



## Safeguarding Children & Child Protection Policy

### 1. Introduction

1.1. This policy is one of a series in the school's integrated safeguarding portfolio. Our core safeguarding principles are:

- It is the school's responsibility to safeguard and promote the welfare of children, protecting them from maltreatment, preventing impairment of children's health or development.
- Children who are and feel safe make more successful learners. This enables them to have optimum life chances so they can enter adulthood successfully.
- Representatives of the whole-school community of students, parents, staff and governors will be involved in policy development and review.
- This policy will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier date of review.

### 2. Principles

2.1. Oldfield school takes seriously its responsibility to protect and safeguard the welfare of the children and young people in its care. "The welfare of the child is paramount." Children Act 1989, s1 (1).

2.2. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. Safeguarding and promoting the welfare of children is **everyone's** responsibility. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We maintain an attitude of '**it could happen here**' where safeguarding is concerned.

2.3. We will achieve this by providing a safe learning environment and ensuring school staff have the skills and knowledge to take action where children need extra support from early help services or require a social work service because they are in need or need to be protected from harm.

2.4. All action is taken in line with the following legislation/guidance:

- South West Child Protection Procedures (SWCPP)
- Section 175 Children Act 2002
- Children and Families Act 2014
- Children and Social Work Act 2017
- Working Together to Safeguard Children 2018
- What to do if you're worried a child is being abused 2015
- Safeguarding Children and Safer Recruitment in Education 2014
- Safer Working Practices 2017
- Local Authority Guidance

- Keeping Children Safe in Education: Statutory guidance for schools and colleges September 2019 (KCSIE 19).
- Sexual violence and sexual harassment between children in schools and colleges 2017
- The Prevent Duty 2015
- Counter Terrorism and Security Act 2015

2.5. We follow procedures set out by Bath & North East Somerset's local multi-agency safeguarding arrangements formally known as the Local Safeguarding Children Board (LSCB) and take account of further guidance issued by the DfE, and the Local Authority.

2.6. Our policy applies to all staff, governors, students, visitors and volunteers working in the school.

2.7. We recognise that staff, because of their contact with, and knowledge of children or young people in their care, are well placed to identify abuse and offer support to children in need.

2.8. We recognise that all staff should be prepared to identify children who may benefit from early help. Early Help means providing support as soon as a problem emerges at any point in the child's life (**Appendix 12**).

2.9. As part of the ethos of the school, the staff and governors are committed to:

- 2.9.1. ensuring the school practises safer recruitment in checking the suitability of staff and volunteers to work with children;
- 2.9.2. ensuring we have a designated safeguarding lead (DSL) for safeguarding/child protection and deputy DSLs who have received appropriate training and support for this role;
- 2.9.3. ensuring that all staff and volunteers understand, and adhere to, the school's code of conduct;
- 2.9.4. establishing and maintaining a safe school environment, where all children feel secure, can learn and develop, are encouraged to talk and are listened to, where their views are valued and respected;
- 2.9.5. supporting students who have been abused, and, for those on child protection plans, carrying out specific actions in accordance with the agreed child protection plan;
- 2.9.6. work closely with other professionals to support those students who are on individual child protection plans;
- 2.9.7. including opportunities in the curriculum, especially ICT and PSHE and tutorial programme for children to develop the skills they need to recognise, and stay safe from abuse;
- 2.9.8. ensuring all teaching and support staff are aware of signs and symptoms of physical, sexual, emotional abuse and neglect, know the correct procedure for referring concerns, or reporting allegations against staff, in line with Keeping Children Safe in Education 2019 and Local Authority Managing Allegations procedures, and receive appropriate training to enable them to carry out these requirements;
- 2.9.9. ensuring all volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the designated safeguarding lead;
- 2.9.10. working in partnership with other agencies and to share information with them, including attendance at child protection conferences, core groups and preparation of reports for conferences;
- 2.9.11. contribute to multi-agency working and sharing information appropriately - to protect and support students including ensuring access for social workers conducting assessments;
- 2.9.12. refer to local authority thresholds and eligibility criteria to help make decisions on the child's level of need and the appropriate service to refer on for services;
- 2.9.13. will share information and work in an integrated way to ensure a co-ordinated response from agencies to support families and meet the child's needs;
- 2.9.14. encouraging and supporting parents/carers and working in partnership with them;

- 2.9.15. informing the social worker immediately if a student subject to a child protection plan is excluded from school.
- 2.10. The school recognises that it is primarily an agent of referral and not of investigation, although it has an important part to play in caring for and supporting children who have been neglected or abused.
- 2.11. This policy should be read in conjunction with:
- Anti-Bullying (student)
  - Attendance (Pupils) and Registration
  - Code of Conduct (staff)
  - Drugs
  - Trips and Educational Visits
  - Online safety
  - Health and Safety
  - ICT
  - Medical Conditions Policy
  - Pastoral Care
  - Positive Behaviour
  - Public Interest Disclosure
  - Safer Recruitment
  - School Security
  - Single Equality
  - Whistleblowing

### 3. Aims

- 3.1. To provide all staff with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children.
- 3.2. To ensure consistent good practice across the school.
- 3.3. To demonstrate the school's commitment with regard to safeguarding children.

### 4. Terminology

- 4.1. **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.
- 4.2. **Child protection** refers to the processes undertaken to meet statutory obligations 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 Sep 2018) in respect of those children who have been identified as suffering, or being at risk of suffering harm.
- 4.3. **Staff** refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.
- 4.4. **Child** refers to all young people who have not yet reached their 18<sup>th</sup> birthday.

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

## 5. Key personnel:

- 5.1. The **Designated Safeguarding Lead (DSL)** at Oldfield School is: **Mrs Sarah Mills, Assistant Headteacher : Inclusion** [s.mills@oldfieldschool.com](mailto:s.mills@oldfieldschool.com)

- 5.2. The **Deputy Designated Safeguarding Leads (deputy DSLs)** at Oldfield school are:

- Miss Jessica Lobbett, Assistant Headteacher [j.lobbett@oldfieldschool.com](mailto:j.lobbett@oldfieldschool.com)
- Mrs J. Macalister, Head of Year 11, [j.macalister@oldfieldschool.com](mailto:j.macalister@oldfieldschool.com);
- Mr Brendon Abood, Head of Year 10, [b.abood@oldfieldschool.com](mailto:b.abood@oldfieldschool.com);
- Mr Ross Fenwick Head of Year 9, [r.fenwick@oldfieldschool.com](mailto:r.fenwick@oldfieldschool.com);
- Ms Victoria Ryan, Head of Year 7, [v.ryan@oldfieldschool.com](mailto:v.ryan@oldfieldschool.com);
- Mrs R. Henry, Pastoral Support Officer, [r.henry@oldfieldschool.com](mailto:r.henry@oldfieldschool.com)
- Miss Megan Ely, Educational Welfare Officer, [m.ely@oldfieldschool.com](mailto:m.ely@oldfieldschool.com)

- 5.3. The **designated teacher for Looked After Children** at Oldfield School is Mr James Sully, SENCO [j.sully@oldfieldschool.com](mailto:j.sully@oldfieldschool.com). They are ultimately responsible for working with the Virtual School Head in respect of pupil premium and the looked after child's personal education plan.

- 5.4. The designated teacher for previously looked after children is Mrs Sarah Mills, Assistant Headteacher: Inclusion, [s.mills@oldfieldschool.com](mailto:s.mills@oldfieldschool.com). Once the school has been informed that a student is previously looked after, an individual education plan will be completed to enable to the students individual demands to be met.

- 5.5. The **nominated child protection governor** for Oldfield school is: Ms Joanne Symons who can be contacted via the Clerk to the Governors whose email address is available on the school website.

- 5.6. The **Local Authority Designated Officer (LADO)** for B&NES is: Sarah Hogan, contact details: (01225) 396810.

- 5.7. The Director of Children Services is Mary Kearney-Knowles, contact details: (01225) 396289

- 5.8. The Director of Safeguarding and Quality Assurance is Lesley Hutchinson, contact details: (01225) 396339.

- 5.9. During term time, the DSL is available to discuss any safeguarding concerns in person during school hours and by phone/other digital media outside of these hours. If the DSL is absent from school due to planned/unforeseen absence the deputy DSL's cover this role and liaise directly the DSL via phone if required. Outside of term time, the DSL is available to discuss any safeguarding concerns although this may not be possible in person.

## 6. Abuse of trust

- 6.1. All school staff are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards all children must be beyond reproach.
- 6.2. In addition, staff understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that

person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a child under 18 may be a criminal offence, even if that child is over the age of consent.

- 6.3. The school's Code of Conduct policy sets out expectations of staff. All staff must read and acknowledge that they have read this policy annually.

## **7. Recognising abuse**

- 7.1. To ensure that our children are protected from harm, we understand what types of behaviour constitute abuse and neglect.
- 7.2. Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child at home alone, or leaving dangerous items within reach of a child.
- 7.3. There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect as defined in KCSIE19. These are outlined in **Appendix 4** of this policy.
- 7.4. Other forms of abuse that staff should be aware of include **bullying, Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), self-harm (see Appendix 5)** and **Cyber-bullying** (refer to section 20 of this policy and Anti-Bullying and Online Safety policies).

### **7.5. Allegations of abuse made against other children**

- 7.5.1. Staff should recognise that children are capable of abusing their peers. This can be abuse online (for example, sexting/cyberbullying), physical (for example, being physically touched/assaulted or student's being subject to initiation/hazing) or emotional abuse (name calling/isolated from a group). All these are forms of abuse and staff should ensure that this is never tolerated or passed off as 'banter' or 'part of growing up'. Further details of how the school deals with this kind of abuse is outlined in **Appendix 7**.
- 7.5.2. All incidents of peer on peer abuse will be investigated and dealt with following the school's Positive Behaviour, Anti-bullying and Online safety policies.
- 7.5.3. Victims of peer on peer abuse will be given additional support either internally or through the use of external agencies (e.g. Off the Record, CAMHS, Relate, The Greenhouse Project).
- 7.6. **The Prevent Duty** The Prevent Duty is part of CONTEST, the UK counter terrorism strategy whose aim is to reduce the threat to the UK from terrorism by stopping people from becoming terrorists or supporting terrorism (*Channel Duty Guidance 2015*). All staff need to ensure that the school is a safe space in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The Prevent duty is not intended to limit discussion of these issues. Staff, however, should be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues. All staff have a mandatory duty to report any concerns they have about a student to the DSL who will then follow local safeguarding procedures to inform Channel (**see Appendix 8**)

## **8. Indicators of abuse and what you might see** are outlined in **Appendix 6**.

## 9. Taking Action - Staff

9.1. Key points to remember for taking action are;

- in an emergency take the action necessary to help the child, for example, call 999;
- report your concern to the DSL immediately/as soon as is reasonably practical;
- if the DSL is unavailable, and the deputy DSLs cannot be located, ensure the information is shared with the most senior person in the school that day and, if necessary, ensure action is taken to report the concern to children's social care;
- do not start your own investigation;
- share information on a need-to-know basis only – do not discuss the issue with friends or family;
- support the child and tell them that they have done the right thing in telling you but do not act like a counsellor;
- complete a 'child protection incident/welfare concern form' (**Appendix 2**);
- seek support for yourself if you are distressed.

**10. Responding to a Disclosure** – Procedures for staff are outlined in **Appendix 9**.

**11. Making a Referral** - Procedures for the DSL are outlined in **Appendix 10**.

**12. Record Keeping** - Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible. These procedures and how these documents must be stored are outlined in **Appendix 11**.

## 13. Training

13.1. The Headteacher will ensure that all staff are fully inducted, are made aware of the following policies of the school and that staff are fully aware of their role in implementing these:

- Safeguarding and child protection policy and procedures
- Behaviour for Learning
- Staff code of conduct
- Attendance

13.2. The DSL will ensure that all staff are fully inducted with regard to the school's child protection procedures within 7 days of starting work.

13.3. All staff must read and are familiar with **Part One: Safeguarding Information for all staff and Annex A (see Appendix 1)** in Keeping Children Safe in Education 2019. Staff will be asked to confirm in writing that they have received and read all relevant staff policies, including ***'What to do if you are worried a child is being abused'*** guidance.

13.4. The DSL and deputy DSLs will receive multi-agency child protection training every 2 years and undertake refresher training on specific issues as required. The DSL will attend at least one update annually.

13.5. All staff, both teaching and support, will be provided with child protection training on a regular basis, at least every 3 years (minimum). In addition, all staff members will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

- 13.6. Visitors, volunteers and temporary staff will be made aware of basic information in respect of the school's child protection procedures, including the name of the DSL and Deputy DSLs and be issued with the document *"Safeguarding Children Procedures – An information leaflet for volunteers and visitors to the school"*.
- 13.7. The DSL will have undertaken 'Train the Trainers' course and induct new staff/volunteers to ensure they are aware of the CP practices, policies and codes of behaviour within the school and ensure they receive appropriate training.
- 13.8. Where appropriate, staff will receive additional training in order to effectively carry out their role e.g. safer recruitment training.
- 13.9. The DSL and the deputy DSL will keep up to date with local and national advice and guidance on child protection, and attend such additional training as is necessary to effectively fulfil their roles at regular intervals, but at least annually, to keep up with any developments relevant to their role. This information will be passed onto staff in a timely manner.
- 13.10. Training records are kept up to date, recording the date, focus and level of training received by individuals. This information is kept within the Single Central Record.

#### **14. Reporting directly to child protection agencies**

- 14.1. Staff should follow the reporting procedures outlined in this policy.
- 14.2. However, they may also share information directly with children's social care, police or the NSPCC if:
- the situation is an emergency and the DSL, deputy DSL, the head teacher and the chair of governors are all unavailable; and
  - they are convinced that a direct report is the only way to ensure the child's safety.

#### **15. Attendance at case conferences and core groups**

- 15.1. The designated safeguarding lead will liaise with B&NES Children's Services to ensure that all relevant information held by the school/college is provided to B&NES Children's Services during the course of any child protection investigation.
- 15.2. The designated safeguarding lead will ensure that the school/college is represented at child protection case conferences and core group meetings:
- where possible, a member of staff who knows the child best, such as a class teacher or head of year will be nominated to attend
  - failing that, the designated safeguarding lead or their deputy will attend
  - if no-one from the school/college can attend, the designated safeguarding lead will ensure that a report is made available to the conference or meeting.

#### **16. Allegations against Staff / Volunteers / Visitors**

- 16.1. The school's procedures for managing allegations against Staff/Volunteers/Visitors is outlined in **Appendices 13-14**.
- 16.2. The Code of Conduct and child protection procedures for building contractors is outlined in **Appendix 15**.

## **17. Whistleblowing**

17.1. The school is committed to fostering a culture of openness where staff and volunteers feel able to raise concerns about poor or unsafe practice. Appropriate whistleblowing procedures are in place for such concerns to be raised (refer to the school's Whistleblowing policy).

17.2. The school recognises that there may be circumstances when staff and pupils may feel unable to raise concerns. Staff are reminded annually of the NSPCC whistleblowing helpline on 0800 028 0285 or via email at [help@nspcc.org.uk](mailto:help@nspcc.org.uk). These details are displayed along the staff corridor.

**18. Roles and responsibilities** - of the DSL, Deputy DSLs, Headteacher and Governing Body are outlined in **Appendix 16**.

## **19. Working with parents and carers**

19.1 We recognise the importance of working in partnership with parents and carers to ensure the welfare and safety of our students. We will;

- make parents aware of the school/college's statutory role in safeguarding and promoting the welfare of pupils, including the duty to refer pupils on where necessary, by making all school/college policies available on the school/college website or on request;
- provide opportunities for parents and carers to discuss any problems with class teachers and other relevant staff;
- to ensure parent views are taken into account within the development of school policies;
- ensure a robust complaints system is in place to deal with issues raised by parents and carers;
- provide advice and signpost parents and carers to other services and resources where pupils need extra support.

19.2 Working with aggressive and violent parents - If we become aware that that we are working with families who are known to services and there are concerns about the behaviour of parents towards members of school staff, this will be discussed with the Head teacher and the DSL and the information shared with B&NES Children's Services.

## **20. Safer Recruitment**

20.1. Oldfield School endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Safeguarding Children and Safer Recruitment in Education together with the school's individual procedures.

20.2. Safer recruitment means that all job applicants will:

- a. complete a standard application form
- b. provide two referees, both of whom can comment on the applicant's suitability to work with children (referees will be spoken to on the telephone after a written reference has been received)
- c. provide evidence of identity and qualifications
- d. have a DBS check as appropriate to their role
- e. be interviewed.

Points b-e apply to agency staff and volunteers at the school.

20.3. All new members of staff will undergo an induction that includes familiarisation with the school's safeguarding and child protection policy and identification of their own safeguarding and child protection training needs. All staff sign to confirm they have received a copy of the Safeguarding and Child protection policy (see: **Appendix 1**).

20.4. Further details regarding the school's safer recruitment procedures are outlined in the school's Safer Recruitment policy.

## **21. Extended school and off-site arrangements**

21.1. Where extended school activities are provided by and managed by the school, our own safeguarding and child protection policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

21.2. When our children attend off-site activities, the DSL will oversee that the organisation has effective child protection arrangements in place.

21.3. Whenever the school places a pupil with an alternative education provider, we will obtain written confirmation of the provider's safeguarding and child protection policies and ensure that appropriate safeguarding checks on individuals working at the establishment have been carried out.

## **22. Music tuition**

22.1. It is recognised that music tutors often work with children alone and the activity can involve some physical contact with a child. The school's procedures regarding music tuition are outlined in **Appendix 20**.

## **23. Online Safety**

23.1. Most of our students will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that the use of technology has become a significant component of many safeguarding issues including child sexual exploitation; radicalisation and sexual predation. We recognise the use of technology often provides the platform that facilitates harm. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings.

23.2. We recognise the breadth of issues within online safety is considerable, but can be categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
- **contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults;
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.

23.3. The school's Online Safety policy explains how we try to keep children safe in school. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying and positive behaviour policy procedures.

- 23.4. Chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and students are not allowed to access these sites whilst in school. Some students will undoubtedly be 'chatting' on mobiles or social networking sites at home and we will ensure that students are educated about on-line safety through assemblies and the PSHE curriculum and for parents an annual Online Safety Information Evening and through our school newsletters/website/twitter.
- 23.5. The school has a duty to ensure that students are not able to access information that may lead them to be drawn into terrorism. All staff have a duty to follow the guidance as laid out in the Prevent Duty 2015 and report any suspicions they may have to the DSL. The DSL will then contact Channel as outlined in the Counter Terrorism and Security Act 2015 following local established procedures (**see Appendix 8**)
- 23.6. **Filters and monitoring** The Governing body oversees that the school does all it reasonably can to ensure that appropriate filters and monitoring systems are in place. The school has a mobile phone policy which clearly stipulates how mobile phone and electronic devices should be used in school for both staff and students.

## **24. Additional Support for Vulnerable Students**

- 24.1. We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through:
- The content of the curriculum.
  - The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
  - The Behaviour for Learning Policy is aimed at supporting vulnerable student in the school. The school will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
  - Liaison with other agencies that support the student such as social services, Child and Adolescent Mental Health Service, education welfare service and educational psychology service.
  - Refer to **Appendix 4** for further information on vulnerable groups.

## **25. Site security and visitors**

- 25.1. The board of governors is responsible for the security of the school premises and will take steps to ensure it is a safe environment and securely protected against trespass and/or criminal damage. Refer to Appendix 15 and the School Security policy.

## **26. Confidentiality and sharing information** - The school's procedures regarding confidentiality and information sharing is outlined in **Appendix 19**.

## **27. Review**

- 27.1. This policy will be reviewed on an annual basis by the Designated Safeguarding Lead, and up-dated where appropriate. However, if a weakness is identified in school procedures, the policy will be reviewed and revised immediately.

27.2. This policy will be approved by the Full Governing Body.

27.3. Date when policy was last approved: September 2019.

27.4. Date when next review is due: July 2020.

## Appendix 1 Confirmation of Receipt of Safeguarding Children and Child Protection Policy 2019/20

Name: \_\_\_\_\_

Date of joining school: \_\_\_\_\_

Post held in school : \_\_\_\_\_

Date of Safeguarding and Child Protection induction: \_\_\_\_\_

Name and designation of staff member responsible for induction: \_\_\_\_\_

☐ I confirm that I have received and read the school's Safeguarding Children & Child Protection Policy.

☐ I confirm that I have read and understood **Part One of Keeping Children Safe in Education September 2019 including Annex A.**

This guidance can be found at -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828189/Keeping\\_children\\_safe\\_in\\_education\\_part\\_one.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828189/Keeping_children_safe_in_education_part_one.pdf)

or a hard copy is located on the Child Protection noticeboard in the staff corridor.

☐ I confirm that I have read and understood the DfE guidance 'What to do if I am worried about a child'  
([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf))

☐ I have been made aware of my duty to safeguard and promote children's welfare.

☐ The procedure for reporting concerns about a child has been explained to me.

☐ I have completed the Safeguarding and Child Protection Questionnaire 2019/20 overleaf and submitted it along with this Appendix 1 to Mrs Sarah Mills, Designated Safeguarding Lead.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign and return this form to the designated safeguarding lead: **Mrs Sarah Mills**  
([s.mills@oldfieldschool.com](mailto:s.mills@oldfieldschool.com))

## Safeguarding and Child Protection Questionnaire 2019/20

Circle all the correct answers to each of the questions below. Submit this quiz with Appendix 1 of the Safeguarding and Child Protection to MSS via her pigeon hole or email to [s.mills@oldfieldschool.com](mailto:s.mills@oldfieldschool.com)

PRINT NAME : \_\_\_\_\_

DATE : \_\_\_\_\_

1.	Name the duty used to protect children from extremist ideology?	Contain	Channel	Prevent	Attack
2.	At what age does the law recognise domestic abuse is occurring if there has been an incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse?	15	16	17	18
3.	Which of the following is not an example of contextual safeguarding:	CSE	Domestic Abuse	Serious violence	County Lines
4.	What term is used to describe the act taking a picture under a person's skirt for sexual gratification?	County Lines	Upskirting	Harmful Sexual Behaviour	Honour based violence
5.	Which of the following was made mandatory for all teaching staff to report directly to police/social care in Oct 2015 if they became aware that it may happen to a young person?	CSE	FGM	Cyber-bullying	Peer on peer abuse
6.	A child is in the process of making a disclosure. What do you <b>NOT</b> do?	Promise confidentiality	Listen actively	Pass the information on to the DSL	Find out when the incident happened
7.	Tick all the indicators that may be a sign a child is involved in county lines/serious violence.	Absence from school	Significant improvement in their results	Change in friendships	Self harm
8.	Which of the following is not an example of Early Help?	School Nursing Service	Project 28	Child Protection Plan	Mentoring Plus
9.	To find out about Child Protection Procedures in the South West you should go to the following website as your first priority....	Childline	South West Child Protection Procedures	NSPCC	Childnet
10.	If you are concerned about a colleague's behaviour towards children, you should consult the school's Whistleblowing policy. However which website should you also consult?	NSPCC	Childnet	Mind Ed	Childline.

### OFFICE USE

Score / 10

- ☐ Submit for filing
- ☐ Staff member to resubmit form
- ☐ Training required

## Appendix 2 Child Protection Incident/Welfare Concern Form

- Complete this form:
  - to record any concern about a child's welfare, or;
  - if you suspect the child may be suffering abuse or neglect;
  - if you have received a disclosure of abuse from a child,
  - if you have heard about an allegation of abuse;
- Pass this form immediately to the DSL: Sarah Mills without delay.

### Part A: For use by any staff

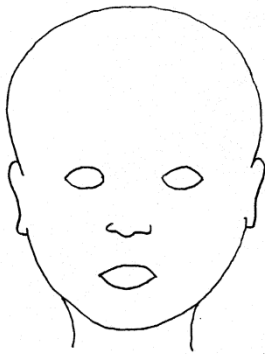
<b>Student's name</b>			
<b>Student's date of birth</b>		<b>Tutor group</b>	
<b>Date of writing</b>		<b>Time of writing</b>	
<b>Date of incident</b>		<b>Time of incident</b>	
<b>Details of the incident</b> Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. Offer an opinion where relevant (how and why this might have happened). Substantiate the opinion. Attach a body map or other information, if appropriate.			
Please continue on a separate sheet if necessary.			
<b>Reporting staff member's name (PRINT)</b>		<b>Job title</b>	
<b>Reporting staff member's signature</b>		<b>Date</b>	
<b>Pass this form to the Designated Safeguarding Lead Mrs Sarah Mills, without delay</b>			

**Part B: for use by the Designated Safeguarding Lead**

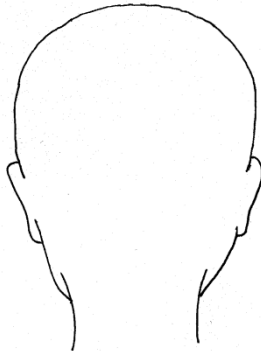
<b>Date of receipt by DSL</b>		<b>Time of receipt by DSL</b>	
<b>Response to the incident/concern</b> Note any advice sought (date, time, name, role, organisation and advice given). Actions taken, including names of anyone to whom your information was passed.			
<b>Outcomes</b> Record outcomes of the actions taken.			
<b>Designated Safeguarding Lead's name</b>			
<b>Designated Safeguarding Lead's signature</b>		<b>Date</b>	

### Appendix 3 Body Map

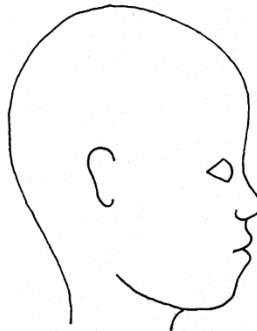
Student's name		Student's date of birth	
Date of incident		Person completing body map	



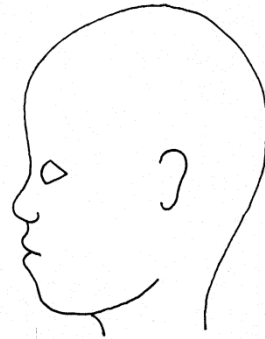
**FRONT**



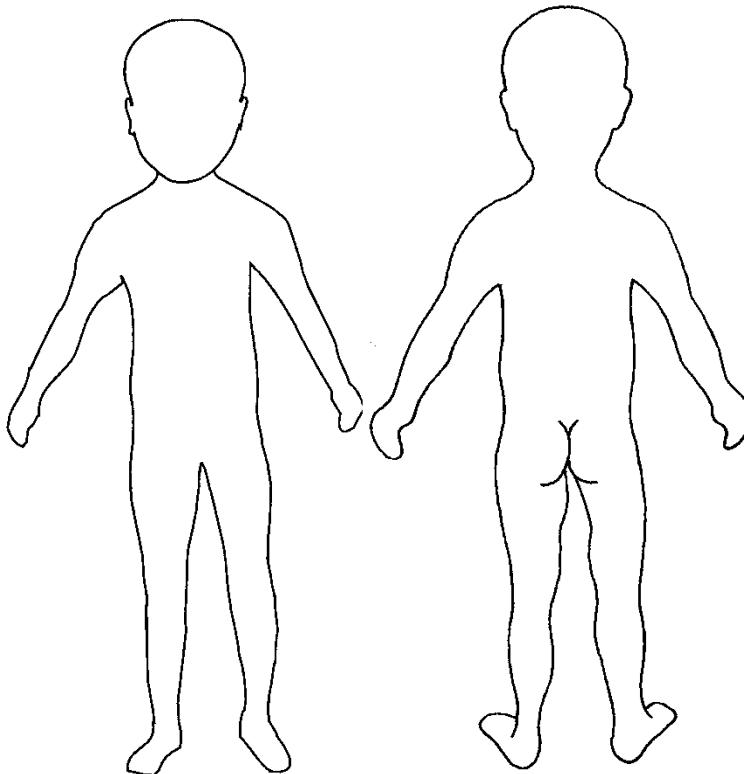
**BACK**



**RIGHT**



**LEFT**



## Appendix 4 – Types of Abuse

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**Physical abuse** - 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 (fabricated or induced illness).

**Emotional abuse** - Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only for meeting the needs of another person. It may feature age – or developmentally-inappropriate expectations being imposed on children. These may include interactions that are beyond the 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, 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** - Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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

### Other forms of abuse that staff should be aware of include:

**Bullying** - While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. All incidents of bullying are to be reported and will be managed through our anti-bullying procedures. All students and parents receive a copy of the anti-bullying procedures on joining the school and the subject of bullying is addressed at regular intervals in the PSHE curriculum.

Children with SEND can face additional safeguarding challenges, for example they could be affected by bullying but not show any outward signs. To support children with SEND the SENCO/Assistant Headteacher Inclusion/Head of Year/Teaching Assistants/tutors monitor children on the SEND register to identify any small changes in behaviour that could indicate that bullying is/has occurred.

If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the Headteacher and the DSL will consider implementing child protection procedures.

### Contextual Safeguarding

As students grow more independent, they may face more risk from safeguarding threats from outside of the home, either from within the community, at school or from their own peer group. We monitor closely students

going missing from home or from education as this can be an indicator that the young person may be involved in the risks outlined below;

- **Child criminal exploitation: county lines** involves children that are geographically widespread. This form of harm is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from one area to another. A key indicator to identifying harm are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs.
- **Child Sexual Exploitation (CSE)** involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyber bullying and grooming. However, it also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

## Domestic Abuse

The definition of domestic violence and abuse now includes young people aged 16 – 17. *"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:*

- *Psychological;*
- *Physical;*
- *Sexual;*
- *Financial;*
- *Emotional.*

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

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

Controlling or coercive behaviour does not relate to a single incident, it is a purposeful pattern of behaviour which takes place over time in order for one individual to exert power, control or coercion over another. Such behaviours might include:

- Isolating a person from their friends and family;
- Depriving them of their basic needs;
- Monitoring their time;
- Monitoring a person via online communication tools or using spyware;
- Taking control over aspects of their everyday life, such as where they can go, who they can see, what to wear and when they can sleep;
- Depriving them of access to support services, such as specialist support or medical services;
- Repeatedly putting them down such as telling them they are worthless;
- Enforcing rules and activity which humiliate, degrade or dehumanise the victim;
- Forcing the victim to take part in criminal activity such as shoplifting, neglect or abuse of children to encourage self-blame and prevent disclosure to authorities;
- Financial abuse including control of finances, such as only allowing a person a punitive allowance;

- Threats to hurt or kill;
- Threats to a child;
- Threats to reveal or publish private information (e.g. threatening to 'out' someone);
- Assault;
- Criminal damage (such as destruction of household goods);
- Rape;
- Preventing a person from having access to transport or from working.

A parent experiencing ongoing domestic violence and abuse is likely to have diminished parenting capacity as the emotional and physical toll leaves them exhausted. They may struggle to provide appropriate boundaries for their children and to be emotionally available for them.

Teenage victims of domestic abuse experience at least the same level of violence as adult victims, and are at risk of serious harm or death. They may also be experiencing abuse from a current or ex-partner that they are not living with and are more likely (than adults) to be abused by more than one perpetrator.

Domestic violence in teenage relationships can be more hidden for many reasons, including the fact that some teenagers may be more acceptant of or dismissive about this form of abuse. Some may not actually conceptualise what is happening to them as being abusive. Teenage domestic violence should be seen as a child protection issue. Many experience additional problems which increase their vulnerability, including mental health issues and self harm: one in five victims is pregnant.

The school refers to B&NES guidance when identifying, reporting and supporting families where domestic abuse has occurred. [http://www.proceduresonline.com/swcpp/B&NES/p\\_dom\\_viol\\_abuse.html](http://www.proceduresonline.com/swcpp/B&NES/p_dom_viol_abuse.html)

**Female Genital Mutilation (FGM)** All professionals need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. It is a mandatory duty for all staff if they discover that an act of FGM appears to have been carried out or may be carried out on a girl under the age of 18 the member of staff must report this to the Police. (Oct 2015).

There are a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

Warning signs that FGM may be about to take place include when a female family elder is around, particularly when she is visiting from a country of origin, a student may confide that she is to have a 'special procedure' or to attend a special occasion to 'become a woman', a parent or student may state that they will be taking them out of school on a prolonged holiday, parents seeking to withdraw their child from PSHE where FGM will be discussed. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

**'Honour-based' violence (HBV)** includes incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. This abuse is committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is likely that awareness that a child is the victim of an honour based crime will only come to light after an assault of some kind has taken place. There are inherent risks to the act of disclosure for the victim and possibly limited opportunities to ask for help for fear of retribution from their family or community. There may be evidence of domestic abuse including controlling, coercive and dominating behaviour towards the victim. Self-harming, family disputes, and unreasonable restrictions on the young person such as removal from education or virtual imprisonment within the home may occur.

Young people may face significant harm if their families realise that they have asked for help. All aspects of their safety need to be carefully assessed at every stage. Initially this needs to address whether it is safe for them to return home following a disclosure.

All forms of HBV are abuse (regardless of the motivation) and should be immediately referred to the DSL who will activate local safeguarding procedures.

**Forced marriage** Forcing a person into a marriage is a crime in England and Wales. 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. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. We recognise we have an important role to play in safeguarding children from forced marriage.

**Peer on peer abuse** All staff should be aware that children can abuse other children This is often referred to as peer on peer abuse. This is most likely to include, but may not be limited to bullying (including cyberbullying), physical abuse, sexual harassment, upskirting, sexting and hazing. **Refer to Appendix 7.**

## Vulnerable groups

**Children who are missing from education** Students who are persistently absent or missing from school are increasingly vulnerable to exploitation. The school's attendance policy outlines who needs to be notified and what action should be taken for students who are persistently absent / periods of absence. Parents should be asked to provide contact details for at least 2 or more people who can be contacted in the event that a child does not attend school.

Where a parent notifies the school that they are removing the child so they can be educated at home, the following notifications will be made;

- The CMEO must be notified of all decisions;
- If the child is already known to B&NES Children's Services, their allocated social worker should be notified immediately;
- If the child is not known to B&NES Children's Services, but the school has concerns about their welfare, the DSL should make a referral to B&NES Children's Services;

**Looked after and previously looked after children and care leavers** The school recognises that looked after and previously looked after children and care leavers are particularly vulnerable due to their status and their pre-care experiences. The school's designated teacher for LAC and care leavers has specialist knowledge of the issues faced by this cohort and for this reason; the DSL will consult with the designated teacher to seek advice whenever there are concerns about the welfare of a looked after or previously looked after child or care leaver.

**Children with special education needs or disabilities (SEND)** We are aware that children with special education needs or disabilities may be more vulnerable to harm and abuse and may be more likely to experience bullying. They may also have difficulty in reporting harm and abuse due to communications difficulties and professionals may miss vital indicators. Refer to the school's SEND policy. School will also follow B&NES guidance [http://www.proceduresonline.com/swcpp/B&NES/p\\_disabled\\_ch.html](http://www.proceduresonline.com/swcpp/B&NES/p_disabled_ch.html)

**Privately Fostered children** If a member of staff becomes aware that a student is/has entered a private fostering arrangement then this must be reported to the DSL who will inform the appropriate local authority Assessment and Duty Team.

**Young Carers** We are aware of the additional responsibilities on young carers and if a member of staff has concerns about a student who they believe is a young carer this should be reported to the DSL who may contact B&NES Children's Service for advice. We also support families by making referrals to Young Carers support services when it appropriate to do so.

## Appendix 5 – How to manage incidents of self-harm

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Self-harm is ‘an expression of personal distress, usually made in private, by an individual who deliberately hurts him or herself’. It is often a way of trying to cope with painful and confusing feelings. The nature and meaning of self-harm can vary greatly and the reason or trigger for each action may differ on each occasion.

### **What to do if a student discloses thoughts of self-harm and/or superficial injury:**

- Keep calm, give reassurance and follow agreed first aid procedures if necessary.
- Let the young person know you care and that they are not alone.
- Take the concerns of the student seriously, no matter how petty or frivolous they may appear.
- Do not try to solve the problem for them but actively listen to their concerns.
- Encourage and support the young person to talk to others, such as parents or professionals to seek appropriate help.
- Have contact numbers and information for helplines available (**Appendix 17**).
- Inform a DSL as soon as possible so that they can decide what the next steps to take are eg: talk to parents, make a referral to CAMHS.
- Staff should make the referral using the **Welfare Concern Form/ Incident of Self Harm** (see below) and pass this immediately to the DSL / Deputy DSL.

### **What to do if faced with serious self-harm with/without suicidal ideation, requiring medical treatment. Eg: Injury or overdose (however small).**

- Call for a first aider and emergency services if necessary.
- Follow our school’s safeguarding procedures as outlined sections 9-12 of this policy.

**Child Protection Incident/Welfare Concern Form**  
**INCIDENT OF SELF-HARM**

- Complete this form:
  - if you suspect the child may have or might be about to self harm;
  - if you have received a disclosure of self harm from a child,
  - if you have heard about a student self-harming;
- Pass this form immediately to the DSL: Sarah Mills without delay.

**Part A: For use by any staff**

<b>Student's name</b>			
<b>Student's date of birth</b>		<b>Tutor group</b>	
<b>Date of writing</b>		<b>Time of writing</b>	
<b>Date of incident</b>		<b>Time of incident</b>	
<b>Details of the incident</b> Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. Offer an opinion where relevant (how and why this might have happened). Substantiate the opinion. Attach a body map (Appendix 3) or other information, if appropriate.			
Please continue on a separate sheet if necessary.			
<b>Reporting staff member's name (PRINT)</b>		<b>Job title</b>	
<b>Reporting staff member's signature</b>		<b>Date</b>	
<b>Pass this form to the Designated Safeguarding Lead Mrs Sarah Mills, without delay</b>			

An electronic copy of this form can be found at : [T:\Whole School\Pastoral\Child Protection\CP referral forms \(school\)](T:\Whole School\Pastoral\Child Protection\CP referral forms (school))

**Part B: for use by the Designated Safeguarding Lead**

<b>Date of receipt by DSL</b>		<b>Time of receipt by DSL</b>	
<b>Action take in response to the incident/concern</b> Note any advice sought (date, time, name, role, organisation and advice given). Actions taken, including names of anyone to whom your information was passed.			
<b>Decision made with respect to contacting parents (reasons for the decision)</b>			
<b>Recommendations/outcomes</b> Record outcomes of the actions taken			
<b>Designated Safeguarding Lead's name</b>			
<b>Designated Safeguarding Lead's signature</b>		<b>Date</b>	

## Appendix 6 Indicators of abuse and what you might see

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Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised.

The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'.

It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

It is the responsibility of staff to report concerns. It is not the responsibility of staff to investigate or decide whether a child has been abused.

A child who is being abused and/or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become uninterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- developmental delay
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is very important that you report your suspicions – you do not need proof that the child is at risk.

### Parental attributes

- Misusing drugs and/or alcohol
- Physical/mental health or learning difficulties
- Domestic violence
- Avoiding contact with school and other professionals

**Indications that FGM** may have already taken place on a student could include-

- having difficulty walking, sitting or standing and may even look uncomfortable
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- having frequent urinary, menstrual or stomach problems

- having prolonged or repeated absences from school
- having prolonged absence from school with noticeable behaviour changes (e.g. withdrawal/depression) on the student's return.
- reluctance to undergo normal medical examinations
- confiding and talking about pain or discomfort between her legs

**Indications that Domestic Abuse** is taking place -

**Emotional responses** may include fear, guilt, shame, sleep disturbances, sadness, depression, and anger (at both the abuser for the violence and at the other parent for being unable to protect them).

**Physical responses** may include stress-induced aches and pains, bedwetting, and inability to concentrate. Some children are the direct victims of other types of abuse or injured while trying to intervene on behalf of their parent or sibling.

In relationships where there is domestic violence and abuse, children witness about three-quarters of the abusive incidents. About half the children in such families have themselves been physically abused. Sexual and emotional abuse are also more likely to happen in these families.

**Behavioural responses** may include acting out, withdrawal, or anxiousness to please. A change in achievement or behaviour, absence from school, difficulties concentrating, lower school achievement, ill health, bullying, substance misuse, self-harm, running away, anti-social behaviour and physical injury.

**Indications that a student is at risk of serious violence** (such as CSE, County violence, gang violence);

- absence from school;
- a change in friendships or relationships with older individuals or groups;
- a significant decline in performance;
- signs of self-harm or significant change in wellbeing;
- signs of assault or unexplained injuries;
- unexplained gifts or new possessions

## Appendix 7 Peer on Peer Abuse

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All staff should be aware that children can abuse other children. This is often referred to as peer on peer abuse. This is most likely to include the following;

- bullying (including cyberbullying);
- physical abuse e.g. hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexual violence, such as rape, assault by penetration and sexual assault;
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse;
- upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- sexting (youth produced imagery/nudes);
- initiation/hazing type violence and rituals.

All disclosures of peer on peer abuse will be investigated in line with expectations set out in the School's Positive Behaviour and the Anti-Bullying Policies. To summarise;

- Staff should listen to, but not lead students in their statements
- Staff should pass any allegation of peer on peer abuse directly to the DSL or Deputy DSL who will then work with the DSL to ensure the student's voice is heard, fact finding is thorough, additional support gained where necessary, the involvement (where appropriate) of parents and outside agencies as well as the application of the school's sanctions at the outcome
- Where an incident is homophobic, racist, gender based or disablist they will be treated as such and reported to the Local Authority
- Victims of peer on peer abuse will be supported in school in line with the wishes of the student/s and their parents (where appropriate). This could be in the form of a referral to outside agencies such as Off the Record Listening Service or School Nursing Service for example.

## Sexual violence and sexual harassment between children

We recognise that sexual violence and sexual harassment between students is a serious safeguarding issue and such behaviour will not be tolerated. Sexual violence and sexual harassment can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing and have an adverse impact on their educational attainment.

Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. We recognise that all victims should be taken seriously and will be offered appropriate support.

The school follows the latest guidance (*Sexual violence and sexual harassment between children in schools and colleges*) and will work with relevant agencies to safeguard and support victims, take appropriate action against alleged perpetrators and ensure a safe learning environment for all students.

The latest guidance states that it is more likely that girls will be the victims of sexual violence and that it is more likely that sexual harassment will be perpetrated by boys. We also recognise that Children with SEND can be especially vulnerable and that children who are Lesbian, Gay, Bi, or Trans (LGBT) can be targeted by their

peers. We promote through our PSHE curriculum an environment where victims feel empowered to raise concerns and report incidents. Any reports of sexual violence or harassment will be taken seriously and thoroughly investigated by the school/college and appropriate referrals made to the police and B&NES Children's Services.

We ensure that staff and governors receive relevant training to help them ensure an effective response to incidents that protects individual victims and safeguards the welfare of all students and staff.

We recognise that incidents of sexual violence and sexual harassment that occur online (either in isolation or in connection to offline incidents). These can take place across a number of social media platforms and services and things can move from platform to platform online and can extend further than our school community (*Refer to the Online Safety and Anti-Bullying policies for further guidance*).

For students living in B&NES the school will follow the B&NES Harmful Sexual Behaviour procedure; [http://www.proceduresonline.com/swcpp/B&NES/p\\_sexually\\_harm\\_behav.html](http://www.proceduresonline.com/swcpp/B&NES/p_sexually_harm_behav.html). For students living in other local authorities, the school will follow their protocols available via SWCPP website.

## **Prevention**

Throughout our school curriculum (e.g. PSHE lessons, tutorial programme, assemblies etc) we make it clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up. We will not tolerate or dismiss sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”.

Our PSHE curriculum is developed to be age and stage of development appropriate, but includes:

- healthy and respectful relationships;
- what respectful behaviour looks like;
- gender roles, stereotyping, equality;
- body confidence and self-esteem;
- prejudiced behaviour;
- that sexual violence and sexual harassment is always wrong; and
- addressing cultures of sexual harassment.

A student displaying challenging behaviours (which are potentially criminal in nature), such as grabbing bottoms, breasts and genitalia will be investigated and responded to following the safeguarding procedures set out in this policy.

## **How we respond to a disclosure of sexual violence or sexual harassment**

Any disclosure of sexual harassment or violence will be dealt with following the safeguarding procedures outlined in this policy. Decisions are made by the Designated Safeguarding Lead (or deputy) on a case by case basis, in consultation with outside agencies such as social care and/or the police. The following situations are however statutorily clear and would be referred directly to the police and social care;

- a child under the age of 13 can never consent to any sexual activity;
- the age of consent is 16;

- sexual intercourse without consent is rape;
- rape, assault by penetration and sexual assault are defined in law;
- creating and sharing sexual photos and videos of under-18s is illegal (often referred to as sexting). This includes children making and sharing sexual images and videos of themselves.

Where the allegation involves material posted online, we will request that the electronic device is handed over as part of the investigation and will use legal powers to search and confiscate property as set out in the statutory guidance *Searching, screening and confiscation advice for schools*.

The member of staff and DSL will write up a record of the investigation. Decisions on responses will be based on the harmful sexual behaviour risk assessment and thresholds set out in the *Harmful sexual behaviour protocol*

[http://bathnes.proceduresonline.com/pdfs/yp\\_with\\_sexually\\_harmful\\_behaviour\\_pr.pdf](http://bathnes.proceduresonline.com/pdfs/yp_with_sexually_harmful_behaviour_pr.pdf).

The DSL may take advice from Duty social workers before making a decision. Possible outcomes include referral to Early Help Services, B&NES Children's Services or the police, or managing the matter internally under school behaviour policies.

Where a referral will be made to B&NES Children's Services or the Police under the protocol, the DSL will discuss the issue with the relevant agency and following this discussion a decision will be made on whether and how to inform the alleged perpetrator and their parents.

The school will take any necessary action to continue to safeguard the victim and other pupils within the school environment based on the level of risk established from the risk assessment, including decisions about the victim and alleged perpetrator sharing classrooms. These decisions will be reviewed in the light of on-going police and B&NES Children's Services investigations to take account of any changes in the status of investigations and any bail conditions placed on the alleged perpetrator.

Where necessary and appropriate, we will consider the support needs of the alleged perpetrator and will make referrals to relevant agencies for support on their behalf under the *Harmful sexual behaviour protocol*.

## **Risk Assessments**

When there has been a report of sexual violence, the designated safeguarding lead (or a deputy) will make an immediate risk and needs assessment. This will include transport to and from school as well the school day both in and outside of lessons. Where there has been a report of sexual harassment, the need for a risk assessment will be considered on a case-by-case basis. The risk and needs assessment will consider:

- the victim;
- the alleged perpetrator; and
- the other children (and, if appropriate, staff) at the school or college.

Risk assessments are recorded and kept securely.

## **Children sharing a classroom : initial considerations when the report is made**

When there has been a report of rape or assault by penetration these are likely to be especially difficult with regard to the victim and close proximity with the alleged perpetrator is likely to be especially distressing. The school follows KCSIE19 guidance which states that *'whilst the school establishes the facts of the case and starts the process of liaising with children's social care and the police, the alleged perpetrator should be removed from any classes they share with the victim. The school should also consider how best to keep the victim and alleged perpetrator a reasonable distance apart on school premises and on transport to and from school, where appropriate. These actions are in the best interests of both children and shouldn't be perceived to be a judgement on the guilt of the alleged perpetrator'*.

For other reports of sexual violence and sexual harassment, the proximity of the victim and alleged perpetrator should also be considered immediately. The wishes of the victim should be taken into consideration.

### **Ongoing response**

The school will continually review its risk assessments, support for the victim and alleged perpetrator based on the advice of the police, children's social care and other outside agencies as appropriate. The school will follow the guidance as set out in KCSIE 19 and *'Sexual violence and sexual harassment between children'*.

### **Parental Involvement**

We will, in most instances, engage with both the victim's and the alleged perpetrator's parents or carers when there has been a report of sexual violence (this might not be necessary or proportional in the case of sexual harassment and should be considered on a case-by-case basis) unless to do so would place the child at additional risk. We will follow our Positive Behaviour policy in response to any disciplinary action that is taken against the alleged perpetrator (*refer to Positive Behaviour policy*).

We recognise that following any report of sexual violence or sexual harassment, it is likely that some children will take "sides". We recognise that social media is very likely to play a central role in the fall out from any incident or alleged incident. There is the potential for contact between victim and alleged perpetrator and a very high likelihood that friends from either side could well harass the victim or alleged perpetrator online. We will ensure that do all we can to ensure both the victim and alleged perpetrator, and any witnesses, are not being bullied or harassed following the procedures outlined in our Anti-Bullying policy.

We will signpost any student/parent affected by the incident to appropriate support services (these are outlined in **Appendix 17**).

### **Dealing with an incident of Sexting (sending nudes)**

When an incident involving youth produced sexual imagery is reported the school follows the guidance as set out in the UK Council for Child Internet Safety; Education Group's guidance of

'*Sexting in schools and colleges: Responding to incidents and safeguarding young people*' to support this process ([www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis](http://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis))

- The incident should be referred to the DSL as soon as possible.
- The DSL will hold an initial review meeting with appropriate school staff. At this initial stage the safeguarding team review the information and consider the 5 points for immediate referral. They make an initial decision about whether the incident can be dealt with in house.
- There will be subsequent interviews with the young people involved (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.
- The DSL will follow the guidelines issued in Annex G of '*Sexting in schools and colleges: Responding to incidents and safeguarding young people*' with regard to the 5 points for referral:
  1. Adult involvement
  2. Coercion or blackmail
  3. Extreme or violent
  4. Under 13
  5. Immediate risk of harm
- The following considerations will also be risk assessed -
  - Vulnerability of the child
  - How shared and where
  - Impact on children
  - Age of the children
  - Immediate 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 will be made to children's social care and/or the police immediately.

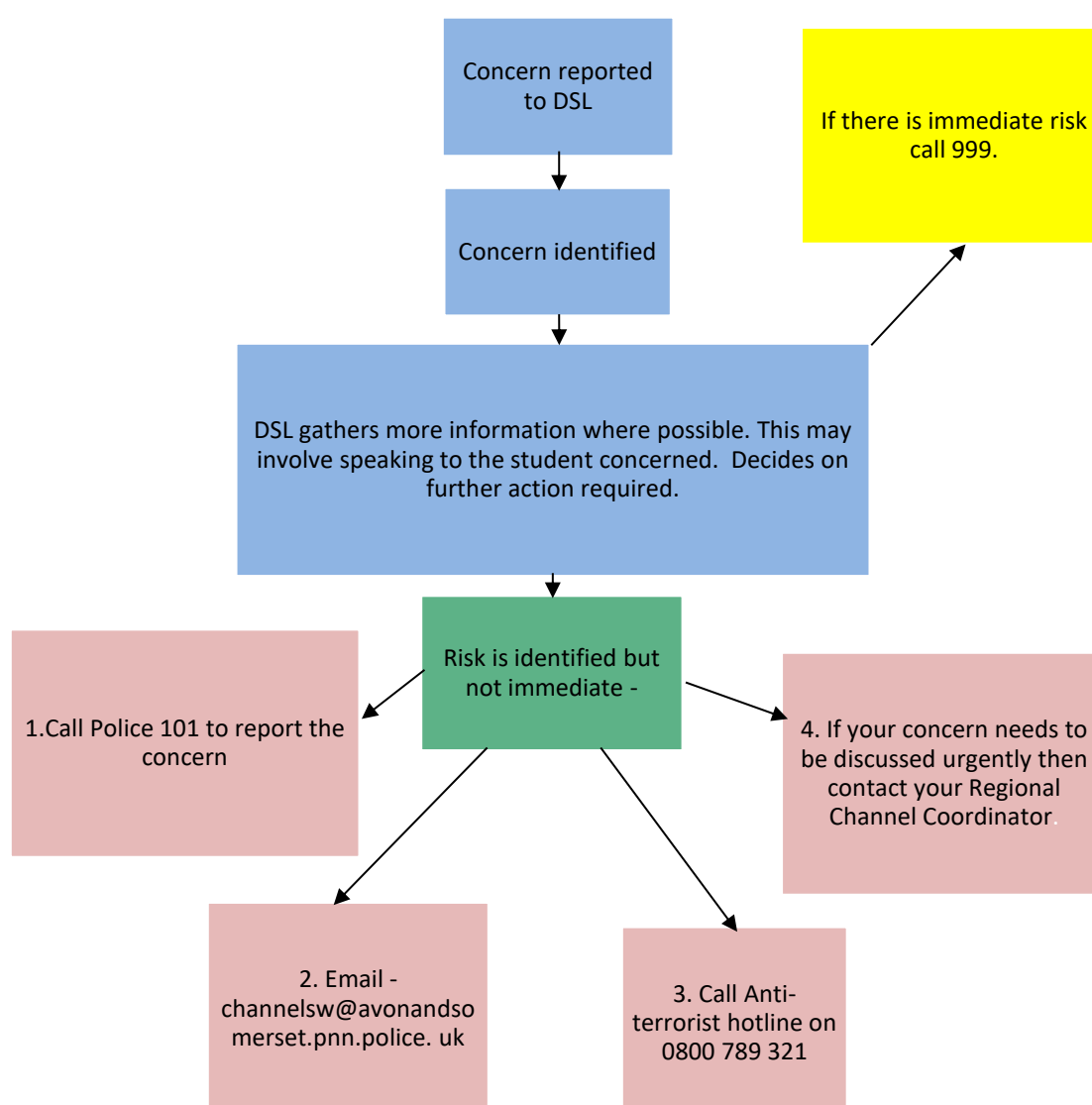
## Appendix 8: Dealing with Concern about Radicalisation of a student

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We recognise our safeguarding duty to promote British values in order to counter the extremist narrative and prevent young people from being radicalised and drawn into terrorism. Under Counter-Terrorism and Security Act 2015, we recognise our duty to refer young people on to Channel Panel under the Prevent strategy where there are concerns that they are being radicalised.

If we have concerns that a young person might be considering extremist ideologies and/or may be radicalised and would benefit from specialist support to challenge extremist ideologies, or that a younger pupil may be at risk due to their parent's radicalisation, we will follow the guidance set out in the flow diagram below and follow the B&NES guidance "Safeguarding children and young people from radicalisation and extremism" available at:

[https://www.proceduresonline.com/swcpp/B&NES/p\\_ch\\_from\\_abroad.html](https://www.proceduresonline.com/swcpp/B&NES/p_ch_from_abroad.html)



## Appendix 9 Responding to a Disclosure – Procedures for staff

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It takes a lot of courage for a child to disclose that they are being neglected or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

During the conversation:

- Allow them to speak freely.
- Reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to B&NES Children's Services.
- Reassure the child that what has happened is not their fault and that they were right to tell someone. Give reassuring nods or words of comfort – 'This isn't your fault', 'You are doing the right thing in talking to me'.
- Listen to what is said without displaying shock or disbelief and accept what the child is saying. Remain calm and do not over react – the child may stop talking if they feel they are upsetting you.
- Do not be afraid of silences – remember how hard this must be for the child.
- Do not ask direct questions but allow the child to tell their story. Under no circumstances ask investigative questions – such as "Did your Dad do it?" or "What does the child's mother think about all this?"
- Only genuine non-directing, open questions can be asked. Staff should ask who? what? where? when? and how? If clarification is needed they need to use "... tell me more ....; explain....., describe ....."
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- Avoid admonishing the child for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but the child may interpret it that they have done something wrong.
- Tell the child what will happen next. Explain that you have to pass this information on to the DSL. The child may agree to go with you to see the DSL. Otherwise let them know that someone will come to see them before the end of the day.

Staff should signal their willingness to listen to the child, but make it clear that they cannot promise confidentiality. If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you **must** pass the information on – you are not allowed to keep secrets.

The point at which you do this is a matter for professional judgement. If you jump in immediately the child may think that you do not want to listen, if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise. Tell the child, that the DSL is obliged to refer cases of alleged abuse to the appropriate agencies. Individual members of staff do not tell the parent/carer. However, the parent will be informed of the referral by the DSL before Social Services is contacted when it is appropriate to do so if this does not place the child at further risk.

After the conversation:

- Report verbally **without delay** to the DSL.
- Staff must write up the conversation as soon as possible; staff should record carefully what they see, hear or observe – but leave out feelings, fears or judgements. They should use the student's own words where possible using speech marks to indicate where this occurs.
- The record should be made on the Child Protection Incident/Welfare Concern Form (**Appendix 2**) completing a Body Map to identify the injury if applicable (**Appendix 3**) and handed to a DSL.
- Staff should ensure that they have printed and signed their name and dated the form.

The role of the member of staff is to immediately pass the referral to a DSL. If a referral is to be made to children's social care, the member of staff may be required to be with the DSL when they telephone the duty officer in the referral and assessment team where possible.

The process shown in Section 11 & Appendix 10 of this policy ***Making a Referral - Procedures for the DSL*** will then be followed.

In the event that the DSL is not available then the matter should be passed to a Deputy DSL, failing that the head teacher. In the unlikely event that none of these are available the member of staff should then make the referral to children's social care themselves. If this is the case the member of staff who made the referral should inform the DSL as soon as possible.

There will be occasions when you suspect that a child may be at serious risk, but you have no evidence. The child's behaviour may have changed; their artwork could be bizarre or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way. Use the Child Protection Incident/Welfare Concern Form (**Appendix 2**) to record these early concerns and completing a Body Map to identify the concerning mark/injury if applicable (**Appendix 3**).

If the child does begin to reveal that they are being harmed, you should follow the advice above in and **Appendix 11**.

Staff will be told about the child protection developments affecting a child if appropriate.

## Appendix 10 Making a Referral - Procedures for the DSL

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Upon receipt of a disclosure from a member of staff or visitor the DSL will decide whether to make a referral. They will refer to B&NES thresholds and eligibility criteria to help make decisions on the child's level of need and the appropriate service to refer on for services

[http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Children-and-Young-People/ChildProtection/threshold\\_for\\_assessment.pdf](http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Children-and-Young-People/ChildProtection/threshold_for_assessment.pdf)).

The DSL will make a referral to children's social care if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be informed that a referral is being made, unless to do so would increase the risk to the child.

Where the decision is to make a referral, the DSL will without delay inform the appropriate Children and Families Duty and Assessment and Team by telephone based on the student's home address. For students living in BANES see information below. Other Assessment and Duty Team numbers are displayed in the Assistant Headteacher: Inclusion office and in Heads of Year offices and are available through the SWCPP website (<https://www.proceduresonline.com/swcpp/>).

Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated safeguarding lead may discuss the case on a "no names" basis with the Duty social worker to obtain advice on how to proceed.

The telephone referral will be confirmed in writing by the DSL within a maximum of 48 hours, ideally 24 hours. All referrals for a children's social care service will be made by way of an **Early Help or Children's Social Care Request for Service Form**. Essential information will include the student's name, address, date of birth, family composition, and reason for referral, previous concerns, name of person receiving the referral and any advice given in line with GDPR regulations. The referral must be signed and dated by the referrer.

Parental consent must be sought prior to the request for service being made unless to seek consent would place the child at risk of further harm, interfere with a criminal investigation or cause undue delay. If parents do not consent, but the child is at risk of significant harm, the referral should still be made.

If the child already has an allocated social worker, the referral should be made directly to them. You do not need to complete another Request for Service form an email can be sent directly to the allocated social worker copying in their Team Manager also.

Where the risks identified do not meet the threshold for a strategy meeting but there is concern that a section 17 child in need assessment might not be the right course of action, the concern is passed on to B&NES MASH team to gather relevant information from other agencies in order to make the recommendation of which route to pursue.

The Duty and Assessment Team will inform the school/college within 24 hours of the outcome of any referral and what action B&NES Children's Services will be taking. This may include any of the following:

- Carrying out a single assessment to identify the child's needs and establish if the child is a **child in need** under section 17 of the Children Act 1989. These are children (including disabled children) who are unlikely to meet a reasonable standard of health and development unless provided with services.
- Convening a **strategy meeting under child protection** procedures as set out in section 4 for any child where there are concerns about significant harm and/or taking any immediate action in order to protect the child.
- Providing services for the child and their family in the meantime whilst work is on-going (including details of services).

If a child discloses physical or sexual abuse, where the alleged abuser is either a family member or someone resident within the household, the school must consult the Duty Social Worker before informing parents, unless the child is subject to a Child Protection Plan in which case schools must contact the allocated Social Worker. The relevant Social Worker should advise the school when, and by whom, parents will be informed. If necessary, the DSL will also contact the police if this is thought necessary by social care.

Confidentiality must be maintained and information relating to individual students/families shared with staff on a strictly need to know basis.

#### **For students living in B&NES :**

Referrals should be in writing using a **Children's Social Care Request for Service Form**. Urgent child protection referrals will be accepted by telephone (see box below) but must be confirmed in writing immediately via the correct form [request for service form](#)

- |  |
|--|
| <ul style="list-style-type: none"> <li>○ Calling the duty telephone numbers: 01225 396312 or 01225 396313</li> <li>○ Request for service form must be sent securely to email the form to <a href="mailto:ChildCare_Duty@bathnes.gov.uk">ChildCare_Duty@bathnes.gov.uk</a> or uploaded via Globalscape.</li> <li>○ Referral for disabled children can also be made using the request for service form above or by calling 01225 396 967</li> <li>○ Send by Fax: 01225 395416 (this is received by the duty team via email)</li> </ul> |
|--|

All referrals will be acknowledged by the Children and Families Duty and Assessment Team within 24 hours and the referrer informed of what action will be taken.

If the school/college does not think the child's situation is improving within a reasonable timescale following referral, this should be taken up with Children Services via the designated safeguarding lead. [LSAB & LSCB Escalation Protocol](#) (June 2018) [Escalation Report Proforma](#) (June 18).

**Referrals for Alleged Perpetrators of Sexual Abuse** – where a student is being investigated by the police for allegedly committing sexual offences, and the police have said they will make a referral to social care, the school will still telephone the Duty and Assessment Team without delay to raise awareness of the concerns relating to the alleged perpetrator. The Duty and Assessment Team will advise whether or not a referral needs to be completed by the school.

The DSL will record all concerns, discussions with the child, any decisions made, giving reasons and any other relevant documentation. This information is kept in the student's sensitive file in a locked

cabinet in a locked office in the Deputy Headteacher's Office. A logbook is also kept in the same place with a chronological account of all child protection cases.

The DSL/Deputy DSL should follow up on a referral should the local authority not have made a decision within one working day. If after the referral the child's situation doesn't appear to be improving the DSL/Deputy DSL who made the referral should press for re-consideration to ensure their concerns have been addressed.

### **Early Help**

If Early Help is appropriate a DSL will liaise with other agencies where appropriate as discussed in **Appendix 12**.

## Appendix 11 Monitoring and Record Keeping

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### Monitoring

Where a pupil has a child protection plan in place and school have been asked to monitor their attendance and welfare as part of this plan we will share this information in preparation for the conference or with the social worker if needed separately to the conference. The completed monitoring information will be kept on the child's separate child protection file and copies made available to all conferences and core group meetings. The designated safeguarding lead will notify the allocated social worker if the child is removed from the school roll, excluded for any period of time or goes missing and will report to other Council staff as required.

### Record Keeping

Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context, and giving the date, time and location.

All records must be dated and signed and discussed with the DSL. Where staff have observed injuries to a child, these should be recorded on a body map outline, with some indication given about the size of the injury. **Staff should not take photographs of injuries.** All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

Written records of concerns about children must be kept securely for a minimum of 25 years even where there is no need to make a referral immediately. Where concerns do not meet the threshold for a referral, consideration should be given to the appropriateness of completing an Early Help referral.

Records should show:

- what the concerns were;
- what action was taken to refer on concerns or manage risk within the school/college;
- whether any follow-up action was taken;
- how and why decisions were made.
- Who was notified of the concerns

Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken. All records relating to child protection concerns are kept in the student's child protection file in a locked cabinet in the locked office in the Deputy Headteacher's office and will remain confidential. They do not form part of the student's educational records and are kept separate from other records.

A chronology will be kept at the front of individual students' child protection files, which is reviewed and updated whenever a new concern is raised or additional relevant information becomes available, noting actions and outcomes. A duplicate chronology is also updated, noting actions and outcomes. This is stored separately from the individual students' files in the locked cabinet.

The quality of child protection records will be monitored by the Headteacher and Safeguarding Governor.

Where a child moves school, copies of child protection documentation will be passed immediately and confidentially to the receiving school, separate from general records, with the original records retained by the school. The Headteacher or DSL will also telephone the Headteacher or DSL at the new school/college to raise awareness of child protection concerns, and that records are being transferred. Documents will be sent recorded delivery to the receiving school but a copy of the child protection file will be kept in the child's child protection file for 25 years.

## Appendix 12 Early Help

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As a school we are committed to the local multi agency authority's offer of Early Help to address the early identification of risk and the prevention of harm to our students.

Staff will identify children who need extra help at an early stage and provide help and support in order to prevent concerns from escalating. In particular, staff will be aware of the needs of the following groups of children whose circumstances may mean they will require early help:

- children with disabilities and additional needs, including those with special educational needs
  - young carers
  - children showing early signs of being drawn into anti-social or criminal behaviour, including gangs and organised crime;
  - children who frequently go missing from home, school or care;
  - children who are misusing drugs or alcohol;
  - children at risk of exploitation through modern slavery and trafficking;
  - children whose home circumstances are negatively affected by adult substance misuse or mental ill health or domestic abuse;
  - children who have returned home from care;
  - children who show early signs of abuse or neglect;
  - children at risk of radicalisation;
  - privately fostered children.
- Where the child's extra needs require services, consideration will be given to what early help support can be offered to a child by the school/college.
- If the child requires an early help service from another agency, we will make a referral to the Early Help service for appropriate help and support. Staff will consult with parents prior to making any referral to discuss the matter and gain consent to refer the child.
- Where the child is receiving an Early Help service, we will work as part of the Team around the Child and take up the role of lead professional where this is appropriate.
- Early help provision is monitored and reviewed to ensure outcomes for the child are improving. If we believe that this is not the case, we consider making a referral for a statutory social work service.
- Outlined below are some of the strategies, systems and procedures we have in place to safeguard our students around some specific aspects of safeguarding. Included within our early support:
  - Liaison with local authority drugs screening agencies
  - Referring students to specialist support for bereavement.
  - Referral to the School Nurse.
  - SPA referral process / Behaviour & Attendance Panels
  - Liaison with local GPs to support referrals to CAMHS.

- Liaison with BANES Children Missing in Education
- Full time Education Welfare Officer.
- Liaison with family support services.
- Managed moves
- Liaison with police where welfare enquiries are required.
- Mentoring support for those presenting anti-social or criminal behaviour through Compass or Mentoring Plus.
- Careers advice for students who are at risk of NEET.
- Leaflets for parents / staff / students on supporting students with self-harm/cyberbullying/sexting
- Annual Information Evening for Parents with regard to online safety
- Use of the CSE screening tool.
- Support from the school's Inclusion and Pastoral Support Workers.
- Multi-agency meetings.
- PSHE lessons covering mental health and substance abuse delivered by specialists who offer follow up support as needed.
- CAFs (BANES)
- Access and Response / SAFs (South Glos)
- First Response (Bristol)
- Anti-bullying team work throughout the year.
- Signposting parents and students to agencies.
- Designated Teacher for Looked After Children
- Use of the PSHEU survey to identify patterns and coordinate intervention linked to demand.

## Appendix 13 Allegations against Staff / Volunteers / Visitors

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The Headteacher will contact the Local Authority Designated Officer (LADO), Deputy Head of Safeguarding & Quality Assurance on 01225 396810 or the Head of Safeguarding & Quality Assurance on 01225 396974 within one working day (Working Together 2018) of receiving an allegation against a member of staff.

This will be followed by referral form (**Appendix 14**) which must be used when referring an allegation made against a member of staff to the LADO.

It is not the role of the head teacher, DSL or anyone else to carry out their own internal investigation unless the LADO advises that this is the course of action to follow and confirms this by email.

The flowchart below which sets out how allegations against staff will be managed is displayed in the admin corridor.

Staff and volunteers must report an allegation about a member of staff without delay to the Headteacher. Once an allegation against a member of staff has been made, discussions must begin with the LADO.

Where the allegation is against the Headteacher, the member of staff/volunteer must either contact the Chair of Governors or the LADO, above. If contacted with regard to an allegation against the Headteacher, the Chair of Governors will follow the LA *"Guidance for Chairs of Governors Dealing with Child Protection Allegations against the Headteacher"* and contact the Senior H R Consultant for consultation.

As above an allegation must not be discussed with the alleged perpetrator or other members of staff or governors, unless advised to do so by a LADO. Any referrals made to the LADO regarding allegations against staff shall be made using the B&NES Managing Allegations Referral Form (**Appendix 14**).

The school is legally obliged to make a referral to the Disclosure and Barring Service (and NCTL for teachers) if at the end of the allegation process a member of staff or volunteer is removed from their position, or if they leave while under investigation for allegedly causing harm or posing a risk of harm to children. The school's *Code of Conduct for Staff* Policy sets out our expectations of staff which clearly states what behaviours are acceptable and what behaviours are not. Staff sign to say that they have read and understood the policy annually.

### **If staff have suspicions about a colleague**

Staff who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. The school's whistle-blowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues must be reported.

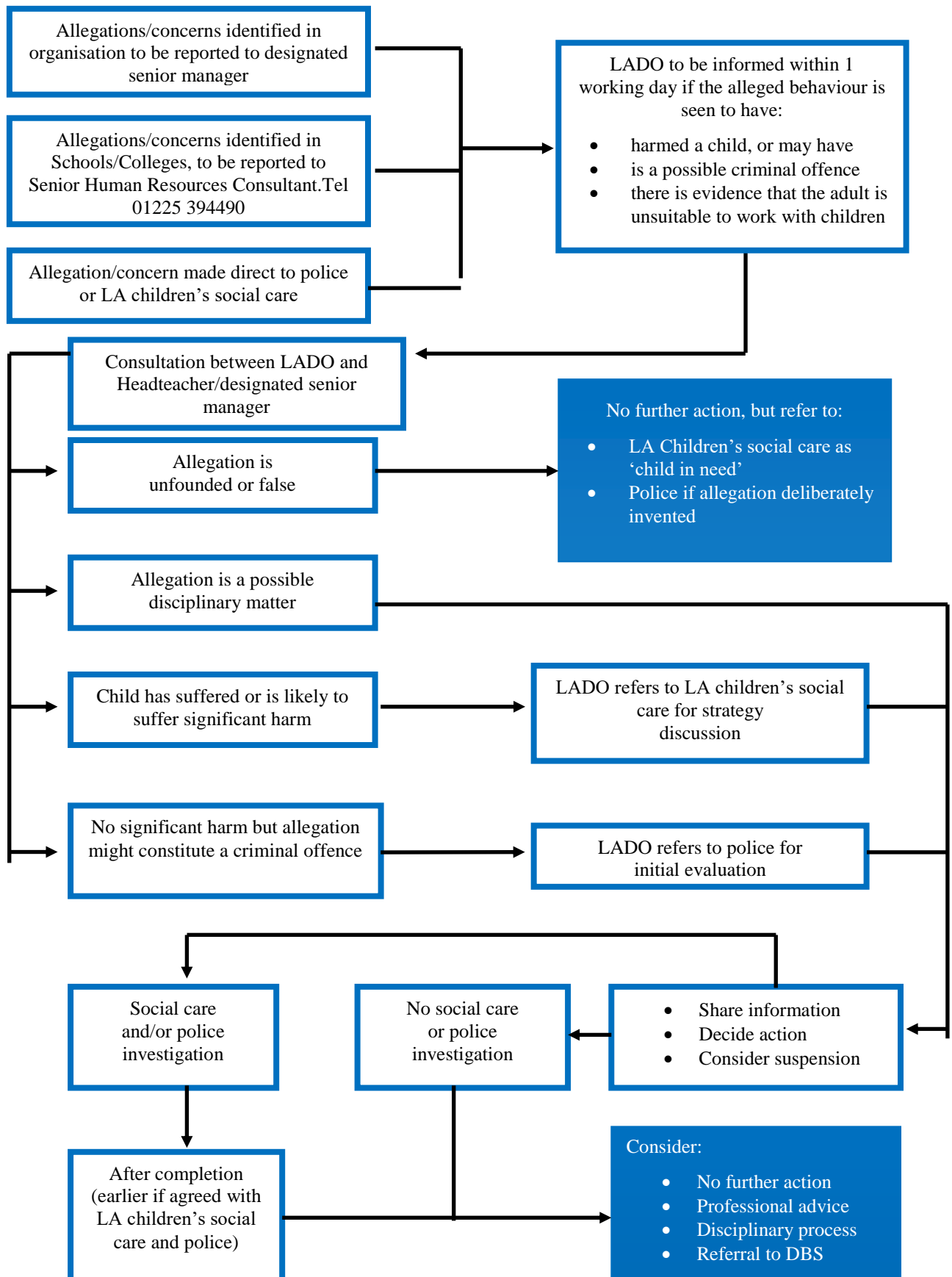
Staff can refer to the School's Whistleblowing policy for further advice. The NSPCC whistleblowing helpline is also available. Staff can call 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Staff who are the subject of an allegation**

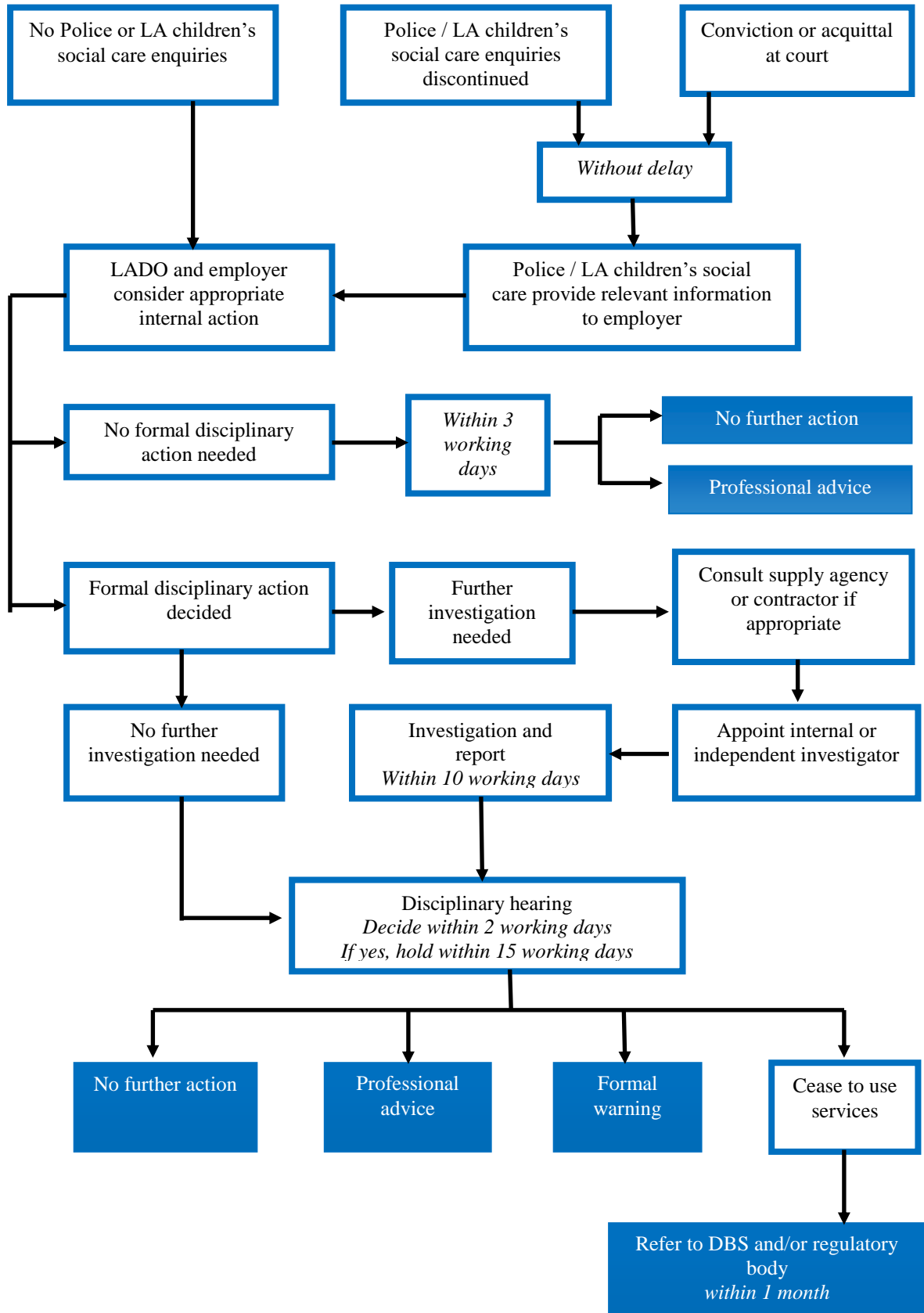
When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some adults do pose a serious risk to children's welfare and safety and we must act on every allegation made. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended as a neutral act where this is deemed to be the best way to ensure that children are protected.

## Allegations / concerns process flowcharts

### Child Protection Process



## Allegations / Concerns Against Staff Disciplinary / Suitability Process



## Appendix 14 Managing Allegations Referral Form

	Referred on	
Name of referring organisation		
Referrer's Name and Contact Details		

Details of Member of Staff/Volunteer against whom the allegation is being made			
Full Name			DoB
Gender	Ethnicity		Disability?
Post Held			Status
Home Address			
Previous concerns?			

Details of Child(ren) involved			
Full Name			DoB
Gender	Ethnicity		Disability?
Home Address			
Parent's Name			
Child in Care?		If Yes, child placed by B&NES or other LA	

Details of Alleged Incident	
Date and Time of incident	
Place of Incident	
Brief circumstances of incident – to include any precipitating factors or injuries	
Names of Potential Witnesses	
Any other agencies informed/involved	
Any other information	

Nature of Allegation			
Category:	Physical	If Physical:	N/A
Was Technology involved?	Yes	If yes what type?:	

Signed by Referrer	
Date	

Please return to: Mark for the attention of Sarah Holmes, Bath & North East Somerset Council, PO Box 25, Riverside, Temple Street, Keynsham, Bristol BS31 1DN or email [Safeguarding.administrationteam@bathnes.qcsx.gov.uk](mailto:Safeguarding.administrationteam@bathnes.qcsx.gov.uk)

## Appendix 15 Child Protection Issues During Building Works

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Where building works are undertaken the Governing Body must assess and seek to control safeguarding risks to students. It is vital that all safeguarding measures employed are proportionate to the risk; are specific to the circumstance that exists and are 'deliverable' in practice.

Construction works on site must be undertaken in compliance with current Health and Safety legislation. Health and Safety issues must be assessed and addressed for all construction works and this works 'hand in hand' with safeguarding of children. The issue of Child Protection and safeguarding must be included in all construction works specifications/instructions alongside all other Health and Safety issues.

The DfE guidance *Safeguarding Children and Safer Recruitment in Education* confirms this principle of partnership between Health and Safety and Child. Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However, the school should ensure that arrangements are in place with contractors, via the contract where possible, to make sure that any of the contractors' staff that come into contact with children undergo appropriate checks.

DBS checks are not required if the contractor does not have access to areas where unsupervised contact with children is possible. DBS checks are required on anyone who is likely, through the normal course of their work, to have unsupervised contact with children. Construction staff would never be expected to be alone with children. Their work will be contained within a specifically demarcated area of the school to which students have no access at any time. They should be expected to sign in on arrival and have clearly visible identification at all times. Where contractors need to work in other areas of a school, this must be agreed in advance with the Headteacher and managed appropriately and reasonably. Casual visitors that need access to the school should sign a visitors' book, wear an identification badge and be accompanied by a member of staff for the duration of their visit. Such visitors might include surveyors, utilities representatives, etc.

In assessing a safeguarding risk to children during building works on a school site the key issues to assessed are:

- Contact between contractors and children, and
- The extent of the contact.

All building contracts and their associated Child Protection risks must be assessed individually. Issues such as location, timing, extent of separation, supervision, numbers of persons on site, past knowledge, school management systems, construction management systems, numbers of students, layout etc. will all impact on the specific risk and the control measures possible to manage the risk. The adequate consideration of the issues and control measures suitable for the specific project requires a Child Protection Risk

All visitors to site will need to comply with the school's Child Protection policies and procedures and the school will need to ensure this information is advised and made available to contractors and consultants alike.

Oldfield School has issued a Code of Conduct for Contractors undertaking work on its premise see below -

### **Child Protection Code of Conduct When Undertaking Construction Works at Schools**

The building contractor named below will comply with this Code of Conduct, will induct all staff working on the site, include the Code in the Construction Phase Health and Safety Plan and/or Method of Work Statements and display it in office and welfare facilities on site.

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## **CODE OF CONDUCT**

The contractor, its staff, sub-contract staff and its visitors to the building site undertake to;

1. Observe this Code at all times.
2. Stay within the confines of the agreed site or work area.
3. Sign-in each day (either in site hut or at school reception as agreed).
4. Obtain consent from the Headteacher if access is required outside the area of work (which may also require a formal review of the Child Protection Risk Assessment).
5. Use only the agreed access routes.
6. Obtain consent from the Headteacher if alternative access routes are required (which may also require a formal review of the Child Protection Risk Assessment).
7. Avoid contact with children.
8. Never come into contact with children without school supervision.
9. If spoken to by a child please be polite but do not enter into lengthy conversation and do not engage children in conversation.
10. Do not engage in any physical contact with a child (it could easily be misinterpreted or misconstrued).
11. Do not use inappropriate language on site.
12. Dress appropriately: no bare chest, no inappropriate imagery or wording on T-shirts, etc.
13. Keep staff informed of where you are and what you are doing.
14. Report any matters out of the ordinary / of concern to the site manager, immediately, (site manager to inform the Headteacher or member of the school leadership team).
15. Do not give your address or telephone number to children.
16. Do not arrange to meet / contact children either inside or outside school.
17. Do not offer to buy or sell items to children.
18. Do not bring alcohol or cigarettes onto the school site.
19. Do not join in/play games with the children.
20. Do not share food and drink with the children.
21. Remember that your actions, no matter how well-intentioned, could be misinterpreted.

Name:.....

Signed:.....

Organisation: .....

Dated: .....

## Appendix 16 Roles and Responsibilities

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### The Designated Safeguarding Lead (DSL)

The DSL must be a member of the senior leadership team and shall coordinate child protection arrangements and this person is named in this policy. They will be available during school hours for staff to discuss safeguarding concerns. If the DSL is absent, a deputy DSL will deputise for the DSL. The school has ensured that the DSL:

- is appropriately trained undertaking multi-agency training every two years. In addition, the DSL is provided with the opportunity to update their knowledge and skills at regular intervals but at least annually. They should undertake Prevent awareness training;
- attend Child Protection Forums meetings hosted by B&NES in order to keep up to date with new policy, emerging issues and safeguarding and child protection procedures;
- acts as a source of support and expertise to the school community;
- has the ultimate lead responsibility for all safeguarding matters. Whilst the activities of the DSL can be delegated to the Deputy DSLs the ultimate responsibility cannot be delegated;
- has an understanding of LSCB procedures;
- liaise with and manage referrals to relevant agencies such as B&NES Children's Services, the LADO, the Channel Panel, the Police and the Disclosure and Barring Service (DBS);
- keeps secure written records confidentially of all concerns when noted and reported by staff or when disclosed by a child, ensuring that such records are stored securely and reported onward in accordance with this policy guidance, but kept separately from the child's general file;
- refers cases of suspected neglect and/or abuse to children's social care or police in accordance with this guidance and local procedure;
- notifies children's social care if a child with a child protection plan is absent for more than two days without explanation;
- ensures that when a child with a child protection plan leaves the school, their information is passed to their new school and the child's social worker is informed;
- attends and/or contributes to child protection conferences and strategy meetings in accordance with local procedure and guidance;
- coordinates the school's contribution to child protection plans;
- develops effective links with relevant statutory and voluntary agencies;
- are alert to the specific needs of children in need, those with special educational needs and young carers. Recognises the additional risks that children with SEND face online and is able to support SEND children to stay safe online. Will liaise with SENCO when considering any safeguarding action for a child with special needs;
- understand and support the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- encourages a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them;
- ensures that all staff sign to indicate that they have read and understood this policy and all others that form a suite of safeguarding policies;
- ensures that the child protection policy is updated annually;
- liaises with the nominated governor and Headteacher as appropriate;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCO on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies;
- liaise with the designated teacher for LAC/Post LAC whenever there are safeguarding concerns relating to a looked after child or previously looked after child;

- provide regular updates received from B&NES Council and LSCB to all staff members and governors on any changes in safeguarding or child protection legislation (updated information will be provided by B&NES at the Child Protection Forum meeting and safeguarding trainers via LSCB bulletins; designated safeguarding leads will be responsible for communicating this information to staff immediately; they may decide to hold workshops or discuss in staff meetings);
- keeps a record of staff attendance at child protection training.

### **Deputy Designated Safeguarding Lead/s**

The **Deputy DSLs** shall be appropriately trained and, in the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of children. In the event of the long-term absence of the DSL, a deputy DSL will assume all of the functions above.

### **Governing Body**

The Governing Body ensures that the school meets its statutory duties. It ensures the school has:

- a nominated governor for child protection and safeguarding with responsibilities defined in the role specification;
- fulfilled its statutory duties with regard to child protection, as detailed in any Safer Recruitment in Education Guidance and Keeping Children Safe in Education 2019;
- a DSL who is a member of the senior leadership team and who has undertaken the approved LSCB training in inter-agency working to undertake the duties and responsibilities set out in this policy. They ensure the individual is given sufficient time and resources to carry out their responsibilities and that another member of staff is appointed to deputise in their absence;
- a safeguarding and child protection policy and procedures in place being known to all members of staff, and up-dated annually and made available to parents through the school website;
- safeguarding policies and procedures covering early help and child protection that are consistent with B&NES Safeguarding Children Board procedures;
- a staff code of conduct policy including policies covering staff/student relationships and communications and staff use of social media;
- a procedure for responding to incidents where children go missing from education, particularly where there are repeated incidents that suggest potential safeguarding risks may be present;
- procedures are in place to work jointly with other agencies in order to ensure students can access help and support from early help services and statutory services and that children's plans are implemented and monitored;
- a designated teacher nominated to promote the educational achievement of looked after and previously looked after children and that this person has received appropriate training for their role;
- staff are confident that they can raise issues with leaders where there are concerns about safeguarding practice and there are robust whistleblowing procedures in place;
- steps are taken to ensure students are given opportunities within the curriculum to learn how to keep themselves safe, including on-line;
- procedures for dealing with allegations of abuse made against members of staff including allegations made against the head teacher. The governing body nominates a member (normally the chair) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the head teacher;
- safer recruitment procedures that include the requirement for appropriate checks in line with national guidance;
- at least 1 member of the governing body has undertaken accredited safer recruitment training;
- staff receive a thorough induction, including safeguarding, as soon as possible after joining and at most within 7 days of their start date. Staff are given copies of all relevant safeguarding and child protection policies including the staff code of conduct policy and are required to read and sign that they have been understood;

- a training strategy that ensures all staff, including the head teacher, receive child protection training, with refresher training at three-yearly intervals. The DSL and Deputy DSLs will receive refresher training at two-yearly intervals. Staff will also receive regular updates (e.g. via email, staff INSET, e-bulletins) as required, but at least annually, from the DSL to ensure they remain up to date with new legislation and current local and national safeguarding issues;
- arrangements to ensure that all temporary staff and volunteers are made aware of the school's arrangements for child protection;
- completed the school safeguarding annual audit, in partnership with the nominated governor for safeguarding. A copy of this report must be sent to the Head of Safeguarding on completion;
- upon completing the annual audit, or through on-going monitoring, and where weaknesses are identified a procedure to address them explicitly within the School Improvement Plan. The governing body will regularly monitor the implementation and impact of the identified actions;
- controls the use of school premises both within and outside of school hours and has a duty to safeguard children and young people using the premises. Where services or activities are provided separately by another body, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection;
- children's wishes and feelings are taken into account when deciding on what action to take or services to provide to protect individual children, and there is a robust system in place for gaining feedback from students;
- The governing body must ensure that all staff read and are familiar with Part One: Safeguarding Information for all staff (see Appendix 1) in Keeping Children Safe in Education 2018. They will also ensure that all staff understand and discharge their responsibilities as set out on Part One of this Guidance.

## **The Headteacher**

- ensures that the safeguarding and child protection policy and procedures are implemented and followed by all staff;
- allocates sufficient time and resources to enable the DSL and deputy DSLs to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary meetings;
- ensures 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 school's whistle blowing procedures;
- ensures that child's safety and welfare is addressed through the curriculum including details how children are educated to be safe and to recognise and stay safe from abuse;
- staff are inducted thoroughly and have read all the school/colleges' safeguarding and child protection policies, behaviour policies and the B&NES children missing from education policy so that they are fully aware of their role in safeguarding children and are able to fully implement policies;
- all staff are able to identify those children who need extra help and can make appropriate referrals to early help services;
- all staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and can make appropriate referrals to B&NES Children's Services;
- staff are able to work in partnership with other agencies to safeguard children, including providing early help support, contributing to assessments and the implementation of the child's plan, attending network meetings and case conferences, monitoring children's progress and liaising with social workers;
- safer recruitment practice is followed when recruiting to posts and appropriate action is taken whenever an allegation is made against a member of staff;
- offers a safe environment for staff and pupils to learn, and for children who may have concerns to report them;
- safeguarding issues are brought to the attention of the governing body.

## Appendix 17 Supplementary Information and Support

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Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, information for schools and colleges can be found on the TES, MindEd and the NSPCC websites.

School and college staff can access government guidance as required on the issues listed below via GOV.UK and other government websites. In addition, Annex A of Keeping Children Safe in Education 2019 contains additional information about specific forms of abuse and safeguarding issues.

- children and the court system
- children missing education
- children with family members in prison
- child sexual exploitation (CSE)
- child criminal exploitation : county lines
- domestic abuse
- homelessness
- 'honour-based' violence (including Female Genital Mutilation, Forced Marriage)
- preventing radicalisation
- peer on peer abuse
- sexual violence and sexual harassment between children in schools and colleges
- upskirting
- response to a report of sexual violence or sexual harassment
- additional advice and support

## Key Websites

### Government Guidance

Working together to safeguard children (*DfE 2018*)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/729914/Working\\_Together\\_to\\_Safeguard\\_Children-2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

What to do if you're worried a child is being abused (*DfE2015*)

[What to do if you're worried a child is being abused - Publications - GOV.UK](#)

The South West Safeguarding Children Board child protection procedures

<https://www.proceduresonline.com/swcpp>

Keeping children safe in education (*DFE 2019*)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828189/Keeping\\_children\\_safe\\_in\\_education\\_part\\_one.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828189/Keeping_children_safe_in_education_part_one.pdf)

### Whistleblowing

The NSPCC whistleblowing helpline [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>  
<https://www.gov.uk/whistleblowing>

### For Students

Childline <https://www.childline.org.uk>

### **Other relevant information**

Alternative provision

<https://www.gov.uk/government/publications/alternative-provision>

Attendance

<https://www.gov.uk/government/publications/parental-responsibility-measures-for-behaviour-and-attendance>

[http://www.proceduresonline.com/swcpp/B&NES/p\\_ch\\_missing\\_educ.html](http://www.proceduresonline.com/swcpp/B&NES/p_ch_missing_educ.html)

[http://www.proceduresonline.com/swcpp/B&NES/p\\_ch\\_miss\\_care\\_home\\_ed.html](http://www.proceduresonline.com/swcpp/B&NES/p_ch_miss_care_home_ed.html)

Behaviour and discipline

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies>

Bullying (including cyberbullying)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/288444/preventing\\_and\\_tackling\\_bullying\\_march14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288444/preventing_and_tackling_bullying_march14.pdf)

[www.childnet.com/cyberbullying-guidance](http://www.childnet.com/cyberbullying-guidance)

Children at risk of sexual exploitation

[http://www.proceduresonline.com/swcpp/B&NES/p\\_ch\\_sexual\\_exploit.html](http://www.proceduresonline.com/swcpp/B&NES/p_ch_sexual_exploit.html)

Further information and help can be obtained from; Androulla (Andri) Nicolaou Prevention Officer and

Coordinator, [CSEPrevention@avonandsomerset.police.uk](mailto:CSEPrevention@avonandsomerset.police.uk)

Children missing from school

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/268987/cme\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/268987/cme_guidance.pdf)

[http://www.proceduresonline.com/swcpp/B&NES/p\\_ch\\_miss\\_care\\_home\\_ed.html](http://www.proceduresonline.com/swcpp/B&NES/p_ch_miss_care_home_ed.html)

Children going to court

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Drugs/substance misuse

[Drugs: advice for schools - Publications - GOV.UK](#)

<https://www.gov.uk/government/publications/drug-strategy-2017>

<https://www.talktofrank.com/>

Domestic Abuse

<https://www.gov.uk/guidance/domestic-abuse-how-to-get-help>

Fabricated or induced illness

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/277314/Safeguarding\\_Children\\_in\\_whom\\_illness\\_is\\_fabricated\\_or\\_induced.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf)

Faith abuse

<https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief>

FGM

[Multi-agency statutory guidance on female genital mutilation - Publications - GOV.UK](#)

[http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Children-and-Young-People/ChildProtection/lscb.lsab\\_fgm\\_guidance.pdf](http://www.bathnes.gov.uk/sites/default/files/sitedocuments/Children-and-Young-People/ChildProtection/lscb.lsab_fgm_guidance.pdf)

Forced Marriage Unit  
Contact: 020 7008 0151 [fmu@fco.gov.uk](mailto:fmu@fco.gov.uk)

Gang activity or serious youth violence  
[Safeguarding children and young people who may be affected by gang activity - Publications - Inside Government - GOV.UK](#)

Homelessness  
<https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities>

Modern slavery and trafficked children  
[http://www.proceduresonline.com/swcpp/B&NES/p\\_modern\\_slavery.html](http://www.proceduresonline.com/swcpp/B&NES/p_modern_slavery.html)

Online Safety  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
[www.saferinternet.org.uk](http://www.saferinternet.org.uk)  
[www.internetmatters.org](http://www.internetmatters.org)  
[www.pshe-association.org.uk](http://www.pshe-association.org.uk)  
[www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)  
[www.childline.org.uk/explore/online-safety/pages/sexting.aspx](http://www.childline.org.uk/explore/online-safety/pages/sexting.aspx)

Prevent Duty  
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/380595/SMSC\\_Guidance\\_Maintained\\_Schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417943/Prevent\\_Duty\\_Guidance\\_England\\_Wales.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417943/Prevent_Duty_Guidance_England_Wales.pdf)  
[https://www.proceduresonline.com/swcpp/B&NES/p\\_ch\\_from\\_abroad.html](https://www.proceduresonline.com/swcpp/B&NES/p_ch_from_abroad.html)

Self Harm  
Young Minds [www.youngminds.org](http://www.youngminds.org)  
National self-harm Network [www.nshn.co.uk](http://www.nshn.co.uk)

Sexual violence and sexual harassment between pupils  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/719902/Sexual\\_violence\\_and\\_sexual\\_harassment\\_between\\_children\\_in\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719902/Sexual_violence_and_sexual_harassment_between_children_in_schools_and_colleges.pdf)

Trafficking [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/177033/DFE-00084-2011.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf)

## Appendix 18 : Host families - Homestay during Exchange Visits

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Occasionally we make arrangements for foreign exchange visits. These visits can enrich the languages curriculum and provide exciting opportunities for our students' to develop their confidence and expertise in the use of other languages.

However, we also have a responsibility for the safety and welfare of children during any exchange visit they arrange and for considering how best to minimise risk of harm to those children involved. This would include when we organise for the care and accommodation of a child with a host family (known as homestays) as part of the exchange.

When arranging a homestay, we consider the suitability of the adults in the respective families who will be responsible for the visiting child during the stay. Where we arrange for a visiting child to be provided with care and accommodation in the UK (including if we engage a company to make those arrangements) in the home of a family to which the child is not related the responsible adults will be engaging in regulated activity for the period of the stay.

Whilst we recognise there is no legal duty to do so we undertake the following;

- checks against the barred list status of an adult who will provide homestay (in the circumstances described above),
- obtain a DBS enhanced certificate with barred list information. This check will not only establish whether the adults are barred from engaging in regulated activity relating to children, but will also allow us to consider whether any criminal record information shown on the certificate would indicate the adult was an unsuitable host for a child.
- We may choose to also obtain a DBS enhanced certificate in respect of anyone aged 16 or over in the household where the child will be staying.

**NOTE :** Where the child's parent(s) or a student themselves arranges their own homestay, this would be a private arrangement therefore the school would not be the regulated activity provider.

### **Homestay – suitability of adults in host families abroad**

It is not possible for us to obtain criminality information from the DBS about adults who provide homestays abroad. We liaise with partner schools abroad, to establish a shared understanding of the arrangements in place both before and during the visit. We also satisfy ourselves that these are appropriate and sufficient to safeguard effectively every child who will take part in the exchange.

### **Extended homestays lasting longer than 28 days.**

Where a period of UK homestay lasts 28 days or more, for a child aged under 16 years of age (under 18 years of age if the child has disabilities), this may amount to private fostering under the Children Act 1989. In these cases, we notify the local authority of the arrangements.

## Appendix 19 – Confidentiality and Information Sharing

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- All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence. All information obtained by school/college staff about a student will be kept confidential and will only be shared with other professionals and agencies with the family's consent.
- If the child is under 12, consent to share information about them must be obtained from their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and 17 are able to give their own consent if they are thought to have the capacity to do so under the Mental Capacity Act 2005; otherwise consent should be sought from parents.
- Where a child is at risk of suffering significant harm, schools and colleges have a legal duty to share this information with Children's Services and make appropriate referrals. Equally, where a child protection investigation is taking place, schools and colleges must share any information about the child requested by B&NES Children's Services.
- Parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this. Before taking this step, we consider the proportionality of disclosure against non-disclosure.
- Parental consent to referral can be dispensed with if seeking consent is likely to cause further harm to the child, interfere with a criminal investigation or cause undue delay in taking action to protect the child. However, we discuss this with the Duty and Assessment team on a "no names" basis to gain advice on whether this course of action should be taken.
- Only relevant information is disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of the school/college's duty to share information.
- Staff should discuss any concerns or difficulties around confidentiality or information sharing with the designated safeguarding lead or seek advice from B&NES Children's Services.
- Child protection information will be stored and handled in line with Data Protection Act 1998 principles and General Data Protection Regulation May 2018.

- Record of concern forms and other written information will be stored in a locked facility and any electronic information shared with agencies outside of school will be password protected with the passwords sent via a separate media and only made available to relevant individuals.
- Every effort will be made to prevent unauthorised access and sensitive information will not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen.
- Child protection information will be stored separately from the child's school file and the school file will be 'tagged' to indicate that separate information is held.
- Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a child or parent to see child protection records, they should refer the request to the Head teacher.
- The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child from harm.

## Appendix 20 Music Tuition

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It is recognised that music tutors are vulnerable to allegations being made against them because they often work with children alone and the activity can involve some physical contact with a child.

Music tutors are made aware of the possibility of their conduct and behaviour, including physical contact, being misinterpreted by a child or taken out of context by other adults and;

- ensure they behave in an appropriate manner and maintain professional boundaries at all times;
- only use physical contact as necessary within the context of the activity, for example as a means of demonstrating technique, and only for as long as needed;
- make sure any physical contact cannot be misinterpreted by a child by explaining in advance what contact will be involved and why;
- ask the child's permission first and respect their wishes;
- not to share musical instruments in particular woodwind or brass on grounds of health & safety;
- report any incidents or issues that arise to the head of department or in their absence the Leader of Learning for Creatives and make sure a record is taken;
- strongly suggest that all tutors keep a written record of every lesson.

The school undertakes a risk assessment around providing music tuition. This includes:

- reviewing the learning environment for music tuition;
- passing on any relevant information about children that may have a bearing on how they could react to physical contact so the tutor can adapt their practice accordingly;
- sharing information with tutors regarding any needs the student might have which will affect their learning;
- let parents know when they arrange tuition what level of physical contact may take place as part of the activity;
- record any reported incidents or issues and deal with these within the framework of the school's own policies;
- make sure music tutors are aware of the school's safeguarding and staff conduct policies prior to starting.

All Peripatetic teachers sign a service level agreement when joining the school. This agreement outlines the expectations and responsibilities of them and the school which are in line with this Safeguarding and Child Protection policy.