



"Inspiring a love of lifelong learning"

Safeguarding Policy

Policy date: November 2024

Review date: November 2025

Learning at Charville is underpinned by our Core Values

Respect
Independence
Self-belief
Honesty
Caring
Determination

Contents

Section	Contents	Page
1.	Scope	3
2.	Aim	3
3.	Our Commitment	3
4.	Providing a Safe and Supportive Environment	3
	4.1 Safer Recruitment and Selection	3
	4.2 Safer Working Practice	4
5.	Safeguarding Information for Children	5
6.	Partnership with Parents and Carers	5
7.	Charville Academy Training and Staff Induction	5
8.	Health and Safety Policy	5
9.	First Aid	6
10.	Site Security	7
11.	Welcoming Other Professionals	7
12.	Child Protection Policy	8
13.	Design of the Curriculum	8
14.	Internet/E-Safety	9
15.	Inclusion Opportunities	9
16.	Special Educational Needs & Disabilities (SEND) and Vulnerable Children	9
17.	Behaviour for Learning Policy	10
18.	Knife Crime	10
19.	Anti-Bullying Policy	10
20.	Equalities and Racial Tolerance	11
21.	Early Help	11
22.	CPOMS (Child Protection Online Management System)	11
23.	Female Genital Mutilation (FGM)	11
24.	Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) and Child Trafficking	12
25.	Preventing Radicalisation	13
26.	Other Specific Safeguarding Issues	13
	26.1 Domestic Abuse	13
	26.2 Controlling Behaviour	14
	26.3 Coercive Behaviour	14
	26.4 Honour Based Violence	14
	26.5 Child On Child Abuse	14
	26.6 Sexual Harassment, Sexting & Upskirting	15
	26.7 Breast Ironing	15
	26.8 Photographing and Videoing of Children at Charville Academy	15
	26.9 Whistleblowing	15
27.	Equal Opportunities	16
28.	Related Policies	16

1. Scope

This Academy Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of Charville Academy and is an overarching document which sets out how everyone working in or for Charville Academy, shares an objective to help keep children safe from harm and abuse.

2. Aim

The aims of this policy are:

- To ensure that children of Charville Academy feel safe at all times
- To ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- To ensure that all adults who have contact with children on behalf of Charville Academy have been properly vetted and cleared in line with statutory requirements. Where this is not possible all children will be supervised by vetted staff
- To ensure that all adults who have contact with children on behalf of Charville Academy have been trained to undertake their safeguarding responsibilities effectively.

3. Our Commitment

Charville Academy is committed to safeguarding and promoting the welfare of all its children. We recognise that some children may be especially vulnerable and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at Charville Academy their behaviour may be challenging, and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach to support all our children and recognise that **each** child's welfare is of paramount importance.

All staff are required to read and understand part 1 of "Keeping Children Safe in Education Sept 2024" and "Safer Working Practices February 2022". Updates are communicated to staff and governors.

4. Providing a Safe and Supportive Environment

4.1 Safer Recruitment and Selection

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capability for the job. It includes undertaking interviews whereby at least one of the interviewers has been appropriately trained for safer recruitment and ensuring Enhanced Disclosure & Barring Service (DBS) checks are carried out for all appointed staff. The Academy will provide honest and accurate references when individuals move on.

In line with statutory changes and underpinned by regulations, the following will apply:

- A DBS Enhanced Disclosure will be obtained for all new appointments to Charville Academy workplace (including volunteers). The Academy Governing Board has agreed that these will

be renewed every three years in line with previous advice of the Local Safeguarding Children Board (LSCB) guidance within the London Borough of Hillingdon

- A Single Central Record (SCR) will be maintained and kept up to date, detailing regulatory and other checks carried out on our staff, volunteers, governors and regular contractors /agency staff
- All new appointments to Charville Academy workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate
- All supply staff and volunteers will have undergone all necessary safeguarding checks and will be made aware of this policy
- All agency staff supplied to Charville Academy will adhere to the safeguarding practices of the Academy
- Identity checks will be carried out on all appointments to Charville Academy workforce before the appointment is made
- All teaching and other relevant staff will be checked against the list for prohibition from teaching
- All agencies need to adhere to our safeguarding requirement checks.

The following staff and governors have completed safer recruitment training and at least one of these people will be in attendance at interview for all staff and volunteer appointments:

Headteacher: Mrs N Kelly

Academy Governors: Mrs S Ford, Mrs S Gemmill, Mrs R Wilkinson and Miss H Polyanska

Other staff: Miss L Innes, Mrs J Dunmall, Mr M Wilkinson, Mrs L Newbey and Mrs C Finnan

4.2 Safer Working Practice

Charville Academy will comply with the Safer Recruitment Consortium's ["Guidance for safer working practice for those working with children and young people in education settings"](#), published in February 2022.

Safe working practice ensures that children are safe and that all staff, volunteers and governors:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Work in an open and transparent way
- Ask for advice from Charville Academy Senior Leadership Team (SLT) over any incident which may give rise to concern
- Record any incident or decisions made or actions taken
- Apply the same professional standards regardless of gender, race, religion, disability and / or sexual orientation
- Are aware of the staff code of conduct
- Are aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them.

5. Safeguarding Information for Children

Charville Academy is committed to ensuring that children are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children know that they can talk to any member of staff and that they are not allowed to keep behaviours towards them that are unacceptable, a secret. We inform children of whom they might talk to, both in and out of Charville Academy, their right to be listened to and heard and what steps can be taken to protect them from harm.

The Designated Safeguarding Lead (DSL) is:

- Mrs N Kelly

The Deputy Designated Safeguarding Leads are:

- Mrs J Dunmall, Miss L Innes and Mrs L Newbey

6. Partnership with Parents and Carers

Charville Academy shares a purpose with parents and carers to educate, keep children safe from harm and promote their welfare.

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

We will share with parents and carers any concerns we may have about their child unless doing so might place that child or other children at risk of harm.

We encourage parents and carers to discuss any concerns they may have with staff at Charville Academy. Parents and carers are made aware that our Safeguarding and Child Protection Policies are published on the academy's website and that they can request printed copies of these policies.

7. Charville Academy Training and Staff Induction

The Academy's Designated Safeguarding Leads undertake specific Child Protection training which includes their designated responsibilities. Refresher training is undertaken at two yearly intervals.

At induction all staff, volunteers and governors undertake in-house training to equip them to carry out their responsibilities for child protection and safeguarding. This training is repeated at least annually.

8. Health and Safety Policy

Charville Academy has a Health and Safety Policy, which is monitored each year by the Resources, Audit and Finance Committee (RARF) of the Charville Academy Governing Body.

The Headteacher, Health & Safety Advisor, the Site Manager and a Governor with responsibility for Health & Safety oversee the policy and its implementation. Any concerns from staff, volunteers, governors or children are reported to any of the above and the site manager carries out an initial assessment of concerns raised and reports back to the Charville Academy SLT and Governing Board any remedial actions that need to take place.

Each term there is a planned fire drill that practises efficient evacuation from the buildings.

Each year there is a planned lock down drill that practises efficient lock down on site.

Charville Academy conducts an annual fire risk assessment.

There is a critical incident plan that details what staff and parents, and carers should do in the case of emergencies.

9. First Aid

In Charville Academy the following members of staff are trained to oversee and support with first aid:

- Ms Bristow
- Miss Booth
- Mrs Dunne
- Mrs Endersbee
- Ms Roy
- Mrs Soper
- Mrs Branchflower
- Ms Grinstead
- Ms Fosh
- Mrs Trotter
- Ms Brereton
- Mrs Rogers
- Mrs Vijayakumar
- Mrs Kelly
- Mrs Dunmall
- Miss Innes
- Mrs Wyse
- Ms Duhigg
- Mrs Khalil
- Mr Robotham
- Ms Dickson
- Ms T Meades
- Ms S Meades
- Mrs Williams
- Ms Sheppard

First aid kits are situated around Charville Academy in the following locations:

- Medical Room
- Staff Room
- Learning and Development Room
- Nursery
- Year 6 block (Science Room)
- Dining Room.

Defibrillators are sited at the bottom of the stairwell closest to main reception and at the bottom of the stairwell that leads to the Year 5 corridor.

When a child is significantly unwell or has suffered an accident in Charville Academy or on the Charville Academy grounds, the following steps are followed:

Step 1: A trained first aider is immediately called to provide advice and assistance

Step 2: The incident/accident is logged on CPOMs

Step 3: The parent/ carer is notified of the incident/accident as soon as necessary

Step 4: The Health and Safety Executive (HSE) are notified of the incident/accident where there is a statutory duty to do so.

10. Site Security

Charville Academy aims to provide a secure site but recognises that the site is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules which govern it. Therefore, Charville Academy ensures that:

- Child entry and exit gates are locked except at the start and end of each day
- Doors are kept closed and can only be opened with fobs to prevent intrusion
- All visitors and volunteers only enter through the main entrance and must sign in at reception
- Should a child leave the premises without permission, staff are instructed not to chase after the child but to report it immediately to the academy office. We would follow and remain within a safe distance. The Headteacher, or their Deputy or delegate, will then immediately inform the parents/carers and police of the situation
- Children are only allowed home with approved adults/carers or confirmed permission has been received in advance via telephone, in writing or via email
- Children are not allowed to leave the site unaccompanied during Charville Academy working hours and if collected by an adult, must be signed out.

11. Welcoming other Professionals

Visitors with a professional role, such as Ofsted or police officers will have been vetted to work with children through their own organisation. When there is a planned visit to Charville Academy, the Headteacher will ensure that written confirmation is received from the employing organisation that the said individual has been vetted through the **Disclosure & Barring Service**, and cleared to work

with children, and that this check and any other relevant checks are current and in-line with Charville Academy Policy.

When individuals who have not been vetted in line with statutory guidance, they will be accompanied by a staff member at all times and not allowed to have any unsupervised access to the children until confirmation of their vetting status has been received. No examination and/ or search of a child will take place by external professionals unless consent is sought and two appropriate adults are present.

It is recognised that in emergency situations when the police are called, perhaps to deal with an unruly child/adult, it may not be possible to confirm their identity before access to the Charville Academy site is allowed. The Headteacher will use their professional judgement to effectively manage these situations.

12. Child Protection Policy

The Senior Designated Person for Child Protection is Mrs N Kelly. The Deputy Senior Designated People for child protection are Mrs J Dunmall, Miss L Innes and Mrs L Newbey. The Designated Governor for Child Protection is Mrs Wilkinson.

There is a detailed Child Protection Policy operating within Charville Academy, which is available from the academy office. It is the Governing Board's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteer, will be managed in accordance with the London Borough of Hillingdon Child Protection Procedures. A copy of these procedures can be found in the London Borough of Hillingdon Children and Families Procedures Manual that can be accessed from the hillingdonsafeguardingpartnership.org.uk. The Chair/Vice Chair of Governors should be contacted directly where there are allegations/complaints against the Headteacher.

The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at any time for advice on 01895 250975. Similarly, advice and guidance can be obtained from the Hillingdon Multi Agency Safeguarding Hub (MASH) on 01895 556633 or the Police Child Abuse Investigation Unit on 020 8246 1903.

13. Design of the Curriculum

The curriculum addresses issues around safeguarding. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as drugs, alcohol, sex and relationships, stranger danger, and e-safety issues such as information on Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) and Domestic Abuse (DA). Children are encouraged to explore and discuss these issues.

The curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PHE, Science and Design and Technology.

Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the Charville Academy site. Appropriate and agreed child/adult ratios are always maintained. The Headteacher always authorises risk assessments for visits and trips to ensure adults and children are safeguarded and protected.

Visiting speakers, with correct clearance and/or constant supervision are always welcome into Charville Academy so that they can give specialist knowledge to the children.

14. Internet / E-Safety

Children use the internet as much as possible for learning in a safe way. Parents and carers are asked to give permission for their children to use the internet on entry to Charville Academy. Parents and carers, children, staff and the Governing Board must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond Charville Academy. If staff know of misuse, either by a teacher, staff member, governor, volunteer or child, the issue must be reported to the Headteacher without delay.

The Headteacher and Governing Board have overall responsibility for internet safety and will have access to all email addresses and passwords provided. This is managed by Charville Academy's ICT provider.

Charville Academy will ensure that:

- Software is in place to minimise access, and to identify any users who access/attempt to access inappropriate sites or information
- Children will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. If this results in child protection concerns, the Senior Designated Person for child protection should be informed immediately
- Children are instructed not to share their personal details, phone numbers, home addresses, and computer passwords etc with anyone online
- Children adhere to the Charville Academy policy on mobile phones
- Training is provided to children, staff and volunteers on e-safety matters where necessary
- Filtering and monitoring procedures are in place and adhered to, a governor has been appointed to take responsibility for this.

15. Inclusion Opportunities

Within Charville Academy's Prospectus there is a statement around "Inclusion Opportunities" which states:

"At Charville Academy we welcome all children. Where a child has a recognised disability, we will make all reasonable adjustments to accommodate their needs in the Academy. This will include the availability of resources and accessibility of the Academy building and site. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the Academy".

16. Special Educational Needs & Disabilities (SEND) and Vulnerable Children

At Charville Academy we acknowledge that children with SEN and Disabilities can face additional safeguarding challenges. We are aware that additional barriers can exist for those children that may be subject to abuse and neglect. This can include concerns related to the child's disability or vulnerability. Children with SEND can be affected by issues such as bullying and abuse in different ways, for example, they may not be able to communicate their concern, and aids such as puppets and picture clues can be used to support them.

17. Behaviour for Learning Policy

Good behaviour is essential in any community and at Charville Academy we have high expectations. Charville Academy has a Behaviour for Learning Policy and a copy is available from the academy office.

Parents and carers are made aware of this and its availability on the Academy website. Although the emphasis is always on the positive, there are times when children are disciplined in order to maintain the safety and security of all children and so that learning can continue.

There are numerous rewards available to children including:

- showing another teacher good work
- verbal praise
- house points
- gold stars
- certificates/ Headteacher's Tea Party.

Sanctions for poor behaviour range from:

- having to discuss their behaviour
- yellow and red cards
- being removed from the class
- time to reflect
- reporting to a senior member of staff
- a letter sent to parents
- C1, C2, C3 and C4 (please see Behaviour Policy).

18. Knife Crime

As part of our safeguarding duties, we take knife crime very seriously. At Charville Academy if a child is found to have brought a knife into the academy (with the intent to injure) it will result in an exclusion with parents, police, the Local Authority Designated Officer (LADO) and Chair of Governors being informed.

19. Anti-Bullying Policy

Charville Academy has a zero-tolerance approach to bullying.

Children at Charville Academy know that an adult must be informed immediately if they are subject to or witness bullying, and they know that action will be taken to address it.

Children are told that bullying is unacceptable. Although bullying at Charville Academy is rare, when it does occur action is swift.

Charville Academy's Anti-Bullying Policy is available on the Charville Academy website and in hard copy from the Academy office. Parents and carers are made aware of the availability of this policy.

20. Equalities and Racial Tolerance

Charville Academy has a 'Equalities's Policy' that has a section on racial tolerance. This includes information about what Charville Academy, through education, challenge and discussion, will do to ensure incidents do not happen.

Racism is addressed in both the RE and in the PSHCE curriculum. The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that racial tolerance is at the forefront.

21. Early Help

The Early Help process is whereby all emerging problems are identified by staff members, and the DSL's are informed. Information is shared with other relevant professionals and the Safeguarding Leads and Safeguarding Administrator leads on any Early Help assessments and Stronger Families meetings that may follow.

22. CPOMS (Child Protection Online Management System)

All safeguarding concerns are recorded on CPOMS and followed up by DSLs in line with the safeguarding and child protection processes.

23. Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. In the event of concerns or disclosure we will inform the local police and the [Hillingdon Multi Agency Safeguarding Hub](#) (MASH). This is followed up via the Stronger Families Hub.

Victims of FGM are more likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found in Annex B of the ["Multi-agency statutory guidance on female genital mutilation"](#). Staff should

activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

24. Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE) and Child Trafficking

Definition of Child Sexual Exploitation (as detailed in the Government Consultation Response – 16 February 2016):

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Definition of Child Criminal Exploitation (CCE- as detailed in KCSIE 2024):

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

SEXUAL EXPLOITATION IS – “THE RECRUITMENT, TRANSPORTATION, TRANSFER, HARBOURING OR RECEIPT OF A CHILD, FOR THE PURPOSE OF EXPLOITATION.”

The trafficking process has several distinct phases. This includes the following aspects:

- recruitment or grooming
- travel/transportation
- arrival
- exploitation
- rescue/escape
- return and rehabilitation.

In the event of concerns or disclosures with regards to CCE, CSE or trafficking the following steps will be taken:

- CPOMs incident added onto portal
- Discussion with one of the DSL's
- DSL to have a discussion with Pastoral Manager
- Follow up with Social Care if immediate risk of harm is likely
- Further consultation with the interim Child Sexual Exploitation Prevention Manager- strongerfamilies@hillington.gov

Staff can also access information about CSE and Child Trafficking from the following document:

[Child Sexual Exploitation:- Definition and Guide for practitioners](#) (February 2017)

25. Preventing Radicalisation

The [Counter-Terrorism and Security Act 2015](#) places a duty on specified authorities, including local authorities and childcare, education and other children's services providers, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism ("the Prevent Duty").

The Act also places a duty on local authorities to ensure Channel Panels are in place. The panel must include the local authority and chief officer of the local police. Panels will assess the extent to which identified individuals who are vulnerable to being drawn into terrorism, following a referral from the police and where appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. The Act requires partners of Channel panels to cooperate with the panel in the carrying out of its functions and with the police in undertaking the initial assessment as to whether a referral is appropriate. Academies and colleges which are required to have regard to Keeping Children Safe in Education are listed in the act as partners of the panel. In Charville Academy, if a concern arises around possible radicalisation, the following steps are taken:

- CPOMS incident will be added onto portal
- Discussion with one of the DSL's
- Follow up with Social Care if immediate risk of harm is likely
- A further consultation with London Borough of Hillingdon Prevent Lead - Fiona Gibbs - Tel: 01895 277035. Email: fgibbs@hillingdon.gov.uk

Prevent Awareness Training is included in safeguarding training at induction for all new staff and governors and is refreshed annually. Appropriate filtering and monitoring of internet access and vigilance on pupil use and understanding of e-safety, protects exposure to extremist materials. Charville Academy is committed to working with parents and carers to help them understand the risk of online safety and support effective monitoring of their children's use of technologies.

26. Other Specific Safeguarding Issues

26.1 Domestic Abuse

Any incident or pattern of incidents of controlling, coercive, 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. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional.

26.2 Controlling behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

26.3 Coercive behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

26.4 Honour Based Violence

This is a form of domestic abuse which is carried out in the so-called name of “honour” to protect or defend a family or community. Any concerns about an individual or a family to be reported to the DSL.

26.5 Child On Child Abuse (as detailed in KCSIE 2024):

All staff must be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school and online. All staff must be clear as to the school’s policy and procedures with regards to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

Child on child abuse is most likely to include, but may not be limited to:

- Bullying (including cyber bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between children (sometimes known as relationship abuse)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm (this may include an online element which facilitates, threatens and or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and or encourages sexual violence)
- Sexual harassment such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nude and semi-nude images and or videos (also known as sexting* or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person’s clothing without their permission with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause the victim humiliation, distress or alarm
- Initiation/ hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

*Sexting - consensual and non-consensual sharing of nude and/or semi-nude images and/or videos.

26.6 Sexual Harassment, Sexting* & Upskirting

Please refer to section 9.10 of the school's Child Protection Policy

*Sexting - consensual and non-consensual sharing of nude and/or semi-nude images and/or videos.

26.7 Breast Ironing

Breast ironing is also known as breast flattening. It is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or make them disappear.

Signs

- Unusual behaviour after a school absence including depression, anxiety, becoming withdrawn
- Reluctance in undergoing medical examinations.

26.8 Photographing and Videoing of Children at Charville Academy

At Charville Academy we have taken a sensible and balanced approach to photographing and videoing children. This is set out in our eSafety Policy.

- Permission is gained from parents and carers for inclusion on academy social media of their child for academy purposes
- Staff are not at any time permitted to use recording equipment on their own mobile phones, for example to take photographs or videos of children
- Mobile phones should not be used in any area where children are changing, in toilets, or in the welfare room
- All staff and visitors must adhere to Charville Academy's Mobile Phone Policy.

The e-Safety Policy explains in detail Charville Academy's requirement to obtain parental permission for taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage.

26.9 Whistleblowing

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally, and such issues will be managed with sensitivity and the necessary degree of confidence.

Charville Academy follows the Schools HR Co-operative's model policy on Whistleblowing and a copy of the "Whistleblowing Policy" is available on the academy's website or from the academy office.

27. Equal Opportunities

Refer to the Equality Policy.

28. Related Policies

- Whistleblowing
- Health and Safety
- Child Protection Policy
- Anti-bullying
- Electronic Devices
- Equalities Policy
- E-Safety
- Mobile Phone Policy
- Behaviour for Learning Policy.

Written by: Nicola Kelly, Headteacher

Approved by: FGB

Date approved: November 2024

Review Date: November 2025