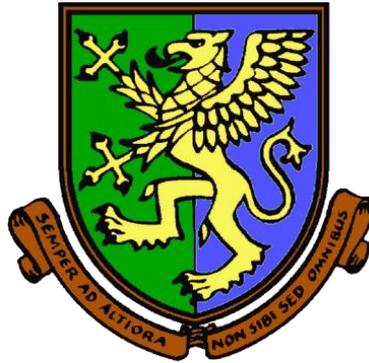


# COWLEY INTERNATIONAL COLLEGE



## SAFEGUARDING POLICY

Incorporating Child Protection Procedures

Status	<b>STATUTORY</b>
Responsible Governors' Committee	Pupil Behaviour and Well-being (full Governing Body approval required)
Responsible Person	Student Support Manager & Safeguarding Lead
Review Date	Spring 2021
Ratified Date	Spring 2020

**Named personnel with designated responsibility for Child Protection**

Academic year	Designated Senior Lead	Deputy Designated Senior Lead	Nominated Governor	Chair of Governors
2019-20	P Livesey Student Support Manager & Designated Safeguarding Lead	C Dickinson (Head of Upper School)  P Leadbeater (Head of Lower School)  D Faulkner (Director of Post 16)	Margaret Bellis	Margaret Bellis

**Policy Review dates**

Review Date	Changes made	By whom	Date Shared with staff
Spring Term 2019	General policy updates	PAL	March 2019
	DSL and Deputy training updated	PAL	
	General updates	PAL	
Spring 2020	General updates including change from LSCB to SCP  Training updated	PAL	

## Dates of Staff Training and details of course title and training provider

Whole School	Designated Senior Lead	Deputy Designated Senior Lead
Autumn Term – HAYS Online ‘Safeguarding Children and Child Protection’ – refreshed every year in October	January 2014 – NSPCC ‘Advanced Safeguarding’  January 2016 – St Helens SCP Operation Encompass briefing	<u>C Dickinson</u> February 2014 – St Helens SCP ‘Safeguarding Children Foundation’ December 2014 – Working Together to Safeguard Children October 2017 – Designated Safeguarding Lead refresher - <b>DUE</b>
April-September 2016 Prevent training	December 2018 – St Helens Council Designated Senior Lead in Schools update  October 2016 Identifying Sexual Abuse  September 2018 Working Together to Safeguard Children St Helens Council 2 days	<u>P Leadbeater</u> February 2015 – St Helens SCP ‘Safeguarding Children Foundation’ March 2015 – Working Together to Safeguard Children May 2017 – Designated Safeguarding Lead refresher - <b>DUE</b> September 2018 Working Together to Safeguard Children St Helens Council 2 days  <u>D Faulkner</u> December 2018 – St Helens Council Designated Senior Lead in Schools update

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## 1 Policy Statement and Principals

This policy is one of a series in the school's integrated safeguarding portfolios and approach.

- Staff Code of Conduct
- Staff Social Media and Personal Communications Policy
- Safer Recruitment and Selection
- Confidential Reporting (whistle blowing)
- Attendance Policy and Procedures including missing from education
- Allegations against staff as per Keeping Children Safe in Education, September 2019
- Anti-bullying including logs and analysis
- Student Behaviour
- Online Safety
- IT acceptable use
- Use of reasonable force/appropriate physical contact
- Intimate care
- Supporting Pupils with Medical Condition Policy and Procedures
- Complaints
- Disciplinary rules and procedures
- Grievance procedures
- Risk assessments for educational visits
- Risk assessments
- SEND
- Single Central Record
- Health and Safety advice for schools Health and Safety Policy
- Preventing Extremism and Radicalisation
- Drug Procedures
- Working Together to Safeguard Children July 2018

### **Our core safeguarding principles are:**

- the school's responsibility to safeguard and promote the welfare of children is of paramount importance
- safer children make more successful learners
- representatives of the school community 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 interim review.
- all policies are reviewed tri-annually unless an incident or new legislation or guidance suggest the need for an interim review.
- the school will work with other agencies and share information appropriately to ensure the safety and wellbeing of our students.

### **Child protection statement**

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and

follow our procedures to ensure children receive early help and effective support, protection and justice.

### **Policy principles**

- Welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to identify children who may benefit from early help and to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- There is a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.
- Pupils and staff involved in child protection issues will receive appropriate support

### **Policy aims**

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities.
- To provide parents and carers with the necessary information to enable them to have confidence in school's policies and procedures.
- To provide parents and carers with the necessary information to enable them to know what to do if they have a safeguarding or child protection concern and who is responsible in school.
- To ensure consistent good practice.
- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners.
- To contribute to the school's safeguarding portfolio.

The procedures contained in this policy apply to all staff and governors and are consistent with those of the St Helens 'Safeguarding Children Partnership'.

Research suggests that between 6-19% of school aged children will suffer severe maltreatment, and disabled children are three times more likely to be abused. Due to their day-to-day contact with pupils, school staff are uniquely placed to observe changes in children's behaviour and the outward signs of abuse. Children may also turn to a trusted adult in school when they are in distress or at risk. It is vital that school staff are alert to the signs of abuse, both inside and outside the school and understand the procedures for reporting their concerns. The school will act on identified concerns and provide early help, or support others to do so, to prevent concerns from escalating.

### Terminology

**School** Cowley International College

**Child/Children** include everyone under the age of 18.

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the

provision of safe and effective care and taking action to enable all children to have the best outcomes. It can also include issues such as health and safety, use of reasonable force, meeting the needs of pupils with medical conditions, providing first aid, educational visits, intimate care and emotional well-being, online safety and associated issues and security – taking into account local context.

**Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

**Early Help** providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. It is about providing support quickly whenever difficulties emerge to reduce the impact of problems.

**EHAT** Early Help Assessment Tool designed to aid a multi-agency approach to supporting children and their families.

**Staff** refers to all those working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

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

**LADO (or LDO)** – a post in the local authority, to coordinate and manage allegations against / involving staff.

**SCP** – Safeguarding Children Partnership, formerly Local Safeguarding and Childrens Board (LSCB) comprising of 3 key partners, the Police, the Local Authority and the Clinical Commissioning Group.

**DSL** - Designated Safeguarding Lead.

## **2 Safeguarding Legislation and Guidance**

### **Education Act 2002 & 2011**

Section 175 of the Education Act 2002 requires local education authorities and the governors of maintained schools and further education (FE) colleges to make arrangements to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children.

### **Counter Terrorism and Security Act 2019**

Section 26 Applies to schools and other providers;  
To have due regard to the need to prevent people being drawn into terrorism.

### **Statutory Guidance**

**Working Together to Safeguarding Children (2018)** covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of Children. It also provides the framework for Local Safeguarding Children Boards (SCP's) to monitor the effectiveness of local services, including safeguarding arrangements in schools.  
[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)

**Keeping Children Safe in Education (2019)** is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards ) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies, pupil referral units and maintained nursery schools. College means further education and sixth form colleges under the further and higher education act 1992 and relates to under 18's, but excludes 16-19 academies and free schools.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/741314/Keeping\\_Children\\_Safe\\_in\\_Education\\_3\\_September\\_2018\\_14.09.18.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf)

**All staff should read Part One of this guidance. All staff receive a copy of this document on induction and updates are emailed as published. Staff can also find a copy on the Staffroom Safeguarding Noticeboard.**

### **Prevent Duty Guidance – England and Wales**

Covers the duty of schools and other providers in section 29 Counter Terrorism and Security Act 2019, to have due regard to the need to prevent people being drawn into terrorism.  
<https://www.gov.uk/government/publications/prevent-duty-guidance>  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

### **Teaching Standards**

The Teacher Standards 2011 (updated July 2013) state that teachers, including head teachers should safeguarding children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

### **3. Roles and Responsibilities**

All staff have a responsibility for Safeguarding no matter what their role. These are outlined clearly in Part One of Keeping Children Safe in Education 2019. All staff should be instructed to read Part 1.

**The school ensures there is a member of the senior leadership team in the DSL role and that appropriate cover is provided if they are unavailable.** This person will have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. They will ultimately have lead responsibility, which will not be delegated, however deputy leads will be trained to the same level.

#### **DSL responsibilities:**

##### **Manage referrals**

The designated safeguarding lead will:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child in liaison with the Principal to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required.

##### **Work with others**

- Liaise with the Principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required, liaise with the "case manager" (as per part 4 of Keeping Children Safe in Education) and the LADO at the local authority for child protection concerns (all cases which concern a staff member); and liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for staff.
- Receive and act upon concerns raised by parents. Act as a source of support, advice and expertise for parents.

## **Undertake training**

The designated safeguarding lead (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead will undertake Prevent awareness training. In addition to the formal training set out above, their knowledge and skills will be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, children who are looked after, those with special educational needs and young carers;
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage 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.

## **Raise Awareness**

- The designated safeguarding lead will ensure the school's child protection policies are known, understood and used appropriately.
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this.

- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this; and
- Link with the local SCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

### **Child protection file**

- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

### **Availability**

- During term time the designated safeguarding lead (or a deputy) will always be available (during school or college hours) for staff or parents to discuss any safeguarding concerns.

**The Deputy DSLs** are appropriately trained and, in the absence of the designated lead, carries out those functions necessary to ensure the ongoing safety and protection of pupils. However, the senior DSL holds lead responsibility.

**The Governing Body** ensures that the school:

- Creates a culture where the welfare of students is paramount and staff feel confident to challenge over any concerns.
- Complies with their duties under legislation - including the Prevent Duty 2015.
- Contributes to interagency working and plans.
- Takes into account SCP procedures.
- Has a nominated governor (the Chair) who liaises with the LADO in the event of an allegation being made against the Principal.
- Has an effective safeguarding policy (updated annually and on the website) as well as staff Code of Conduct and Staff Social Media and Mobile Communication Policy and these are provided to and followed by all staff in a timely manner.
- Has an appropriate response to children who go missing from education and inform and report to the Local Authority when required.
- Appoints a DSL who is a member of the senior leadership team, trained every 2 years, and that the responsibilities are explicit in the role holder's job description. The DSL is given time, funding and training to support this. There is always cover for this role.
- Has considered how children are taught about safeguarding – PSHE/SRE.
- Has evidence of the child voice and that there are systems in place for feedback and pupils' views.
- Appoints a designated Looked After Children LAC teacher and ensures appropriate training. Ensure staff have awareness of this group and their needs including contact arrangements.
- Have procedures for dealing with allegations of abuse made against members of staff including allegations made against the Principal and allegations against

other children (peer to peer). Procedures are in place for referral to the Disclosure and Barring Service.

- Has safer recruitment procedures that include statutory checks on staff suitability to work with children and ensures recording of this. Ensures volunteers are appropriately supervised. Ensures at least one person on appointment panel is safer recruitment trained.
- Develops a training strategy that ensures all staff receive information about the school's safeguarding arrangements on induction and appropriate child protection training, which is regularly updated in line with any requirements of the SCP.
- Ensure appropriate online filter and monitoring systems are in place and ensure online safety is included in lessons.

### **The Principal:**

- Ensures that the child protection policy and code of conduct are implemented and followed by all staff.
- Allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputy to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings.
- Ensures that all staff and parents feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures.
- Ensures that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online.
- Liaises with the LADO where an allegation is made against a member of staff.
- Ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.

## 4. Good Practice Guidelines and Staff Code of Conduct

To meet and maintain our responsibilities towards pupils we need to agree standards of good practice which form a code of conduct for all staff. Good practice includes:

- Treating all pupils with respect.
- Being alert to changes in pupils' behaviour and to signs of abuse and neglect.
- Recognising that challenging behaviour may be an indicator of abuse.
- Setting a good example by conducting ourselves appropriately, including online.
- Involving pupils in decisions that affect them.
- Encouraging positive, respectful and safe behaviour among pupils including challenging inappropriate or discriminatory language or behaviour.
- Avoiding behaviour or language which could be seen as favouring pupils.
- Avoiding any behaviour which could lead to suspicions of anything other than a professional relationship with pupils.
- Reading and understanding the school's child protection policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, and appropriate IT/social media use.
- Asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid.
- Maintaining appropriate standards of conversation and interaction with and between pupils. Avoiding the use of sexualised or derogatory language, even in joke.
- Being clear on professional boundaries and conduct with other staff when pupils present.
- Being aware that the personal, family circumstances and lifestyles of some pupils lead to an increased risk of abuse.
- Applying the use of reasonable force only as a last resort and in compliance with school procedures.
- Dealing with student infatuations in an open and transparent way e.g. informing the correct managers and managing the situation in a way which is sensitive to the feelings of the student.
- Referring all concerns about a pupil's safety and welfare to the DSL, or, if necessary directly to police or children's social care.
- Following the school's rules with regard to communication with pupils and use of social media and online networking.
- Avoiding unnecessary time alone with pupils and risk manage any time alone or 1:1 working.
- Avoiding sharing excessive personal information with pupils.

Safer Working Practices in Education guidance 2018 with updates July 2019

## **5. Abuse of Position of Trust**

All school staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should 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 pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

## 6. Children Who May Be Particularly Vulnerable

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions, and child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

Some groups such as SEND can be disproportionately impacted by bullying/communication barriers/dismissal of signs and indicators as relating to the disability without further exploration.

To ensure that all of our pupils receive equal protection, we will give special consideration to children who are:

- missing education/missing from education;
- disabled or have special educational needs;
- Young Carers;
- Looked After Children;
- privately fostered children;
- affected by domestic abuse;
- affected by substance misuse/drug use;
- affected by mental health issues including self-harm and eating disorders;
- affected by poor parenting;
- at risk of Fabricated or Induced Illness;
- at risk of gang and youth violence;
- asylum seekers;
- living away from home;
- vulnerable to being bullied, or engaging in bullying including cyber, homophobic, racist etc;
- live transient lifestyles;
- LGBT (lesbian gay bisexual transgender);
- missing from home or care;
- living in chaotic and unsupportive home situations;
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality;
- vulnerable to extremism or radicalisation;
- vulnerable to faith abuse;
- involved directly or indirectly in child sexual exploitation CSE or trafficking;
- do not have English as a first language;
- at risk of Honour Based Violence (HBV) including; female genital mutilation (FGM) and forced marriage.

This list provides examples of additional vulnerable groups and is not exhaustive.

## 7. Some Current Issues

There are many issues of concern affecting children today and not all can be listed here. The issues are often complex and overlap, e.g. example drug use/alcohol misuse/truancy. Drugs advice <https://www.gov.uk/government/publications/drugs-advice-for-schools>.

We will have a consistent approach of following our procedures and consulting with other agencies if there are any concerns with any of our pupils.

**Online safety is exceptionally important and will continue to receive a high priority as an issue, as it is often how issues are facilitated CSE, radicalisation, bullying etc. Appropriate filters and monitoring are in place, as well as education of staff and pupils. See later section.**

**Peer on Peer Abuse** – sexting/cyberbullying/sexual assaults

Peer on peer abuse will always be taken seriously and acted upon, under the appropriate policy e.g. safeguarding, bullying, not dismissed as ‘banter’ or ‘part of growing up’. These issues will be part of PSHE lessons and discussions. Victims will be supported through the school’s pastoral system. Any hate crime/incident will be reported through local reporting mechanisms.

### **Sexting**

School will follow the updated guidance;

<http://swgfl.org.uk/magazine/Managing-Sexting-Incidents/Sexting-Advice.aspx>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)

### **Bullying**

Bullying is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child’s wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying, including cyber-bullying and prejudice-based bullying will be recorded and reported and will be managed through our behaviour and anti-bullying procedures. All pupils and parents can access a copy of the policy and procedures on the website (see link in paragraph 1). The subject of bullying is addressed at regular intervals in PSHE education, assemblies and citizenship. If the bullying is particularly serious, or the tackling bullying procedures are deemed to be ineffective, the Principal and the DSL will consider implementing child protection procedures.

Bullying incidents including discriminatory and prejudicial behaviour e.g. racist, disability and homophobic bullying and use of derogatory language will be recorded and analysed.

There will be occasions when a pupil's behaviour warrants a response under child protection rather than anti-bullying procedures.

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

### **Children with sexually harmful behaviour**

Research suggests that up to 40 per cent of child sexual abuse is committed by someone under the age of 18.

The management of children and young people with sexually harmful behaviour is complex and the school will work with other agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff who become concerned about a pupil's sexual behaviour should speak to the DSL as soon as possible.

### **Missing Children**

A child going missing from education, which includes within the school day, is a potential indicator of abuse and neglect, including sexual exploitation. Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

All pupils will be placed on admission and attendance registers as required by law.

We will inform the local authority of any child removed from our admission register. We will inform the local authority of any pupil who fails to attend for a continuous period in line with Local Authority procedures.

### **Child Sexual Exploitation CSE**

This involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime. The police can be contacted for extra support and information (MASH - details in contact details).

### **Domestic Abuse**

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate

partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- psychological
- physical
- sexual
- financial
- emotional

The school is a partner in the Local Authority/Merseyside Police initiative, Operation Encompass.

#### **Local details:**

<http://www.operationencompass.org/>

#### **Honour Based Violence HBV – e.g. FGM/Forced Marriage**

##### **Female Genital Mutilation FGM**

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. Staff will be aware of the signs and indicators of this and their legal duty to report **known** cases to the police.

Multi agency guidelines:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/746560/6-1914-HO-Multi\\_Agency\\_Statutory\\_Guidance\\_on\\_FGM\\_-\\_MASTER\\_V7\\_-\\_FINAL\\_-\\_Amended081018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/746560/6-1914-HO-Multi_Agency_Statutory_Guidance_on_FGM_-_MASTER_V7_-_FINAL_-_Amended081018.pdf)

##### **Forced Marriage**

Forced marriage is illegal and a form of child abuse. A marriage entered into without the full and free consent of one or both parties, where violence or coercion is used.

Multi agency guidelines:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322307/HMG\\_MULTI\\_AGENCY\\_PRACTICE\\_GUIDELINES\\_v1\\_180614\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)

##### **Preventing Radicalisation**

This is part of our wider safeguarding duty. We will intervene where possible to prevent vulnerable children being radicalised. The internet has become a major factor in radicalisation and recruitment.

As with all other forms of abuse, staff should be confident in identifying pupils at risk and act proportionately.

We will work with other partners including the Channel Panel.

The DSL is appropriately trained and be able to offer advice, support and information to other staff.

We will ensure safe internet filters are in place and ensure our pupils are educated in online safety.

Prevent duty – link in legislation section.

<http://educateagainsthate.com/>

### **Private Fostering**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (\*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)

### **Dealing with issues relating to parental responsibility**

The school will always take legal advice in matters relating to parental responsibility.

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility>

## **8. Helping Children to Keep Themselves Safe**

Children are taught to understand relationships, promote British values and respond to and calculate risk through our personal, social, health and economic (PSHE) Sex and Relationships (SRE) education lessons and in all aspects of school life.

Our approach is designed to help children to think about risks they may encounter and have help to work out how those risks might be overcome and the support available to them. Discussions about relationships and risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about e-safety, including sexting and tackling bullying procedures including the legalities and consequences.

The school continually promotes an ethos of respect for children and the emotional health and wellbeing of our students is important to us. Pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

However, all our pupils are aware that if they disclose that they are being harmed or that they have, or intend, to harm another that this cannot be kept secret and that information will need to be shared.

## **9. Support for those involved in a child protection issue**

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support pupils, their families, and staff by:

- taking all suspicions and disclosures seriously;
- nominating a link person, the Designated Safeguarding Lead who will keep all parties informed and be the central point of contact;
- where a member of staff is the subject of an allegation made by a pupil, separate link people will be nominated to avoid any conflict of interest;
- responding sympathetically to any request from pupils or staff for time out to deal with distress or anxiety;
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- maintaining and storing records securely;
- offering details of helplines, counselling or other avenues of external support;
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures;
- cooperating fully with relevant statutory agencies.

## **10. Complaints Procedure**

Our complaints procedure will be followed where a pupil or parent raises a concern about poor practice towards a pupil that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a pupil, belittling a pupil or discriminating against them in some way. Complaints are managed by senior staff, the Principal and governors.

Complaints from staff are **dealt with under the school's Grievance procedures.**

## **11. If staff or parents/carers have concerns about a colleague/member of staff or safeguarding practice**

Staff or parents/carers who are concerned about the conduct of a colleague/member of staff or safeguarding practice within the school are undoubtedly placed in a very difficult situation.

All staff, parents and carers must remember that the welfare of the child is paramount and should feel able to report all concerns about a colleague/member of staff or the safeguarding practice within the school. The school's Confidential Reporting Policy can be found on the staff common drive and this outlines the procedure for staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.

**All concerns of poor practice or possible child abuse by colleagues should be reported to the Principal. Complaints about the Principal should be reported to the Chair of Governors.**

Staff may also report their concerns directly to the Designated Safeguarding Lead or the police if they believe direct reporting is necessary to secure action or to the NSPCC whistleblowing helpline <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line>.

## 12. Allegations against staff

When an allegation is made against a member of staff, set procedures must be followed. It is important to have a culture of openness and transparency and a consultation with the LADO will happen if staff have:

- **behaved in a way which has harmed, or may have harmed a child;**
- **possibly committed a criminal offence against or related to a child or**
- **behaved towards a child or children in a way that indicates they would pose a risk of harm to children.**

Allegations against staff should be reported to the Principal. Allegations against the Principal should be reported to the Chair of Governors. Staff may also report their concerns directly to Police or LADO Officer or NSPCC Whistle blowing helpline if they believe direct reporting is necessary to secure action.

It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen. We recognise that a child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. However, if a child is found to continually make false allegations this may be a sign of mental health issues and a referral to services such as CAMHs (Child and Adolescent Mental Health) may be required.

An uncomfortable fact is that some professionals do pose a serious risk to pupils and we must act on every allegation. However, 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 the default option and alternatives to suspension will always be considered. In some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected. Staff will be advised to contact their trade union and will also be given access to a named representative.

The full procedures for dealing with allegations against staff can be found in *Keeping Children Safe in Education*.

**Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites. We will communicate this to all parties.**

### **13. Staff Training and Induction**

It is important that all staff have regular training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. All staff will be regularly trained in Safeguarding and given at least annual updates in the form of email/newsletter/staff meetings.

The DSL will receive training updated at least every two years, including training in inter-agency procedures. They will be supported and encouraged to attend additional training to keep up to date, including forums and multi-agency training offered by SCP.

Governors will receive strategic governor safeguarding training.

All training will be recorded and monitored to flag in advance when updates are required.

The booklet 'What to do if you're worried a child is being abused' 2015 and Part One of Keeping Children Safe in Education 2019 are available on the Safeguarding noticeboard in the staffroom or from this link

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf).

New staff and governors will receive an induction in safeguarding which includes the school's child protection policy, details for the DSL, reporting and recording arrangements specific to the school, dates of their last training, the staff code of conduct and the whistleblowing policy. All staff including temporary staff will sign to say they have received this and understood.

## **14. Safer recruitment**

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education (2016) together with SCP and the school's individual procedures.

Recruitment, selection and pre-employment vetting is carried out in accordance with Keeping Children Safe in Education, including:

- verifying identity;
- Enhanced DBS (disclosure and barring service) check for those in regulated activity;
- prohibition from teaching check – teacher services system – for all teaching posts/EEA restrictions;
- verification on mental and physical fitness;
- right to work in UK;
- Professional qualifications.

Governors of our school will have an Enhanced DBS check.

References will be sought before interview so any concerns can be explored.

For staff in child care provision or directly managing these appropriate checks will also be carried out in accordance with Disqualification under the Childcare Act 2006 (updates September 2018) statutory guidance.

At least one member of each recruitment panel will have undertaken safer recruitment training.

The Single Central Record is maintained in accordance with Keeping Children Safe in Education 2019 and Working Together to Safeguard Children 2018.

We will obtain written confirmation from supply agencies that agency and third party staff have been appropriately checked and ensure the correct person arrives in school.

### **Volunteers**

Volunteers, including governors will undergo checks commensurate with their work in the school and contact with pupils i.e. if they are in regulated activity or not.

### **Contractors**

We will check the identity of all contractors working on site and requests evidence of checks where they work in regulated activity or unsupervised.

### **Visitors**

Schools do not have the power to ask for DBS checks or see the certificate. Staff use their professional judgement regarding escorting visitors in the school. All visitors will be asked to wear a badge identifying them as a visitor.

## **15. Site security**

Visitors to the school are asked to sign in, if necessary show ID, and are given a badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to enter through one entrance and observe the school's safeguarding and health and safety regulations to ensure children in school are kept safe. Staff will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site. A security risk assessment and procedures have been undertaken.

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

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

When our pupils attend off-site activities, including day and residential visits and work related activities, we will risk assess and check that effective child protection arrangements are in place. We will clarify whose procedures are to be followed, with the DSL kept appropriately informed.

If alternative providers are used we will ensure they have effective safeguarding in place, with the DSL kept appropriately informed.

## **17. Photography and images**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect pupils we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications);
- seek parental consent;
- not use pupils' full name with an image;
- ensure pupils are appropriately dressed;
- ensure that personal data is not shared;
- store images appropriately, securely and for no longer than necessary;
- only use school equipment, i.e. not personal devices;
- encourage pupils to tell us if they are worried about any photographs that are taken of them.

## **18. Physical intervention and use of reasonable force**

All staff are encouraged to use de-escalation techniques and creative alternative strategies that are specific to the child. Restraint will only be used as a last resort and only by trained staff (Team Teach) and all incidents of this are reviewed, recorded and monitored. Reasonable force will be used in accordance with government guidance.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

## **19. Intimate Care**

If a child requires regular intimate care on site this will be written into a care plan which staff will adhere to. Staff will behave in an open and transparent way and follow best practice to afford dignity to the child as well as security to the staff member. All incidents will be recorded.

## **20. Online Safety**

Our pupils increasingly use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications, to enticing children to engage in sexually harmful conversations, webcam photography, encouraging radicalisation or face-to-face meetings. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and in the absence of a child protection concern will be managed through our anti-bullying and confiscation procedures.

Chatrooms and some social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access these sites in school. Some pupils will undoubtedly be 'chatting' outside school and are informed of the risks of this through PSHE/SRE. Parents are encouraged to consider measures to keep their children safe when using social media.

Acceptable IT use for staff, pupils will be enforced and parents are also informed of expectations.

<http://www.cowley.st-helens.sch.uk/wp-content/uploads/2016/04/AcceptableUsePolicyJune2017.pdf>

<http://www.saferinternet.org.uk/>

## **21. First aid and managing medical conditions.**

Nominated staff are trained appropriately in first aid and the college ensures an appropriate number are in place at all times to meet the needs of the school.

Section 100 of the Children and Families Act 2014 places a duty on schools to make arrangements for supporting pupils at their school with medical conditions. Individual Health Care Plans may need to be drawn up and multi-agency communication will be essential. Staff will be appropriately trained and responsibilities will be carried on in accordance with government guidance Sept 2014.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

<http://www.cowley.st-helens.sch.uk/wp-content/uploads/2016/06/SUPPORTINGPUPILSATSCHOOLWITHMEDICALCONDITIONSMarch2016.pdf>

<http://www.cowley.st-helens.sch.uk/wp-content/uploads/2016/04/FirstAidProceduresMay2017.pdf>

## **22. Child Protection Procedures**

### **Categories and Definitions**

To ensure that our pupils are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

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 home alone, or leaving knives or matches within reach of an unattended toddler.

### **Abuse may be committed by adult men or women and by other children and young people.**

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

#### **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. (This used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to

behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Position of Trust

The age of consent for sexual activity is 18 years old if you are in a position of trust over that child. Refer to Sexual Offences Act 2003.

### **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 abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions taken from *Working Together to Safeguard Children* (HM Government, 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)

### **Indicators of abuse**

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.

However, children may have no physical signs or they may be harder to see (e.g. bruising on black skin) therefore staff need to also be alert to behavioural indicators of abuse.

A child who is being abused 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 disinterested in their school work;
- be constantly tired or preoccupied;
- be wary of physical contact;
- be involved in, or particularly knowledgeable about drugs or alcohol;
- 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 staff report and record their concerns – they do not need ‘absolute proof’ that the child is at risk.**

### **Impact of abuse**

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some, full recovery is beyond their reach, and research shows that abuse can have an impact on the brain and its development. The rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

### **Taking Action**

**It is the responsibility of staff to report and record their concerns as soon as possible.**

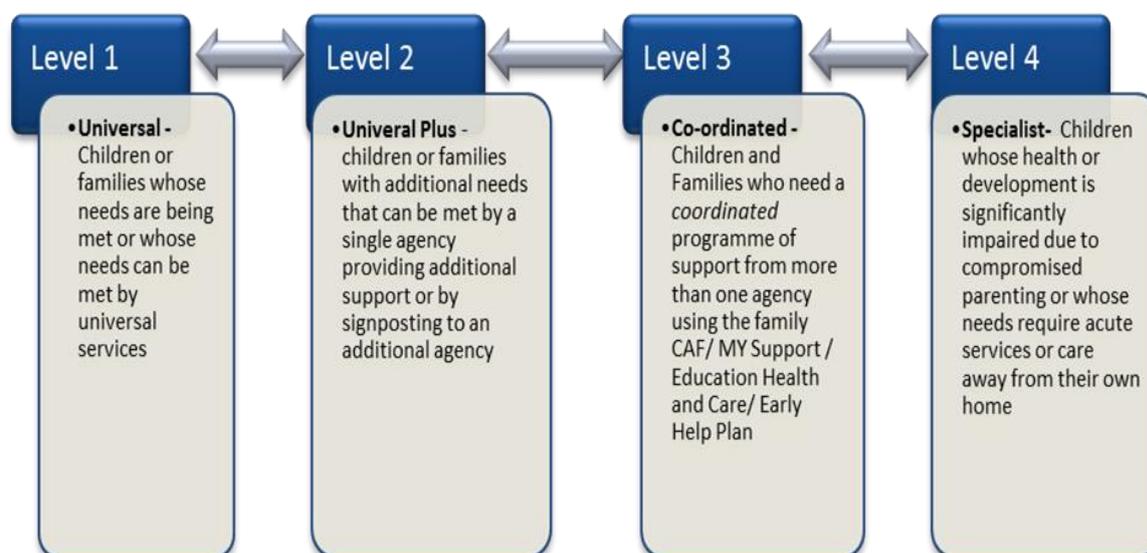
**We actively encourage ‘it can happen here’ and ‘never do nothing’ attitude and if staff have a concern about a child and promote discussion with DSL if in any doubt.**

**It is not their responsibility to investigate or decide whether a child has been abused.**

Any child, in any family in any school could become a victim of abuse. Staff should always maintain an attitude of “it could happen here”.

St Helens has a Continuum of Need for children and families who need support, this ranges from Level 1 to Level 4. It is worth noting that a cause for concern does not

always require a Level 4 response, it may be the family need so lower level of support to help the situation. The Early Help Team is able to offer support at lower levels and advise school staff at Level 3.



Key points for staff to remember for taking action are:

- If an emergency take the action necessary to help the child, for example, call 999
- **REPORT your concern to the DSL as soon as possible and certainly by the end of the day**
- **Complete a RECORD of concern (Appendix ii) and immediately pass onto to the DSL**
- do not start your own investigation
- share information on a need-to-know basis only – do not discuss the issue unnecessarily with colleagues, friends or family
- seek support for yourself if you are distressed.

### **If you are concerned about a pupil's welfare**

There will be occasions when staff may suspect that a pupil may be at risk, but have no 'real' evidence. The pupil's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or physical but inconclusive signs may have been noticed. In these circumstances, **staff will give the pupil the opportunity to talk**. The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill. It is fine for staff to ask the pupil if they are OK or if they can help in any way.

Staff should record these early concerns. If the pupil does begin to reveal that they are being harmed, staff should follow the disclosure advice below. Following an initial conversation with the pupil, if the member of staff remains concerned, they should discuss their concerns with the DSL.

## **Early intervention**

If the concern is low level and does not require other agency involvement the DSL will initiate early intervention to:

- engage with the parents/carers as soon as possible (unless the situation is so serious that would put the student at increased risk) - we then can evidence quick action was taken and the length of time of involvement;
- invite the parents/carers into school for a meeting to demonstrate professional concerns and discuss a supportive working partnership for the best interests of the student (e.g. breakfast club, additional in school support) - at this meeting we will discuss the plan of next action should the situation not improve;
- record all contacts with the family, dates and times, including phone calls/letters;
- monitor the student closely - behaviour/concerns/interaction with peers and parents/academic progress etc. - this will demonstrate the frequency of concerns and help to build patterns.

## **If a pupil discloses to you**

It takes a lot of courage for a child to disclose that they are being 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.

If a pupil talks to a member of staff about any risks to their safety or wellbeing, **the staff member will need to let the pupil know that they must pass the information on** – staff are not allowed to keep secrets. The point at which they tell the pupil this is a matter for professional judgement. If they jump in immediately the pupil may think that they do not want to listen, if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.

During their conversations with the pupils it is best practice for staff to:

- allow pupils to speak freely;
- remain calm and not overreact – the pupil may stop talking if they feel they are upsetting their listener;
- give reassuring nods or words of comfort – ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’;
- not be afraid of silences, and allow space and time for pupil to continue, staff will recognise the barriers the pupil may have had to overcome to disclose;
- clarify or repeat back to check what they have heard if needed but will not lead the discussion in any way and will not ask direct or leading questions – such as whether it happens to siblings too, or what does the pupil’s mother think about it;
- use questions such as Tell me.....? Is there anything else?;
- at an appropriate time tell the pupil that in order to help them, the member of staff must pass the information on;

- not automatically offer any physical touch as comfort - it may be anything but comforting to a child who has been abused;
- remember professional boundaries and not share personal experiences such as 'that happened to me';
- avoid admonishing the child for not disclosing earlier; saying things such as 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be the staff member's way of being supportive but may be interpreted by the child to mean that they have done something wrong;
- tell the pupil what will happen next - the pupil may agree to go with you to see the Designated Safeguarding Lead, otherwise let them know that you will be consulting them;
- write up their conversation as soon as possible on the record of concern form and hand it to the designated lead;
- seek support if they feel distressed.

### **Notifying parents**

The school will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and the DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from the Contact Centre or Safeguarding Unit based in Atlas House.

### **Records and Monitoring**

#### **Why recording is important**

Our staff will be encouraged to understand why it is important that recording is timely, comprehensive and accurate and what the messages are from serious case reviews are in terms of recording and sharing information.

**Cause for concerns recording** template is available at Appendix ii.

**Any concerns about a child will be recorded and given to the DSL asap.** All records will provide a factual and evidence based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed.

At no time will a staff take photographic evidence of any injuries or marks to a child's person. The body map will be used instead in accordance with recording guidance.

It may be appropriate for the DSL to open a secure safeguarding file and start a chronology page. This will help in building patterns and decision making.

We will feedback to the staff member any actions, however this will be on a need to know basis. It may not be appropriate for staff members to know every detail of the child's life.

## **The safeguarding file**

The establishment of a safeguarding file is an important principle in terms of storing and collating information about children which relates to either a safeguarding concern or an accumulation of welfare concerns which are outside of the usual range of concerns in ordinary life events.

It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ i.e. a child subject to a child protection plan, looked after child, Child in Need may be looked at differently to a child recently bereaved, parental health issues etc. We will therefore use professional judgement when making this decision as will have clear links and discussions between pastoral staff and DSL's.

This file will be kept separately from the main pupil file and **will held securely only to be accessed by appropriately trained people. The main file, open to staff, will have a marker to signify that a separate safeguarding file exists for that child so that all staff coming into contact with that child are aware that an additional vulnerability exists.**

The school will keep written records of concerns about children even where there is no need to refer the matter to external agencies immediately. Each child will have an individual file i.e. no family files.

All incidents/episodes will be recorded e.g. phone calls to other agencies, in the chronology with more detail and analysis in the body of the file. This will help build a picture and help the DSL in analysis and action, which may include no further action, monitoring, whether a CAF (level 3) should be undertaken, or whether a referral should be made to other agencies - Social Care/Early Help Team in line with the Continuum of Need document.

In cases where there is multi agency involvement - meetings and plans, actions and responsibilities shall be clarified and outcomes recorded.

**Files will be made available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.**

Records will be kept up to date and **reviewed regularly by the DSL** to evidence and support actions taken by staff in discharging their safeguarding arrangements

The file can be non-active in terms of monitoring i.e. a child is no longer LAC, subject to a child protection plan. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

If the child moves to another school, the file will be securely sent or taken, to the DSL at the new establishment/school and a **written receipt will be obtained.** There

will be a timely liaison between each school's DSL to ensure a smooth and safe transition for the child. We will retain a copy of the chronology to evidence actions, in accordance with record retention guidance.

#### **Referral to Contact Centre (Level 4)**

The DSL will make a referral to the Contact Centre if it is believed that a pupil is suffering or is at risk of suffering significant harm – Level 4 on the Continuum of Need. This is best done with reference to the Continuum of Need (see link in appendix).

If there is already a social worker assigned to this case - for safeguarding reasons, the social worker should be contacted.

The pupil (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

**If the situation does not appear to be improving the school will press for reconsideration through the escalation / appeals procedures.**

Any member of staff can refer to other agencies in exceptional circumstances, i.e. in an emergency or when there is a genuine concern that action has not been taken.

#### **Confidentiality and sharing information**

Staff will only discuss concerns with the Designated Safeguarding Lead, Principal or Chair of Governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

We will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and the DSL will be in the most informed position to make contact with the parent in the event of a concern, suspicion or disclosure.

However, if we believe that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from the First Response Team.

#### The Seven Golden Rules for Safeguarding Information Sharing 2015

- Data Protection/Human rights laws are not a barrier.
- Be open and honest. (unless unsafe or inappropriate)
- Seek advice. (anonymise if necessary)
- Share with consent if appropriate.
- Consider safety and wellbeing.
- Necessary, proportionate, relevant, adequate, accurate, timely and secure.
- Keep a record of decision and reason for it.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child. Ideally information sharing will be done in writing so that there is an evidence trail however there may be occasions where this method is too slow. **In cases where agencies such as MASH (Multi Agency Safeguarding Hub) ring the school requesting information reception staff will take a message and inform the DSL *immediately***, the DSL will ensure they can identify who is requesting the information before sharing and then record what has been shared, when, why and with whom.

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 pupil or parent to see child protection records, they will refer the request to the Principal.

**Any personal safeguarding information shared with external agencies will be done so securely e.g. by secure email, password protected or recorded delivery.**

## 23. Special Circumstances

### Children We Look After (CLA)

The most common reason for children becoming looked after is as a result of abuse or neglect. The school ensures that appropriate staff have information about a child's looked after status and care arrangements including contact. The designated teacher for Children We Look After and the DSL have details of the child's social worker. As well as the name and contact details of the local authority's virtual head for children in care. They will work with the virtual head to discuss how funding can be best used to support the progress of CLA and meet the needs in their PEP (Personal Education Plan)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/683556/Promoting\\_the\\_education\\_of\\_looked-after\\_children\\_and\\_previously\\_looked-after\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683556/Promoting_the_education_of_looked-after_children_and_previously_looked-after_children.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/683561/The\\_designated\\_teacher\\_for\\_looked-after\\_and\\_previously\\_looked-after\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683561/The_designated_teacher_for_looked-after_and_previously_looked-after_children.pdf)

### Work Experience

The school has detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervise pupils on work experience which are in accordance with the guidance in *Keeping Children Safe in Education*.

### Children staying with host families

The school may make arrangements for pupils to stay with a host family during a foreign exchange trip or sports tour. In such circumstances this may amount to Private Fostering and the school follows the guidance in *Keeping Children Safe in Education* (annex E) to ensure that hosting arrangements are as safe as possible.

Some overseas pupils may reside with host families during school terms and we will work with the local authority to check that such arrangements are safe and suitable

## Local Contact Details

### **Contact Centre Team**

Phone: 01744 676600

### **Early Help Team**

Phone: 01744 678373

### **Operation Encompass**

Phone: 01744 671290

### **Designated Officer (LADO)**

Phone: 01744 671290

### **NSPCC**

Phone: 0808 800 5000

### **Prevent Police Officer**

Phone: 0151 777 6811

### **CSE Police Team**

Phone:

### **Child Missing Education Officers**

Education Welfare Service

Phone: 01744 676636

### **Virtual Head for LAC**

Sarah Platt 01744 671044

**Continuum of Need document:** <http://sthelensSCP.org.uk/continuum-of-need/>

### **NSPCC Whistleblowing Helpline**

0800 028 0285

### **School nurse**

Debbie Stott (debbie.stott1@nhs.net)

### **National Association People Abused in Childhood NAPAC**

<http://www.mindingyourhead.info/service/napac-national-association-people-abused-childhood>

### **Stop It Now**

Leading charity working in the field of sexual abuse. Also provides support for people who are worried about their own thoughts or behaviour towards children.

<http://www.stopitnow.org.uk/>

## **Reporting Hate Crime**

Hate Crime/incident is any behaviour that anyone thinks was caused by hatred of:

- race
- sexual orientation
- gender identification
- disability
- religion or faith

A hate crime could be:

- name calling
- arson/fire
- attacks or violence
- damage such as to your house or car
- graffiti or writing.

**SHARP** <http://cowleysthelens.thesharpsystem.com/index.php>

Appendix i

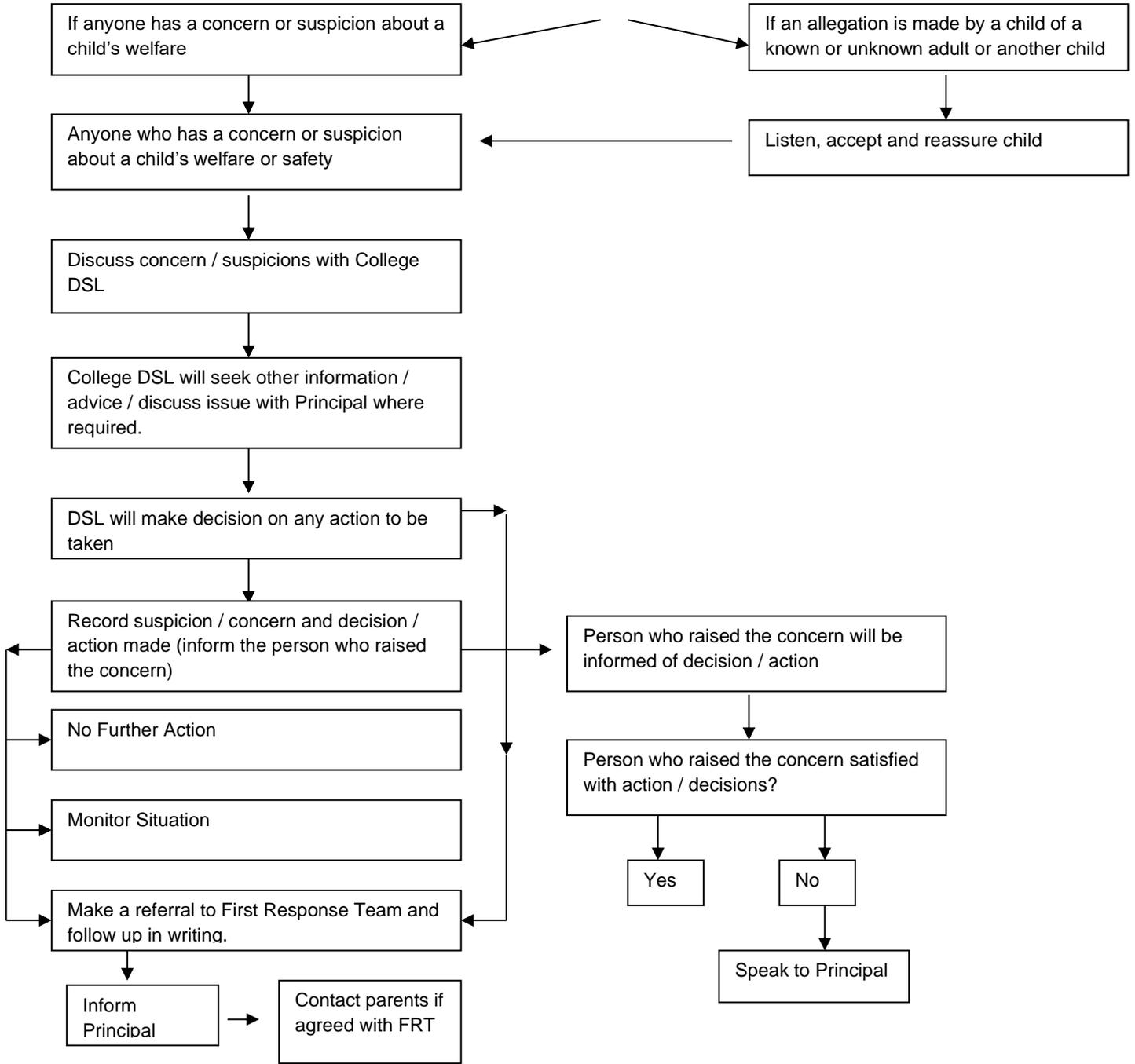
## ST HELENS SAFEGUARDING CHILDREN BOARD CHILD PROTECTION FLOWCHART

**College CONTACT NAMES AND NUMBERS**  
 Our Designated Senior Lead (DSL) for Child Protection is:  
**P A Livesey (Student Support Manager)**  
 Ext 121

If the DSL above is not available:  
**C Dickinson (Head of Upper School) Ext 146**  
**P Leadbeater (Head of Lower School) Ext 122**  
**D Faulkner (Post 16) Ext 171**

FOR ADVICE, ring:  
**FIRST RESPONSE TEAM**  
 01744 676600

### PROCEDURE



**Appendix ii**

**Record of Concern form – to be completed by any member of staff with a concern**

Use this form to record any concern about a child's welfare and give it to the designated senior person for child protection:

If you suspect the child may be suffering abuse or neglect, or you have received a disclosure of abuse from a child, or you have heard about an allegation of abuse, you must complete the child protection record of concern form instead, and hand it to the designated senior lead today.

Child's full name .....

Date of this record .....

Why are you concerned about this child?

What have you observed and when giving any relevant names?

What have you heard, who did you hear from and when?

What have you been told, who told you and when?

Date and time you handed this form to the designated senior lead .....

Class teacher/form tutor .....

Your name and designation .....

Signature .....

Have you spoken to the child?  Yes  No

If Yes, what did they say? Use the child's own words

Have you spoken to anyone else about your concern?  Yes  No

Who?

Is this the first time you have been concerned about this child?  Yes  No

Further details

If you have used any continuation sheets or have any other documents, attach them securely to this sheet and number in accordance with the footer at the bottom of this page.

**Number of additional pages attached .....**

### Appendix iii

#### Record of concern form: Designated Senior Lead (or Deputy) to complete

Child's details:

Full name .....

Address .....

Telephone .....

Date of birth .....

Gender:             Male     Female

Is the child looked-after by the local authority or are there any other legal family arrangements?  
(for example, a residence order; Child Protection order etc.) ?     Yes     No

When was the child first admitted to this school? .....

Ethnicity and culture .....

Religion .....

Does the child have any disability or special educational need?     Yes     No

Please specify .....

Preferred language of child .....

Is any type of language support required to converse with the child?     Yes     No

Please specify .....

Does the child know this form has been completed?     Yes     No

If not, why not?

If yes, what did the child say?

Details of those with parental responsibility

Name(s) .....

Address .....

Telephone .....

Relationship to the child .....

Ethnicity, culture and religion of those with parental responsibility if known

Preferred language of those with parental responsibility

Is any type of language support required?  Yes  No

Do those with parental responsibility have any disability or special need?  Yes  
No

Details

.....

How does this disability or special need affect the child?

.....

Details of any siblings, with age and school attended

.....

Does the child regularly spend time with other carers, for example, after-school or holiday carers, or at a short break service?  Yes  No

Details

.....

Has a Common Assessment Framework (CAF) been completed for this child?

Yes  No Please give date and reason for the CAF

.....

Why are you concerned about this child?

Please provide a description of any incidents/conversations and the dates they occurred.

You must make clear what is fact and what is opinion or hearsay. You must not ask the child leading questions or try to investigate the concern yourself at this stage

What have you observed and when? (This relates to anything you have personally witnessed)

What have you been told and when? (Write here anything you have been told by the child or any other person. Be clear about who has said what)

What have you heard and when? (This may be third-party information that is relevant but as yet unsubstantiated)

If an allegation has been made, give any details you have about the alleged abuser

Date and time of this record

.....

Your details, Full name

.....

Position

.....

Do those with parental responsibility know this form has been completed?  Yes  No

If not, why not?

If yes, what did they say?

NOTE: Those with parental responsibility should not be contacted by anyone in the school if this could place the child at risk. The designated senior person must speak with the Contact Centre about any concerns re contacting parents (01744 676600)

Does the child have any visible injury, or have they told you they have been injured?  
 Yes    No

If yes, has medical advice been sought? (list the names of those advise has been sought from and date / time)

Has any action already been taken in relation to this concern? (for example, child taken out of class, first aid)

Name and position of the person this record was handed to:

.....

Date and time the above person received this record

.....

If this record has been handed to anyone other than the designated person please explain why

.....

If you have used additional sheets to complete this record of concern please number them in accordance with the details at the foot of this page, staple them to this form and write the number of additional sheets here .....