



**Lakelands**  
Academy

Keeping Children Safe in Education:  
**Children Reporting  
Concerns Guidance**

**NEXT REVIEW:  
SUMMER 2025**

This guidance has been **shared with** the following professional associations and Trade Unions representing Teachers, Headteachers and Support Staff:

- National Union of Teachers
- National Association of Schoolmasters Union of Women Teachers
- Association of Teachers and Lecturers
- National Association of Headteachers
- Association of School and College Leaders
- Unison
- GMB

This guidance has been adopted by the Board of Governors of Lakelands Academy

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# Child Reporting Concerns Guidance

## 1. Introduction

Enabling children and young people to report concerns is an important part of safeguarding children to promote the welfare of children in education.

Lakelands Academy is committed to safeguarding and promoting the welfare of all students in its care and expects all staff and volunteers to share this commitment.

The Academy see it as vital that there is a culture of safe recruitment and on-going vigilance. Academy Board of Governors can adopt the following HR Keeping Children Safe in Education (KCSiE) framework of policies and guidance to help deter, reject and identify people who might be unsuitable to work with children and young people.

- Safer Recruitment Policy
- DBS Guidance for Academies
- Single Central Record Guidance for Academies
- Whistle Blowing Procedure / Speaking Up About Wrong Doing
- Child Reporting Concerns Guidance
- Code of Conduct for Staff working in the Academy
- Dealing with Allegations of Abuse

There is no formal template for children to report concerns however this guidance is intended to ensure that Academy staff encourage the 'voice' of the child/ young person to be heard and that children and young people know who and where to go to in the Academy should they have any concerns that may affect their own or another young person's welfare. This may be something that has affected them in person or via social media or other technology:

- Sexual abuse
- Sexting/ pornography
- Domestic abuse
- Smoking, alcohol or drugs
- Racism
- Bullying on the grounds of a protected characteristic
- Faith abuse
- Female genital mutilation
- Forced marriage
- Gender based violence
- Extremist views
- Trafficking.

This guidance should be read by staff in conjunction with other KCSiE policies and procedures (Safeguarding Child Protection Policy) and in accordance with the provisions for Personal, Social and Health & Economic (PSHE) curriculum to ensure that staff are very clear about what steps to take in the event that a child reports a concern to them that questions the child's welfare.

Staff and volunteers promoting this guidance to students should also be aware of the Academy's E-safety guidance issued to parents specifically for students and which includes the Academy's guidance for safe use of mobile phones.

## **2. Roles and Responsibilities**

It is the responsibility of the Board of Governors to monitor and review the effectiveness of this KCSiE policies and guidance and to be familiar with the DfE guidance 'Keeping Children Safe in Education' and other guidance specifically for children reporting concerns about themselves or other students so they know how and to who they should report any concerns to.

It is the responsibility of the Headteacher to ensure that structures are in place to support the effective implementation of this procedure and that all students and staff are familiar with this procedure and that it is shared with and promoted to students.

## **3. Scope**

This guidance should be promoted by all Academy staff to all students in this Academy.

## **4. Legislation**

The following legislation is relevant to this guidance:

- Safeguarding Vulnerable Groups Act 2006
- Children's Act 1989 & 2004
- The Education Act 2002
- The Education (independent school standards) Regulations 2014
- The Education (non-maintained Special Schools) (England) Regulations 2011,
- Sexual Offences act 2003

## **5. Support**

### **5.1 Internal Support**

Students should be made aware of contacts for reporting concerns through normal teaching routes for curriculum and assemblies. These include the Pastoral Team, School Counsellor, School Nurse and Art therapist. Staff can also consider special themed weeks such as anti-bullying week to remind students about appropriate contacts to report concerns.

All staff and students should be made aware about who is their designated lead for Child Protection. However, this guidance recommends that children be encouraged to go to whichever adult they feel comfortable talking to, rather than just the safeguarding lead and deputies, as they may not have a relationship with that person which may then make them less likely to open up.

Students should usually be also encouraged to talk to a parent or whoever looks after them at home.

### **5.2 External support**

It is recommended that Academies access and promote sites such as National Society for the Prevention of Cruelty to Children (NSPCC) which has now merged with Childline and Child Exploitation & On-line Protection Centre (CEOP). Academies can download resources which may support this guidance e.g. posters/leaflets. These could be content for a briefing note, a poster or student handbook page.

## **ChildLine**

ChildLine is a private, confidential and safe service for children and young people up to the age of 19 to contact for help. A child or young person can contact a ChildLine counsellor about anything on 08001111 or a 1-2-1 chat (like instant messenger) or send an email to <https://www.childline.org.uk>

Children calling ChildLine are offered 'confidentiality' which means not telling anyone else about what the child has said so that children feel safe talking knowing that no-one else will find out.

A ChildLine counsellor would only need to say or do something if:

- The child asks them to do say or do something on their behalf
- ChildLine believe the child's life or someone else's life was in danger
- The child is being hurt by someone in a position of trust who has access to other children like a teacher or a police officer
- The child tells ChildLine that they are seriously harming another person.

If a ChildLine counsellor is worried about the safety of someone who isn't able to speak for themselves, like a very young child, they might need to tell someone to keep the child safe.

Breaking a child's confidentiality is not something that ChildLine does easily. They will think about this carefully so if there is anything the child can do they should contact let the ChildLine counsellor to let them know they are now safe.

Children do not have to give their name. Children can make up a name if they don't want to give their real name. If they do give their name it doesn't mean that a ChildLine counsellor would use it,

When children go to ChildLine on line they will be asked to choose a username and nickname. This can be anything but to keep the account secure, children should not share their username and password.

All telephone calls to ChildLine are free, can be made at any time, day or night and children can ring about any problem, whether asking for themselves or because they are worried about a friend. Calls do not appear on phone bills and are not charged by any UK mobile network.

The ChildLine website also contains a 'hide page button' which if clicked can immediately take the child away from the ChildLine website to Google home page which may be necessary if the child is using a computer in a public place or somewhere that someone might see which website they are visiting.

The website also provides information to children about how to hide their visits to the ChildLine website by providing step by step instructions of how to clear the history about which website they have been to from the website browser:

## **Child Exploitation & Online Protection Centre (CEOP)**

The CEOP is a useful online resource (<http://www.ceop.police.uk/>) to sign posts children and young people and also allows them to make a report to the national Crime Agency (NCA) if they feel uncomfortable or worried about someone they are chatting to online. Ultimately all children are encouraged to ring the police on 999 if they feel in danger or have a real emergency.

The site allows the child or young person to click onto their age category i.e.

11-13 years old

14+ years old

### 11-13 & 14+ year olds

The CEOP directs children in this age range who may not find it easy to admit they need help to:

- Firstly seek help from a trusted adult; parent/ care or teacher as the first step if they are worried about something that has happened to them or a friend.
- Go to the ChildLine website or phone a ChildLine counsellor if they want to speak to someone else on 08001111 and advised how to make a CEOP Report if they are being approached online about sex, are suffering sexual abuse, or have been the victim of cyberbullying. The child will need to provide their real name and away to contact them.
- If the child wants to report a crime without giving their details they can call Crimestoppers on 0800555111 or report Crimestoppers online (<http://www.crimestoppers-uk.org/>).