.00am to 8.00pm, Monday to Friday or staff can send an email to help@nspcc.org.uk

Glossary of commonly used Safeguarding terms

Abuse - Abuse is any form of maltreatment of a child and covers every form of 'abuse', including sexual, emotional, psychological, material, financial, physical, discriminatory or organisational abuse.

Alert - An alert is a concern that an individual is or may be a victim of exploitation, neglect or abuse.

Assessment - An assessment is a process put in place that identifies the needs of an individual, whether these needs are being met and how their wellbeing and day to day life are being impacted.

Child Protection - Child Protection is a term used to describe the activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

Consent - Consent refers to the individual's voluntary and continuing permission for an intervention. The individual must have adequate knowledge of the reason nature, likely consequences and risks of that intervention.

CPS - CPS is short for Crown Prosecution Service. This is a government department that's responsible for prosecuting criminal cases that are investigated by the police in England and Wales.

DBS - DBS is the acronym used for the Disclosure and Barring Service. The DBS is a governmental body. **Designated Safeguarding Lead** - The Designated Safeguarding Lead refers to the individual within an organisation who's responsible with management, oversight and coordination where allegations are made or concerns raised about a person.

Domestic abuse - Domestic abuse refers to any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over. This also includes those who are or have been intimate partners or family members.

Enhanced DBS Check - An enhanced DBS check is a form of Disclosure and Barring Service check.

GDPR - GDPR stands for the General Data Protection Regulation. This is an EU regulation and law on data protection and privacy for all individuals within the EU and EEA.

Harm - Harm refers to any ill-treatment including sexual abuse and ill-treatment that isn't physical, the avoidable deterioration and or impairment in physical or mental health. of physical, intellectual, emotional, social or behavioural development.

Hate crime - A hate crime is any crime that is thought to be a crime that's been committed against someone for racist, homophobic, transphobic reasons. This may also be due to a person's religion, belief, gender identity or disability.

Human trafficking - Human trafficking refers to the recruitment, transportation, transfer, and harbouring of someone with the intention of threatening them or using force and or other forms of coercion, and abusing the power or of a position of vulnerability, and achieving coerced consent of a person having control over someone else by giving and receiving of payments or benefits, for the purpose of exploitation.

LSP -LSP stands for the Local Safeguarding Partnerships, which is compiled of a team of key professionals from three sectors: the local authority; the clinical commissioning group for any area that falls under the local authority and the chief officer of police for any area that falls under the local authority

MASH - MASH stands for Multi-Agency Safeguarding Hub. This service is made up of Police, Adult Services, NHS and other organisations. MASH helps agencies to act quickly in a coordinated and consistent way. This means that the person at risk is kept safe.

PREVENT -PREVENT is a Government strategy that was launched in 2007. This strategy aims to stop people from becoming terrorists or supporting terrorism and is part of the government's counter-terrorism strategy Safeguarding -Safeguarding is the term used to describe any activity that protects a person's right to live in safety, free from abuse and neglect.

Self-neglect -Self-neglect is the intentional or unintentional the inability to maintain a socially and culturally accepted standard of self-care, that results in serious consequences to the health and well-being of the individual.

Significant Harm - Significant harm refers to any ill-treatment (including sexual abuse and forms of ill- treatment which are not physical), that has resulted in the impairment of physical, intellectual, emotional, social or behavioural development.

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Responsible for Policy Review:	Imogen Trevethan & Jodie Godliman