

SAFEGUARDING POLICY

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DESIGNATED PERSONS

Designated Safeguarding Lead	Jeremy Walker, Producer	dsl@nymt.org.uk	07732 723089
Head of Pastoral Care (Seniors)	David Grant	pastoral@nymt.org.uk	07702 041040
Head of Pastoral Care (Juniors)	Benjamin Sheen	pastoral@nymt.org.uk	07717 411817
Chair of the Board	Paul Munden	paul@mundens.co.uk	07970 728959

OTHER KEY CONTACTS

Local Authority Designated Officer (LADO)	Westminster City Council Duty Team		020 7641 7668
Prevent Team (Westminster)	Prevent Programme Manager	prevent@westminster.gov.uk	020 7641 6032

In a child protection emergency, dial 999 and ask for the police.

TERMINOLOGY

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of their health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child Protection refers to the processes undertaken to meet statutory obligations¹ in respect of those children who have been identified as suffering or being at risk of suffering harm.

¹ As laid out in the Children Act 1989 and associated guidance (see [Working Together to Safeguard Children, An Interagency Guide to Safeguard and Promote the Welfare of Children](#))

Staff refers to all those working for or on behalf of NYMT, full time or part time, in either a paid or voluntary capacity.

Pastoral Staff refers to those who have the specific responsibility of looking after the welfare of students at NYMT activities.

Pastoral Lead refers to the staff member designated by the Producer or Head of Pastoral Care as the person responsible for a group of students and other pastoral staff, such as in a boarding house or during a production week.

Child refers to all young people who have not yet reached their 18th birthday.

Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

DSL is the Designated Safeguarding Lead. In this instance, the DSL is also the **Producer**, or the effective 'Head' of NYMT.

PHILOSOPHY AND AIMS

The NYMT is committed to protecting children and vulnerable groups and ensuring that their welfare is paramount in every project that it runs and in every aspect of its work. Accordingly:

- all children and members of vulnerable groups working with NYMT whatever their culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation have the right to protection from harm or abuse;
- parents have a right to feel safe when entrusting their children to NYMT;
- NYMT will provide an environment in which children and young people feel safe, secure, valued, respected and confident;
- all staff at NYMT have a clear understanding that our approach to safeguarding is one that recognises the real possibility that 'it could happen here'. With this in mind, staff members will always act in the best interests of the child;
- all suspicions, and allegations, of abuse will be taken seriously and responded to swiftly and appropriately in accordance with this Safeguarding Policy. The handling of all complaints will be reviewed by the Board of Trustees.

POLICY STATEMENT

This policy has regard to the legislation, guidance and advice set out in Appendix B.

This policy has been authorised by the Board of Trustees, is available on request and is published on the NYMT website. It applies wherever staff are working with children on an

NYMT activity, and parts of this policy apply additionally to staff behaviour at times outside of NYMT activities.

NYMT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, Governors and volunteers to share this commitment.

This policy is reviewed and updated at least annually (see Appendix C).

PROCEDURES: REPORTING A SAFEGUARDING CONCERN

If a staff member has any concerns about a child's welfare, they should act on them immediately and speak to the DSL (or another Designated Person in his absence).

The DSL or another Designated Person will always be available to discuss safeguarding concerns. If in exceptional circumstances, none of these is available, this should not delay appropriate action being taken.

Staff should take personal responsibility for sharing information, being mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. **Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children.**

If a child is in danger

If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. Contact should be made through the Local Area Designated Office (LADO). Anyone can make a referral. Where referrals are not made by the DSL, the DSL should be informed as soon as possible that a referral has been made.

Allegations against the Producer or the Designated Safeguarding Lead (DSL)

Where an allegation or complaint is made against the Producer or the DSL, the person receiving the allegation should immediately inform the Chair of the Board or, in his absence, the Head of Pastoral Care, without first notifying the Producer or DSL. Any such allegations will be discussed with the LADO before further action is taken.

Record Keeping

All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. This record should include the date, time and place of the conversation and detail of what was said and done by whom and in whose presence. The record should be signed by the person writing it. If in doubt about recording requirements, staff should discuss with the DSL (or another Designated Person) and/or follow the procedure below ('What to do if someone makes a disclosure').

PROCEDURES: WHAT TO DO IF SOMEONE MAKES A DISCLOSURE ('THE SIX RS')

1. Ready?

Someone may want to talk to you at any point. If this involves safeguarding, you must be prepared to listen immediately.

2. Receive

The child has chosen you. You are in a position of trust. Listen carefully to what they say. Do not show shock or disbelief. Take it seriously.

3. Reassure

- Tell the child that they have done the right thing in talking
- Do not make promises you cannot keep (e.g. 'it will be alright now')
- Do not promise confidentiality – you have a duty to refer
- Reassure the child that information will only be shared with those who need to know
- Alleviate guilt – the child is not to blame

4. Respond

- Listen to the child to establish whether you need to refer the matter, but do not interrogate them
- Ask open questions e.g. 'is there anything else you want to tell me?'
- Do not ask leading questions i.e. 'did he/she do X to you?'
- Do not criticise the alleged perpetrator
- Do not ask the child to repeat the matter to another member of staff
- Explain that you will need to talk to the DSL

5. Record

- Make brief notes at the time if you can, and write these up as soon as you can
- Keep your original notes
- Record the date, time, place and the actual words used by the child (if you can)
- Record statements and actions rather than your own interpretations

6. Report

Immediately contact the DSL or, if unavailable, another Designated Person
The DSL may have to make your record available to Children's Services.

CONCERNS ABOUT NYMT SAFEGUARDING PRACTICES (WHISTLEBLOWING)

All our staff should feel able to raise concerns about poor or unsafe practice and potential failures in our safeguarding regime and that such concerns will be taken seriously by the senior pastoral team.

If a staff member feels unable to raise an issue with senior staff or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- The Chair of the Board of Trustees
- <https://www.gov.uk/whistleblowing>
- The NSPCC whistleblowing helpline: 0800 028 0285 (8:00 AM to 8:00 PM, Monday to Friday) and help@nspcc.org.uk

There will be no retribution for making a report, provided that it is done in good faith.

WHAT STAFF NEED TO KNOW

As part of their induction, all staff new to NYMT will be made aware of:

- the Safeguarding Policy and the procedures for child protection;
- the role and contact details of the DSL and other key contacts;
- the relevant Staff Guide or Handbook, which includes a Code of Conduct;
- Keeping Children Safe in Education, Part 1 (all staff);
 - KCSIE Annex A (Lead boarding/pastoral staff);
- What to do if they have a safeguarding concern;
- Whistleblowing policy;
- Missing Child Policy
- First Aid & Medical Policy
- Digital Safety Policy

ROLES AND RESPONSIBILITIES

Safeguarding is everyone's responsibility. Every type of staff member or person working on behalf of NYMT has a general legal duty:

- to protect children from abuse;
- to be aware of NYMT's child protection procedures in this policy and guidance issued by NYMT and to follow them;
- to know how to access and implement these procedures, independently if necessary;
- to keep a sufficient record of any concerns, discussions and decisions in accordance with this policy;
- to report any matters of concern in accordance with this policy without investigating further.

The NYMT Board of Trustees has ultimate responsibility for NYMT's safeguarding policy and practice. In order to help them discharge their duties, the Trustees have appointed the Producer as the Designated Safeguarding Lead (DSL), to oversee and supervise the application of the Safeguarding Policy. The Producer in turn delegates the day to day management of pastoral care to the Heads of Pastoral Care, who assist the Producer in the appropriate understanding and application of this Policy by all staff.

Role of the Board of Trustees

The NYMT Board of Trustees ("the Board") undertakes a regular review of Safeguarding related policies and procedures. The Board has a crucial role in monitoring and challenging staff on the effectiveness of safeguarding arrangements. The Board reviews this policy at least once a year.

In the case of an allegation made against the Producer or DSL, the Chair of the Board will liaise with the other Designated Persons if appropriate.

Role of the Producer

The Producer should:

- ensure that the safeguarding and child protection policy and procedures are implemented and followed by all Staff;
- allocate sufficient time and resources to enable the DSL and Heads of Pastoral Care to carry out their roles effectively;
- ensure that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the NYMT whistle-blowing procedures;
- ensure that the safety and welfare of all children on NYMT activities is addressed in all aspects of NYMT activities.

Role of the Designated Safeguarding Lead (DSL)

The DSL should:

- Refer all cases of suspected abuse, within 24 hours or one working day, to the Local Authority Designated Officer (LADO) and:
 - the Chair of the Board (all cases which concern a staff member); and
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and
 - the police (cases where a crime may have been committed);
- liaise with the Producer (where the Producer is not also the DSL) to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies;
- undergo training to provide them with the knowledge and skills required to carry out the role. Their knowledge and skills should be updated via regular training, at appropriate intervals, as and when required (but at least annually), to keep up with any developments relevant to their role;
- ensure each member of staff has access to and understands the NYMT safeguarding policy and procedures, especially new and part time staff;
- keep detailed, accurate, secure written records;
- encourage among all staff a culture of listening to young people and taking account of their wishes and feelings;
- ensure the NYMT Safeguarding Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Board of Trustees regarding this;
- ensure the child protection policy is available publicly.

Role of Head of Pastoral Care

In the absence of the DSL, the Head of Pastoral Care as the Designated Person(s) will carry out those functions necessary to ensure the ongoing safety and protection of children at NYMT.

Role of Staff

Staff are expected to:

- implement and follow the Safeguarding Policy, Digital Safety Policy and the Staff Code of Conduct;
- understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children;
- support each child's development in ways that will foster security, confidence and resilience;
- foster an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties;
- assist in the monitoring of children known or thought to be at risk of harm;
- ensure that detailed and accurate written records of concerns about a child are made and submitted to the DSL even if there is no need to make an immediate referral.

Role of Parents and Students

The nature of NYMT's work means that parents and young people work with NYMT for relatively short periods of time. However, NYMT will work throughout this time to develop a trusting relationship with its parents. Parents are asked on the Personal Information Forms for each activity to make known any and all pertinent information that might affect our ability to support effectively the health and development of their children. Parental support for safeguarding is particularly important in areas such as:

- the notification of changes to family circumstances, ill health and bereavement;
- compliance with NYMT guidance on the use of technology;
- raising concerns in a timely manner.

Expectations for the behaviour of NYMT students are set out in the Course Information Pack for each activity and are set out verbally at the start of each activity. Behaviour is monitored by the pastoral staff and is overseen by the Head of Pastoral Care. The NYMT has a separate Digital Safety Policy.

SAFEGUARDING MEASURES

NYMT Safeguarding measures include, but are not necessarily limited to, the following:

1. Induction of new staff includes information on the NYMT Safeguarding Policy and safeguarding team (including contact details), and the staff Code of Conduct. They

are required to confirm that they have read and understood the content of the induction material on safeguarding given to them.

2. Refreshers in Safeguarding and Child Protection are given to all staff at the beginning of every activity. Staff in key roles, including the DSL and Head of Pastoral Care, receive additional regular training in safeguarding that is appropriate to their roles.
3. All Staff working directly with NYMT students are subject to an Enhanced DBS check.
4. Supervision of boarding is key to safeguarding children at NYMT. Boarding supervision is organised by the Producer and overseen by the Head of Pastoral Care. All boarding houses have a responsible adult in close proximity at all times. Each boarding house will have at least two responsible adults on call overnight.
5. Registers are taken to ensure that all students are present and to identify a child who may have gone missing. On residential courses, registers are taken at the beginning and end of each day, and after each meal break.
6. Children that are identified as being 'at risk' might include: those who have a history of self-harm, those suffering from depression, children experiencing bullying and those coping with chronic medical conditions. Information on children at risk may be shared with members of pastoral staff in order to provide the best level of supervision and care.
7. Any adult visitor to an NYMT activity will be accompanied by a member of NYMT staff. This may take the form of adequate group supervision by pastoral staff where there are a large number of visitors (for example in a theatre foyer after a performance).
8. Where NYMT works with other organisations whose staff will come into contact with NYMT students, enquiries are made that appropriate checks have been carried out by that organisation.
9. Safeguarding, including specific Child Protection issues and the Safeguarding Policy, is discussed at least annually by the NYMT Board of Trustees, and any identified deficiencies will be remedied without delay.
10. NYMT practises safer recruitment practices in line with current DfE guidance.
11. Staff are made aware of risk situations for themselves. Inappropriate physical contact should be avoided; however, there are occasions when physical contact with a student is appropriate or necessary.
12. First Aid provision is covered by the separate First Aid Policy, available on the NYMT website.
13. Digital Safety is covered by the separate Digital Safety Policy, available on the NYMT website.

14. Students are subject to appropriate supervision at all times – the appropriate level of supervision is determined by the Head of Pastoral Care.
15. Staff are instructed not to share personal contact details with students, except where this is necessary for their safety.
16. The DSL undertakes risk assessments for every activity run by NYMT.

Going Off Site and Travel Safety

All Company members, regardless of age, must carry at least one mobile with their group (charged and with credit), which number has been logged with the Pastoral Staff. They must seek permission from Pastoral Staff to go off site and must sign out and back in every time with the designated member of Pastoral Staff.

During the day:

Under 16s (Sevenoaks):	Must be in groups of at least three and return within half an hour.
Under 16s (Elsewhere):	Must be accompanied by a member of Pastoral Staff.
16s and 17s:	Must be in groups of at least two and return within one hour.
18s and above:	May be solo, but we encourage at least pairs. While anyone aged 18 and above is considered an adult, we still require them to sign in and out and carry their mobile phone.

After dark, no company members under the age of 18 may leave the site unaccompanied.

When living and/or working in a location other than a campus, students will be given emergency contact cards containing the contact information of key Pastoral Staff in their group.

The Pastoral Lead is responsible for ensuring a suitable ratio of staff to students when using public transport, and for employing best practices in the use of public transport with groups of young people.

MONITORING AND REVIEW

The DSL will ensure that the procedures set out in this Policy and the implementation of these procedures are updated and reviewed regularly, working with the Board of Trustees as necessary and seeking contributions from staff.

Any child protection incidents at NYMT will be followed by a review of these procedures by the DSL and a report made to the Board of Trustees. Where an incident involves a member of Staff, the LADO will assist in this review to determine whether any improvements can be made to NYMT's procedures. Any deficiencies or weaknesses in regard to child protection arrangements at any time will be remedied without delay.

The Board of Trustees will review this Policy at least annually, which may include independent corroboration and/or feedback from external agencies.

APPENDIX A: TYPES AND SIGNS OF ABUSE

Abuse is a 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, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label and in most cases, multiple issues will overlap with one another.

Physical abuse: 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.

Emotional abuse: 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 insofar 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.

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.

Neglect: 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 care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Peer-on-peer abuse

Peer-on-peer abuse is any form of physical, sexual, emotional and financial abuse, or coercive control, exercised between children and within children's relationships. Peer-on-peer abuse can take various forms, including: serious bullying (including cyber-bullying), relationship abuse, domestic violence, child sexual exploitation, youth and serious youth violence, harmful sexual behaviour, sexual abuse, and/or gender-based violence.

Bullying is a particularly harmful form of emotional abuse which can occur between peers. Staff should aim to identify and correct unkind behaviour before it develops into bullying behaviour. In correcting unkind behaviour, Staff should give consideration to likelihood that the young person who is perpetrating the abuse may also be at risk of harm and in need of safeguarding.

In the case of abuse by a student, or group of students, the key issues identifying the problem as abuse are:

- the frequency, nature and severity of the incidents;
- whether the victim was coerced by physical force, fear, or by a pupil or group of students significantly older than him or having power or authority over him;
- whether the incident involved a potentially criminal act, and whether if the same incident (or injury) had occurred to a member of staff or other adult, it would have been regarded as assault or otherwise actionable.

Where an allegation of abuse against one or more pupils has been made or where you are concerned about peer on peer abuse, the child protection procedures set out in this policy should be followed and the DSL informed. The student(s) accused of abuse and the victim of abuse will both be treated as at risk and a referral will be made to children's social care in respect of either pupil if that pupil is suffering or is at risk of harm.

Sexting

Sexting is defined as the production and/or sharing of sexual photos and videos of and by young people who are under the age of 18. It includes nude and nearly nude and/or sexual acts.

What to do if an incident of 'sexting' comes to your attention:

- Report it to the Designated Safeguarding Lead (DSL) immediately.
- Never view, download or share the imagery yourself, or ask the child to share or download – this is illegal.
- If you have viewed the imagery (e.g. if a young person has shown you something before you could ask them not to), report this to the DSL.
- Do not delete the imagery or ask the young person to delete it.
- Do not attempt to investigate the matter – this is the responsibility of the DSL.
- Do not share information about the incident with anyone other than the DSL.

The DSL will hold an initial review meeting with appropriate Pastoral Staff. The child(ren) involved will be spoken to (if appropriate). Parents will be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm. At any point in the process, if there is a concern a young person has been harmed or is at risk of harm, a referral could be made to Children's Social Care and/or the police.

An initial review will consider the initial evidence and aim to establish:

- whether there is an immediate risk to a young person or young people;
- if a referral should be made to the police and/or children's social care;
- if it is necessary to view the imagery in order to safeguard the young person – in most cases, imagery should not be viewed;
- what further information is required to decide on the best response;
- whether the imagery has been shared widely and via what services and/or platforms;
- any relevant facts about the young people involved which would influence risk assessment;
- if there is a need to contact another school, college, setting or individual;
- whether to contact parents or carers of the pupils involved - in most cases parents should be involved.

An immediate referral to police and/or children's social care should be made if at this initial stage:

- the incident involves an adult.

- there is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent.
- the imagery involves sexual acts and any pupil in the imagery is under 13.
- you have reason to believe a pupil or pupil is at immediate risk of harm owing to the sharing of the imagery, for example, the young person is presenting as suicidal or self-harming.

If none of the above applies, then the DSL may decide to respond to the incident without involving the police or children's social care (the DSL can choose to escalate the incident at any time if further information/concerns come to light). The decision to respond to the incident without involving the police or children's social care would be made in cases when the DSL is confident that they have enough information to assess the risks to pupils involved and the risks can be managed within NYMT's own pastoral support and disciplinary framework and, if appropriate, local network of support.

Signs of abuse

Possible signs of abuse include (but are not limited to):

- the child says s/he has been abused or asks a question or makes a comment which gives rise to that inference;
- there is no reasonable or consistent explanation for a child's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries;
- the child's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden or significant change in the child's behaviour;
- the child asks to drop activities with a particular Staff member and seems reluctant to discuss the reasons;
- the child appears neglected, e.g. dirty, hungry, inadequately clothed;
- the child is reluctant to go home, or has been openly rejected by his / her parents or carers;
- the child runs away or goes missing (see the separate Missing Child Policy).

APPENDIX B: POLICY DEVELOPMENT & RELATED GUIDANCE

This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:

- “Keeping Children Safe in Education” (KCSIE) September 2018
 - *KCSIE* also refers to the non-statutory advice for practitioners: *What to do if you’re worried a child is being abused* (March 2015)
- “Working Together to Safeguard Children” July 2018
- “What to do if you are worried a Child is being Abused” March 2015
- Boarding Schools National Minimum Standards
- Children Missing Education (2016)
- Children Act 2004

This policy should be read in conjunction with the following NYMT policies, all of which can be found on the NYMT website:

- Missing Child Policy
- First Aid & Medical Policy
- Digital Safety Policy

All NYMT policies are approved by the NYMT Board of Trustees.

APPENDIX C: POLICY UPDATES & REVIEW

This version dated 24 June 2019.

Date of next review: June 2020.