

PRINCIPLES

We aim to:

- ensure that appropriate action is taken in a timely manner to safeguard and promote children's welfare;
- ensure that all staff are aware of their statutory responsibilities with respect to safeguarding; and
- ensure that staff are properly trained in recognising and reporting safeguarding issues.

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PRACTICE

1. INTRODUCTION

- 1.1 In line with the Government's vision for all services for children and young people the Governors and all school staff recognise that children have a fundamental right to learn in a safe environment and to be protected from harm. Young people are less likely to learn effectively and go on to lead positive and independent lives if they are not kept safe and healthy. This school is therefore committed to providing an environment which is safe and where the welfare of each child is of paramount importance. This will include a commitment to ensuring that all students feel confident that any concerns that they may have will be listened to and acted upon.
- 1.2 To this end, the Governors and school staff will be committed to ensuring that all members of the school community are aware of school responsibilities and procedures in this area. This will include communicating policies and procedures effectively with parents/carers, ensuring that all staff and relevant members of the Governing Body attend regular and appropriate training and working effectively with other professionals on behalf of children who have been identified as vulnerable (Child Protection Plan or Child In Need) or enquiring into allegations of child abuse.

2. LEGISLATION AND STATUTORY GUIDANCE:

- 2.1 This policy is based on the Department for Education's statutory guidance, Keeping Children Safe in Education and Working Together to Safeguard Children, and the Governance Handbook. We comply with this guidance and the procedures set out by our local safeguarding children board.

This policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school.
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM.
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children.
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children.
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.
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This policy also complies with our Funding Agreement and Articles of Association.

3. DEFINITIONS

- 3.1 Safeguarding and promoting the welfare of children means:
- protecting children from maltreatment;
 - preventing impairment of children's health or development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.
- 3.2 Child protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.
- 3.3 Abuse is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.
- 3.4 Neglect is a form of abuse and 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. Appendix 1 defines neglect in more detail.

The term 'Children' refers to everyone under the age of 18.

4. EQUALITY STATEMENT

- 4.1 Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- have special educational needs or disabilities;
- are young carers;
- may experience discrimination due to their race, ethnicity, religion, gender identification or sexuality;
- have English as an additional language;
- are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence;
- are at risk of FGM, sexual exploitation, forced marriage, or radicalisation; or
- are asylum seekers.

5. ROLES AND RESPONSIBILITIES :

- 5.1 Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the Kensington and Chelsea Local Safeguarding Children Board. Our policy and procedures also apply to extended school and off-site activities.

5.2 ALL STAFF

All staff will read and understand part one and Annex A of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually.

All staff will be aware of:

- our systems which support safeguarding, including the Teacher and Support Staff Standards, the role of the Designated Safeguarding Lead (DSL), the behaviour policy, and the safeguarding response to children who go missing from education;
- the early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment;
- the process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play;
- what to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals;
- the signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM and radicalisation.

Section 12 and appendix 4 of this policy outline in more detail how staff are supported to do this.

All staff are expected to:

- know the names of the DSL and Deputy DSLs who form the Safeguarding Team, understand the role of the DSL and the Safeguarding Team;
- understand and comply with the school's safeguarding and child protection policy;
- have read and understood 'part one' of 'Keeping children safe in education', a refresher will be held regularly;
- deal with any bullying incidents that may occur and send a clear message to all students that peer to peer abuse will not be tolerated;
- refer e-safety concerns to a member of the Safeguarding Team;
- behave in accordance with the school's published Code of Conduct and Teachers Standards;
- be aware of our obligation to pay "due regard to the need to prevent people from being drawn into terrorism";
- report any concerns to a member of the Safeguarding Team;
- be aware of our statutory duty to personally inform the police of any reported incident of FGM along with the DSL;
- be aware of our 'Position of Trust' and how this can be abused (Sexual Offences Act 2003);
- address risks and prevent issues escalating, 'Early help'. Research and Serious Case Reviews have repeatedly shown the dangers of failing to take effective action. Good

practice includes: early referral to the Safeguarding Team, action on and referral of the early signs of abuse and neglect, good record keeping, always listening to the views of the child, re-assessing concerns when situations do not improve, sharing information swiftly and challenge to those who appear not to be taking action;

- ensure appropriate use of social media;
- monitor vulnerable pupils within tutor groups and in lessons, reporting emerging concerns swiftly to a member of the Safeguarding Team to enable early identification and assessment;
- understand the difference between an early-help concern and an immediate danger/risk of harm;
- ensure that pupils/students respond when the emergency pips sound; and
- can contribute to and shape safeguarding arrangements and our child protection policy at any time by discussing with the DSL or Deputy DSLs.

5.3 THE DESIGNATED SAFEGUARDING LEAD (DSL)

5.3.1 Our DSL is Ross Wilson, Deputy Head. The DSL takes lead responsibility for child protection and wider safeguarding.

5.3.2 During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. The DSL can be contacted out of school hours through the following email address: ross.wilson@hollandparkschool.co.uk.

5.3.3 When the DSL is absent, Anwar Raihani, Student Behaviour and Welfare Manager, Naina Nightingale, Student Welfare Manager will act as cover.

5.3.4 If the DSL and Deputy DSLs are not available, Deborah Kind, Director of HR will act as cover (for example, during out-of-hours/out-of-term activities).

5.3.5 The DSL and/or deputies will be given the time, funding, training, resources and support to:

- provide advice and support to other staff on child welfare and child protection matters;
- take part in strategy discussions and inter-agency meetings and/or support other staff to do so;
- contribute to the assessment of children; and
- refer suspected cases, as appropriate, to the relevant body, for example, local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police.

5.3.6 The DSL will also keep the Academy Head informed of any issues especially ongoing enquires under section 47 of the Children Act 1989 and police investigations, and liaise with local authority case managers and designated officers for child protection concerns as appropriate.

The DSL is responsible for:

- the provision of leadership and vision in respect of child protection;
- ensuring mechanisms are in place to assist staff and governors to understand and discharge their role and responsibilities;

- the practical implementation of the child protection policy in ensuring that child protection procedures are followed within the school and that appropriate referrals are made to the proper Social Care Services and other agencies;
- the provision of training to all staff employed within the school so that they are aware of signs of abuse, what they need to do if they think that a pupil is being abused and how they can protect themselves from an allegation;
- ensuring that the DSL and the Safeguarding Team have received the appropriate training every two years;
- the co-ordination of all activities related to child protection and children in care, including record keeping, school representation at child protection conferences and other related meetings, supporting students at risk;
- liaison with other professionals, and the monitoring of welfare and academic progress of vulnerable students;
- liaison between the Safeguarding Team the Leadership Team and governors;
- attending child sexual exploitation training;
- maintaining awareness of PREVENT/Channel referrals in conjunction with the police/LA guidance;
- monitoring effectiveness of child protection policy and procedures and updating policy at least annually;
- ensure that the Safeguarding Team holds a 'Vulnerable pupils' register and proactively monitors the pupils in the school, seeking early help and support from, if necessary, from the right and appropriate external agency and/or the Safeguarding Team. The register will be reviewed regularly and be held securely in an area which is accessible to the Academy Head, DSL and Deputy DSLs;
- ensure every member of staff along with volunteers read and understand part one of Keeping Children Safe in Education;
- ensure pupils/students are taught, as part of a broad and balanced curriculum, the importance of safeguarding, including on-line safety and to use forums such as, the plasma screen and PSHCE to promote safeguarding across the school;
- providing opportunities for staff to offer a valuable contribution to safeguarding arrangements and policies will be ongoing, these take place during training sessions and informal meetings;
- ensuring that the school holds at least two emergency contacts for each student on roll;
- ensuring that there is always a member of the Safeguarding Team available during the school day for staff to liaise with; and
- safeguarding responsibilities will be carried out by the DSL or a Deputy DSL, however the ultimate responsibility for safeguarding and child protection remains with the Academy Head and DSL.

5.4 **THE GOVERNING BODY**

- 5.4.1 The governing board will approve this policy at each review, and hold the Deputy Head (DSL) to account for its implementation.
- 5.4.2 The governing board will appoint a governor to monitor the effectiveness of this policy in conjunction with the full governing board. This is always a different person from the DSL.

5.4.5 The chair of governors will act as the 'case manager' in the event that an allegation of abuse is made against the Academy Head or Head, where appropriate (see appendix 3).

5.5 THE ACADEMY HEAD

5.5.1 The Academy Head is responsible for the implementation of this policy, including:

- ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction;
- communicating this policy to parents when their child joins the school and via the school website;
- ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent;
- ensuring that all staff undertake appropriate safeguarding and child protection training and update this regularly; and
- acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see appendix 3).

5.5.2 Teachers, Leading Practitioners and all members of the Leadership Team should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

6. CONFIDENTIALTY

6.1 The school will ensure that information will be shared with the right and appropriate professionals at all times. All staff will recognise that:

- timely information sharing is essential to effective safeguarding;
- information will not be shared by email or any other form of electronic communication;
- information must only be shared on a 'need-to-know' basis, and that consent to share information, if a child is suffering or at risk of serious harm, is not required;
- they should never promise a child that they will not tell anyone about an allegation, as this may not be in the child's best interests;
- all matters pertaining to child protection are confidential;
- the DSL and/or A Deputy DSL will disclose information about a student to other members of staff, where appropriate; and
- they have a professional responsibility to share information with the DSL and in his absence information should be shared with a member of the Safeguarding Team.

Please note that confidentiality is also addressed in this policy with respect to record-keeping in section 11, and Allegations of Abuse Against Staff Policy.

7. RECOGNISING ABUSE AND TAKING ACTION

7.1 All staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue.

7.1 IF A CHILD IS IN IMMEDIATE DANGER

7.1.2 Refer to the DSL and/or a Deputy DSL immediately. If an issue is raised in a lesson and the child is in immediate danger then teachers must request support, using the Behaviour Management Module on SIMs. Anyone can make a referral to social services; however the DSL and Deputy DSLs are often the more appropriate people to assess the risk presented to the young person. Tell the DSL (see section 5.2) as soon as possible if you make a referral directly. The correct local council can be accessed through the following link: <https://www.gov.uk/report-child-abuse-to-local-council>.

7.2 IF A CHILD MAKES A DISCLOSURE TO YOU

7.2.1 If a child discloses a safeguarding issue to you, you should:

- listen to and believe them. Allow them time to talk freely and do not ask leading questions;
- stay calm and do not show that you are shocked or upset;
- tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner;
- explain what will happen next and that you will have to pass this information onto the DSL or a Deputy DSL. Do not under any circumstances promise to keep it a secret;
- write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it, this will be requested at the point of disclosure to the DSL or a Deputy DSL, please note that this must be signed and dated; or
- alternatively, if appropriate, make a referral to children's social care and/or the police directly (see 7.1), and tell the DSL as soon as possible that you have done so.

7.3 IF YOU DISCOVER THAT FGM HAS TAKEN PLACE OR A PUPIL IS AT RISK OF FGM

7.3.1 All staff should be aware of the following:

- The Department for Education's Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".
- FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.
- Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4.
- **Any teacher** who discovers that an act of FGM appears to have been carried out on a pupil under 18 must immediately report this to the DSL or Deputy DSLs, who will ensure that the person making the disclosure call the police, personally in their presence. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
- **Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL or Deputy DSLs and follow our local safeguarding procedures.
- **Any member of staff** who suspects a pupil is at risk of FGM, must speak to the DSL or Deputy DSLs and follow our local safeguarding procedures.
- The DSL should be contacted immediately in cases where you suspect that a student is at risk of FGM or FGM is suspected but is not known to have been carried out.

- Under no circumstances should any member of school staff examine students.

7.4 IF YOU HAVE CONCERNS ABOUT A CHILD (AS OPPOSED TO A CHILD BEING IN IMMEDIATE DANGER)

7.4.1 If you have concerns about a child's welfare and the child is not in immediate danger you must speak directly to the DSL or a Deputy DSL and agree a course of action. The agreed course of action, taken by the DSL or Deputy DSL could involve:

- the school and its staff monitoring this locally and taking relevant action, for example, speaking to the student;
- seeking Early Help, which will involve the DSL will liaise with other agencies and set up an inter-agency assessment as appropriate. The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed; or
- refer to social care services or the police. In cases like this the DSL will make the referral, although it is possible for anyone to make a referral, however the school's explicit guidance is to refer to the DSL or a Deputy DSL. The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded. In circumstances where the situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.
- staff can also contact the charity NSPCC on 0808 800 5000 if you need advice on the appropriate action, however this should not be done instead of speaking to the DSL or a Deputy DSL. If you are concerned you must report it.

7.5 IF YOU HAVE CONCERNS ABOUT EXTREMISM

7.5.1 Any concerns relating to extremism must be reported to the DSL or a Deputy DSL immediately. The DSL will consider the level of risk and decide which agency to make a referral to. This could include Channel, the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the appropriate social care services team. The following link can be used to determine the correct social care services team: <https://www.gov.uk/report-child-abuse-to-local-council>.

7.5.2 The Department for Education also has a dedicated telephone helpline, 020 7340 7264, that school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- think someone is in immediate danger;
- think someone may be planning to travel to join an extremist group; or
- See or hear something that may be terrorist-related.

7.6 CONCERNS ABOUT A STAFF MEMBER OR VOLUNTEER

7.6.1 If you have concerns about a member of staff or volunteer you must:

- contact the DSL, Academy Head or Head and/or any of the school's Deputy Heads.

7.6.2 If you have concerns about the Academy Head or Head you must:

- contact the school's chair of governors.

7.6.3 The DSL, Academy Head, Head and/or chair of governors will then follow the procedures set out in appendix 3, if appropriate.

7.7 ALLEGATIONS OF ABUSE MADE AGAINST OTHER PUPILS

7.7.1 We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter" or "part of growing up".

7.7.2 Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy and recorded as an incident in the school's Peer on Peer Abuse Log, which will include the school's response. The Child Protection and Safeguarding Policy will apply to any allegations that raise safeguarding concerns which include where the alleged behaviour:

- is serious, and potentially a criminal offence;
- could put pupils in the school at risk;
- is violent;
- involves pupils being forced to use drugs or alcohol; or
- involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting).

7.7.3 If a pupil makes an allegation of abuse against another pupil you must tell the DSL and record the allegation, however it is not your role to conduct an investigation. The Safeguarding Team will conduct a thorough investigation as instructed by the DSL. If necessary:

- contact the local authority children's Social Care Team and follow its advice, as well as the police if the allegation involves a potential criminal offence;
- put a risk assessment and support plan into place for all students involved – both the victim(s) and the student(s) against whom the allegation has been made – with a named person they can talk to if needed; or
- contact the children and adolescent mental health services (CAMHS), if appropriate.

7.7.4 All professionals working in school will seek to minimise the risk of peer-on-peer abuse by:

- challenging any form of derogatory or sexualised language or behaviour;
- being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys;
- reporting all issues to the Safeguarding Team, including issues that you believe are closed;

- ensuring the curriculum helps to educate students about appropriate behaviour and consent, including PSHCE lessons;
- ensuring students know who they can talk to confidentially if they have any concerns, by informing them: in PSHCE lessons: through regular notices on the school's plasma screen; informing them in the Student Planner; and
- ensuring staff are trained to understand that a student harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.

8. NOTIFYING PARENTS

- 8.1 Where appropriate, the DSL or a Deputy DSL will discuss any concerns about a student with their parent(s). The DSL will normally do this in the event of a suspicion or disclosure and discussions will normally be conducted by way of a meeting.
- 8.2 Other staff will only talk to parents about any such concerns following consultation with the DSL or Deputy DSL.
- 8.3 If the Safeguarding Team believe that notifying the parents would increase the risk to the child, the school will respond by liaising with the local authority social care services team before doing so.
- 8.4 In the case of allegations of abuse made against other children, the school will seek to notify the parents of all the students involved.

9. MOBILE PHONES AND CAMERAS

- 9.1 Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.
- 9.2 Staff will not take pictures or recordings of pupils on their personal phones or cameras.
- 9.3 The school will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.
- 9.4 For further guidance on hand held electronic devices please refer to Safe Use of Technology Policy.

10. COMPLAINTS AND CONCERNS ABOUT SCHOOL SAFEGUARDING PRACTICES

10.1 COMPLAINTS AGAINST STAFF

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff. Please refer to see appendix 3.

10.2 OTHER COMPLAINTS

Complaints of a safeguarding nature will be managed by the Safeguarding Team and, if necessary, will require a safeguarding investigation to be carried out.

10.3 **WHISTLE-BLOWING**

Please refer to the school's Whistle-Blowing Policy 2018 – 2019.

11. RECORD-KEEPING

- 11.1 The school will hold records in line with our records retention schedule.
- 11.2 All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. All concerns should be reported to the DSL or a Deputy DSL as soon as the concern arises and staff in receipt of disclosures of abuse or possible abuse must report it on the same day as the disclosure was made.
- 11.3 All safeguarding concerns are recorded in writing on a 'Safeguarding Concern Form' and all actions taken by the school in relation to the concern are recorded in writing and attached to the original concern. This information is held in a central file which is securely held and can only be accessed by the appropriate professionals including the Academy Head, DSL and Deputy DSLs.
- 11.4 Non-confidential records will be easily accessible and available. Confidential information and records will be held securely in a locked cupboard and/or electronically in a secure area of the school's network.
- 11.5 File notes are kept for any students on a child protection plan (cpp) for a reasonable period of time after they have left the school and files are kept in a secure network. Where children leave, the school will ensure that their child protection file is transferred to the new school as soon as possible. This will be transferred separately from the main student file, ensuring secure transit and confirmation of receipt will be obtained.
- 11.6 All information relating to students who have been referred to an external organisation, for example social care services or the police is held electronically on a drive that can only be accessed by the Academy Head, DSL or Deputy DSLs. Please note that this includes students on a Child Protection Plan and who are considered to be a Child in Need.
- 11.7 Appendix 2 sets out our policy on record-keeping specifically with respect to recruitment and pre-employment checks.
- 11.8 Appendix 4 sets out our policy on record-keeping with respect to allegations of abuse made against staff.

12. TRAINING

12.1 **ALL STAFF**

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the school's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from our local safeguarding children board.

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Staff will also receive regular safeguarding and child protection updates (for example, through the Twenty Eighteen/Nineteen and meetings) as required, but at least annually. Volunteers will receive appropriate training, if applicable.

12.2 THE DSL AND DEPUTY DSLS

The DSL and Deputy DSLs will undertake child protection and safeguarding training at least every 2 years. In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments). They will also undertake Prevent awareness training.

12.3 GOVERNORS

All governors receive training about safeguarding, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.

12.4 RECRUITMENT – INTERVIEW/APPOINTMENT PANELS

At least one person on any interview/appointment panel for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and be in line with local safeguarding procedures.

12.5 STAFF WHO HAVE CONTACT WITH PUPILS AND FAMILIES

All staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

13. MONITORING OF POLICY

13.1 This policy will be reviewed annually by Ross Wilson, Deputy Head and DSL. At every review, it will be approved by the full governing board.

14. ALTERNATIVE PROVISION

13.2 The school will hold a written statement from all alternative providing which clearly states that the alternative provision have completed all vetting and barring checks that are necessary of their staff.

15. LINKS TO OTHER POLICIES

15.1 This policy links to the following policies and procedures:

- Allegations of abuse against staff
- Attendance
- Behaviour
- Complaints
- Central Record – *document*

- Critical Incidents
- Data Protection
- Drugs
- Equalities
- First Aid
- Home / School Agreement – *document*
- Restraint/Holding of Students
- Safe Use of Technology
- Sex Education
- Special Educational Needs
- Staff Professional Code
- Supporting Pupils with Medical Conditions
- Vexatious Complaints
- Whistleblowing

15.2 These appendices are based on the Department for Education's statutory guidance, Keeping Children Safe in Education.

APPENDIX 1: TYPES OF ABUSE

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

Physical abuse 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 is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse 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
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- 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
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

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
- 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 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 care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

APPENDIX 2: SAFER RECRUITMENT AND DBS CHECKS – POLICY AND PROCEDURES

The school will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. The school will follow requirements and best practice in retaining copies of these checks, as set out below.

APPOINTING NEW STAFF

When appointing new staff, the school will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). A copy of this will not be kept for any longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. A copy of this verification will be kept for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete

The Director of HR will seek references on all short-listed candidates, including internal candidates, before interview. The school will scrutinise these and resolve any concerns before confirming appointments.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

EXISTING STAFF

If there are concerns about an existing member of staff's suitability to work with children, The school will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

A referral will be made to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant).
- Where the individual has received a caution or conviction for a relevant offence.
- If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009.
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

AGENCY AND THIRD-PARTY STAFF

The school will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. A check will also be carried out to ensure that the person presenting themselves for work is the same person on whom the checks have been made.

CONTRACTORS

The school will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

DBS checks will be carried out for self-employed contractors.

Copies of such checks will not be held for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

The school will check the identity of all contractors and their staff on arrival at the school.

TRAINEE/STUDENT TEACHERS

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

VOLUNTEERS

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity

GOVERNORS

- All governors will have an enhanced DBS check without barred list information.

ADULTS WHO SUPERVISE PUPILS ON WORK EXPERIENCE

The school does not currently plan for work experience with its curriculum, but on limited occasions that work experience is organised the school will ensure that policies and procedures are in place to protect children from harm. The school will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

PUPILS STAYING WITH HOST FAMILIES

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), the school will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, the school will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

APPENDIX 3: ALLEGATIONS OF ABUSE AGAINST STAFF

For information in relation to allegations of abuse made against staff please refer to the Allegations of Abuse Against Staff Policy 2018 - 2019.

APPENDIX 4: SPECIFIC SAFEGUARDING ISSUES

CHILDREN MISSING FROM EDUCATION

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect;
- Come from Gypsy, Roma, or Traveller families;
- Come from the families of service personnel;
- Go missing or run away from home or care;
- Are supervised by the youth justice system;
- Cease to attend a school; and
- Come from new migrant families.

The school will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, the school will follow local child protection procedures, including with respect to making reasonable enquiries. The DSL or a Deputy DSL will make an immediate referral to the local authority children's social care services team, and the police, if the child is in immediate danger or at risk of harm.

CHILD SEXUAL EXPLOITATION

Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status.

This can involve violent, humiliating and degrading sexual assaults, but does not always involve physical contact and can happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam.

Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Indicators of sexual exploitation can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections or becoming pregnant
- Displaying inappropriate sexualised behaviour
- Suffering from changes in emotional wellbeing
- Misusing drugs and/or alcohol
- Going missing for periods of time, or regularly coming home late
- Regularly missing school or education, or not taking part in education

FEMALE GENITAL MUTILATION (FGM)

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

Section 7.3 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a pupil is at risk of FGM.

Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues
- A girl:
 - Having difficulty walking, sitting or standing, or looking uncomfortable
 - Finding it hard to sit still for long periods of time (where this was not a problem previously)
 - Spending longer than normal in the bathroom or toilet due to difficulties urinating
 - Having frequent urinary, menstrual or stomach problems
 - Avoiding physical exercise or missing PE
 - Being repeatedly absent from school, or absent for a prolonged period
 - Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
 - Being reluctant to undergo any medical examinations
 - Asking for help, but not being explicit about the problem
 - Talking about pain or discomfort between her legs

Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practised in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care services in relation to other safeguarding issues
- A girl:
 - Having a mother, older sibling or cousin who has undergone FGM

- Having limited level of integration within UK society
- Confiding to a professional that she is to have a “special procedure” or to attend a special occasion to “become a woman”
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her ‘red book’ (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

FORCED MARRIAGE

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. Staff will receive training around forced marriage and the presenting symptoms. It is important that the school and particularly the Safeguarding Team are aware of the ‘one chance’ rule, i.e. there may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- Speak to the pupil about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority’s designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fm@fco.gov.uk
- Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate

PREVENTING RADICALISATION

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

The school will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding children board and local police force.

The DSL in conjunction with the ICT Team will ensure that suitable internet filtering is in place, and equip our pupils to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in pupils' behaviour.

The government website 'Educate Against Hate' and charity NSPCC say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves;
- Becoming susceptible to conspiracy theories and feelings of persecution;
- Changes in friendship groups and appearance;
- Rejecting activities they used to enjoy;
- Converting to a new religion;
- Isolating themselves from family and friends;
- Talking as if from a scripted speech;
- An unwillingness or inability to discuss their views;
- A sudden disrespectful attitude towards others;
- Increased levels of anger;
- Increased secretiveness, especially around internet use;
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions;
- Accessing extremist material online, including on Facebook or Twitter;
- Possessing extremist literature; or
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour and staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a pupil, they will follow our procedures set out in section 7.5 of this policy, including discussing their concerns with the DSL.

Staff should always take action if they are worried.

Further information on the school's measures to prevent radicalisation are set out in other school policies and procedures, including:

CHECKING THE IDENTITY AND SUITABILITY OF VISITORS

For information in relation to checking the identity and suitability of visitors please refer to the Adult Access Policy 2018 – 2019.

