

WARWICK INDEPENDENT SCHOOLS FOUNDATION



Author	Child Protection Officers (DSLs) at all three Schools
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WISF CHILD PROTECTION and SAFEGUARDING POLICY

Amendments to policy during year:

1 - To include reference to EYFS Policy in Section One and Section 22 updated with reference to use of mobile phones and digital photography. Appendix 6 included: Useful contacts

Signed: _____ Date: _____

2 - _____

Signed: _____ Date: _____

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Signed: _____ Date: _____

4 - _____

Signed: _____ Date: _____

Reviewed by:

Designated Safeguarding Lead..... Date:

Deputy Designated Safeguarding Lead..... Date:

Head Date:

Nominated Governor Date:

NOTE: Warwick Independent Schools Foundation (“the Foundation”) includes three schools: Warwick School, King’s High School for Girls and Warwick Preparatory School (“the Schools”)

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I. POLICY STATEMENT AND PRINCIPLES

This policy is in accordance with the Warwickshire Safeguarding Children Board (WSCB) procedures (see: <https://www.warwickshire.gov.uk/wscb>). It is one of a series in the Foundation's integrated safeguarding portfolio and should be read in conjunction with the following Foundation and School documents:

- Staff Code of Conduct Policy
- Behaviour
- Complaints procedure
- Anti-bullying
- Whistleblowing
- SEND
- Missing children
- Safer recruitment
- Disciplinary
- Forced Marriage Policy
- Policy on the Use of Force to Control or Restrain Pupils
- Internet Safety/e-safety
- Use of Images Policy
- Early Years Foundation Stage

This policy applies equally to EYFS, KS1, KS2, KS3, KS4 and KS5. It can be found on the Schools' websites and is available to parents on request. All staff and volunteers are required to read it and confirm they have done so in writing before commencing work in the Schools.

The Foundation's safeguarding arrangements are inspected by Independent Schools Inspectorate under the judgements for welfare, health and safety, and governance, leadership & management.

Our core safeguarding principles are as follows:

- To be responsible for safeguarding and promoting the welfare of children, which is of paramount importance.
- To ensure that our pupils are safe and feel safe, and so are better equipped to learn.
- To create an environment where staff feel able to raise any concerns, and where they feel supported in their Safeguarding role.
- To be willing to believe that child protection issues can arise anywhere, both inside and outside the School.
- To understand the importance of early help/intervention and careful listening
- To understand the need for an appropriate response

a. Policy development, review, and implementation

- The Foundation is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Representatives of the School's communities will therefore be involved in policy development and review.
- Policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review. The review includes an assessment of the effectiveness of the Child Protection Policy. Processes will also be reviewed in light of any failings identified, for example, in light of a substantiated allegation against a member of staff, in consultation with the Local Authority Designated Officer (LADO).
- If, at any point, there is a risk of immediate serious harm to a child (including concerns regarding radicalisation) a referral will be made to Children's Social Care (refer via MASH) immediately. **Anybody can make a referral.** If the child's situation does not appear to be improving, any staff member with concerns should press for re-consideration, either to the DSL or direct to the Local

Authority. Staff may invoke Whistleblowing processes if so desired (see Whistleblowing Policy). Concerns will always be taken seriously and should always lead to help for the child at some stage.

- Through regular and frequent training (at least annually) and through regular updates, we promote an attitude of 'It could happen here' where safeguarding is concerned. All staff members are aware of the necessity of maintaining such an attitude at all times. When concerned about the welfare of a child, staff members should always act in the best interests of the child, an approach which is reinforced through the training programmes delivered in the Schools.

b. Child protection statement

The Foundation recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils. 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.

The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Warwickshire Safeguarding Children Board (WSCB).

c. Policy principles:

- The 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 act on any suspicion or disclosure that may suggest a child is at risk of harm at home, in the community or in school.
- Pupils and staff involved in child protection issues will receive appropriate support.

d. Policy aims:

- To promote the safety and well-being of pupils at the Schools.
- To provide all staff with the necessary information to enable them to meet their safeguarding and child protection responsibilities.
- To ensure consistent good practice.
- To demonstrate the School's commitment with regard to safeguarding and child protection to pupils, parents and other partners.
- To contribute to the Foundation's safeguarding portfolio.

e. Terminology

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

- *Staff* refers to all those working for or on behalf of the WISF, 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 role, for example step-parents, foster carers and adoptive parents

2. SAFEGUARDING LEGISLATION AND GUIDANCE

The Foundation recognises the responsibility it has under Section 157 of the *Education Act 2002* and the *Education (Independent School Standards) Regulations 2014* requiring proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are pupils at the school.

The Foundation follows:

- The *Teacher Standards 2012* which states that teachers, including Heads, should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- The statutory guidance *Working Together to Safeguard Children (March 2015)* which 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 (LSCBs) to monitor the effectiveness of local services, including safeguarding arrangements in schools.
- The statutory guidance *Keeping Children Safe in Education (September 2016)* including the *Disqualification under the Childcare Act 2006 (June 2016)* and the advice on *What to do if you are worried about a child is being abused (March 2015)*.

The Foundation will have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. All staff will read Part One of KCSIE (updated September 2016) and Annex A of this guidance each year and all staff are emailed a copy and can also find a copy on the Staff Notice Board. Copies of *KCSIE Part One* and *What to do if you are worried a child is being abused 2015 – Advice for Practitioners* can be found on the Staff Notice Board.

- In the statutory Prevent Duty guidance issued in the *Counter-Terrorism and Security Act 2015* (CTSA 2015), School policies and procedures have “due regard to the needs to prevent people from being drawn into terrorism”, with particular reference to the guidance for schools paragraphs 57–76 (Prevent Duty guidance June 2015) (see Point 25 below). In addition, the *Use of Social Media for On-Line Radicalisation (July 2015)* advice is followed.

In the UK, more than 50,000 children are annually subject to a child protection plan. Research suggests that one child a week dies from abuse, around 20% of children will suffer some form of abuse, one child in six is exposed to violence in the home and disabled children are three times more likely to be abused and neglected. The prevalence of neglect continues to be a major concern and online abuse is increasing. The sexual exploitation of children is a growing problem.

Due to their day-to-day contact with pupils, all staff in school 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 all school staff are alert

to the signs of abuse, can identify emerging problems, are approachable and trusted by pupils/students, listen actively to children and understand the procedures for reporting their concerns. No single professional can have a full picture of a pupil’s need and circumstances and all staff need to work together in a co-ordinated approach to safeguard each pupil. The Foundation can then act on identified concerns and provide early help to prevent concerns from escalating.

3. ROLES AND RESPONSIBILITIES

Key personnel

The designated and deputy safeguarding lead (DSL & DDSL) at each of the Foundation Schools are as follows:

Contact details - email

King’s High:

- DSL - Caroline Renton DH(P)..... c.renton@kingshighwarwick.co.uk
- Deputy DSL – Richard Nicholson(Head Master) r.nicholson@kingshighwarwick.co.uk
- Deputy DSL – Stephen Burley DHA s.burley@kingshighwarwick.co.uk

Warwick School:

- DSL – David Wickes (Deputy Head) d.wickes@warwickschool.org
- Deputy DSL – Senior School: Gus Lock (Head Master)... a.lock@warwickschool.org
- Deputy DSL – Junior School: Andrew Hymer a.hymer@warwickschool.org

Warwick Prep School:

- DSL - Deborah Ward (Head of Prep) d.ward@warwickprep.com
- Deputy DSL Gillian Smeeton (Head of Pre-Prep)..... g.smeeton@warwickprep.com

Warwick Prep follows the Arrangements for Early Years Foundation Stage (EYFS) outlined in Keeping Children Safe in Education (May 2016)

Other staff trained to undertake the functions of the designated safeguarding lead are:

King’s High:

- Tracy Rutter (Matron) t.rutter@kingshighwarwick.co.uk
- Emma Williams (Well-being Mentor)..... e.williams@kingshighwarwick.co.uk

Warwick School:

- Keith Davenport (Head of Middle School) k.davenport@warwickschool.org
- David Bull (Boarding Housemaster) d.bull@warwickschool.org
- Heather Mellor (Head of Lower School in the JS) h.mellor@warwickschool.org

The nominated child protection Governor is:

- Mrs Jill Lilyman jill.lillyman@gmail.com

The Heads of the Foundation Schools are as follows:

- King’s High – Mr Richard Nicholson r.nicholson@kingshighwarwick.co.uk
- Warwick School – Mr Gus Lock a.lock@warwickschool.org
- Warwick Prep – Mrs Hellen Dodsworth..... h.dodsworth@warwickprep.com

Any allegation against members of the teaching staff, including the DSL and DDSL, should be made immediately to the respective Head of the respective School.

The Chairs of the Foundation Governor School Committees are as follows:

- King’s High and Warwick Prep: Mrs Gillian Low
- Warwick School and Junior School: Mr Andrew Firth

Their phone numbers are published in the respective School’s Staff Room.

All Foundation DSLs are members of the senior leadership team of their respective School. They will co-ordinate child protection arrangements and to ensure that there are appropriate cover arrangements, and disseminate that information accordingly.

a. The Designated Safeguarding Lead (DSL)

The DSLs fulfil the same responsibilities at each of the Schools. Each DSL:

- Has the status and authority within the School to carry out the duties of the post, including committing resources and supporting and directing other staff.
- Is responsible for managing referrals and is expected to:
 - Refer cases of suspected abuse to the local authority Children’s Social Care (refer via MASH) 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 to the Disclosure and Barring Service as required; and
 - Refer cases where a crime may have been committed to the Police as required;
- Works with others, including:
 - liaising with the Head to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
 - liaising as required with the case managers and the designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member);
 - liaising with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies; and
 - acting as a source of support, advice and expertise for staff and being available during term time (during school hours) for staff in the School to discuss any safeguarding concerns. The DSL/DDSL and Heads are also available out of schools hours and arrangements are made for out of term activities.
- Undertakes 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;
 - in Prevent awareness;
 - to continue to keep their knowledge and skills 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 are 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 child protection policy and procedures, especially new and part time staff;

- are alert to the specific needs of children in need, those with special educational needs and young carers;
 - are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understands and supports the School with regards to the requirements of the Prevent duty and is able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Obtains access to resources and attend any relevant or refresher training courses.
- 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.
- Raises awareness through:
 - ensuring the School’s child protection policies are known, understood and used appropriately;
 - ensuring the School’s child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, working with governing body regarding this; and
 - ensuring 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
 - linking with the WSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Manages the Child Protection file and, where children leave the School, ensures 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
- Ensures that the relevant Head is aware of the responsibility under *Working Together to Safeguard Children 2015* to refer all allegations that a child has been harmed by or that children may be at risk of harm from a member of staff or volunteer to the Local Authority Designated Officer (LADO) within **one working day** prior to any internal investigation; and promptly to the Disclosure and Barring Service (DBS) as appropriate.
- Acts as case officer in the management of allegations concerning members of staff and volunteers, as directed by the relevant Head.
- Makes verbal and written reports as required to the Governing Body, each term, with a full, overarching review annually.

In addition, the DSLs from each School meet at least termly with the designated Safeguarding Governor. DSLs liaise with the designated Safeguarding Governor in preparing the formal annual review to the Governing Body.

- b. The Deputy Designated Safeguarding Leads** are appropriately trained and, in the absence of the DSL, carry out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the DSL, the deputy will assume all of the functions above.

- c. **The Governing body** must ensure that they comply with their duties under legislation and have due regard to the KCSIE September 2016 guidance to ensure that the policies, procedures and training is effective and complies with the law at all times. In addition, they should ensure that appropriate policies and procedures are put in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.

They will ensure that each of the Schools:

- Appoints a Designated Safeguarding Lead who is a member of the senior leadership team and who has undertaken training in inter-agency working, in addition to basic child protection training. These staff are listed above.
- Appoints a Deputy Designated Safeguarding Lead (DDSL).
- Ensures that the DSL role is explicit in the role holder's job description.
- Has a child protection policy and procedures, including a staff code of conduct policy, that are
 - consistent with WSCB and statutory requirements (understanding and reflecting the assessment protocols, threshold documentation and the need to supply information as requested),
 - reviewed annually and
 - made available publicly on the school's website and by other means on request.
- Has procedures for dealing with allegations of abuse made against members of staff and volunteers including allegations made against the Head and allegations against other children.
- Follows safer recruitment procedures that include statutory checks on staff suitability to work with children and disqualification by association regulations.
- Develops a training strategy that ensures:
 - on induction all staff, including the Head, receive:
 - information about the School's safeguarding arrangements,
 - information about staff behaviour code of conduct,
 - information about the role of the DSL,
 - appropriate child protection training, which is regularly updated in line with any requirements of the WSCB;
 - that the DSL receives refresher training at two-yearly intervals.
- Ensures that all staff, including temporary staff and volunteers, are provided with copies of or access to the school's child protection and safeguarding policy and Staff Code of Conduct Policy before they start work at the school.
- Ensures that all temporary staff and volunteers are made aware of the school's arrangements for child protection including the staff code of conduct policy.
- Appoints a designated teacher to promote the educational achievement of children who are looked after by the Local Authority and ensures that the designated teacher has appropriate training.

- Ensures that the school contributes to inter agency working and plans in line with Working Together to Safeguard Children, where school will work with social care, the police, health services and other services to promote the welfare of children, offering where possible a co-ordinated offer of early help.
- Recognises the need to share information (through inter-agency working) and that the Data Protection Act 1998 should not stand in the way of promoting the welfare and protect the safety of children. Therefore, it is important to share information between professionals and local agencies as part of meeting a child's needs and this is also vital for identifying and preventing child sexual exploitation.
- Participates in the CAF process and offers to initiate CAFs for pupils/students with additional needs in order to provide a co-ordinated offer of early help.
- Teaches pupils about safeguarding, including how to keep themselves safe at all times (including online) as part of a broad and balanced curriculum.
- Has appropriate safeguarding responses in place for those children who go missing from education, particularly on a repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risk of those going missing in the future.
- Passes any information held by the schools to the Disclosure and Barring Service when requested.
- Gives staff the skills, knowledge and understanding necessary to keep children who are looked after by a local authority safe.

In addition:

- Allegations against the Head of any of the Schools should be reported immediately, and without first informing the Head against whom the allegation is made, to the respective Chair of the respective Foundation Governor School Committee, who are as follows:
 - King's High and Warwick Prep: Mrs Gillian Low
 - Warwick School and Warwick Junior School: Mr Andrew Firth

Their phone numbers may be found posted in the respective school's Staff Room.

- It is the responsibility of the governing body to ensure that the School's safeguarding, recruitment and managing allegations procedures take into account the procedures and practice of the local authority, WSCB and national guidance.
- Whilst being mindful that that safeguarding duties remain the responsibility of the Governing Body as a whole, Mrs Jill Lilyman has been appointed as the Governor with particular responsibility for safeguarding arrangements (including those for Looked After Children).

The Foundation Governor School Committees will receive regular (termly) reports on their respective School's child protection policies and processes annually, and the full board of Foundation Governors will receive a report annually.

An annual report, using a pro forma provided by the local authority, will be submitted to the Local Authority about how the governing body's duties have been carried out. Any weaknesses will be rectified without delay.

d. The Head of each School:

- ensures that the child protection policy and procedures are understood and implemented by all staff;
- allocates sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputy/s to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings;
- supports the designated teacher for looked after children to promote the educational achievement of any pupils who are looked after by the Local Authority and to ensure that all staff have the skills, knowledge and understanding necessary to keeping looked after children safe;
- 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 whistle blowing procedures;
- ensures that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe at all times including online as part of a broad and balanced curriculum;
- refers all allegations that a child has been harmed by or that children may be at risk of harm from a member of staff or volunteer to the Local Authority Designated Officer (LADO) within one working day prior to any internal investigation;
- ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service promptly, as advised by the LADO;
- appoints a case officer who will be a member of the senior leadership team to investigate allegations concerning members of staff and volunteers and/or act as a point of contact for the member of staff/volunteer against whom the allegation is made;
- refers any member of staff who has been dismissed (or would have been dismissed if they had not resigned), and where a prohibition order may be appropriate, to the National College for Teaching and Leadership.

e. Parents

If parents should become concerned either about their own child or children, or another pupil or pupils at any of the Foundation schools, they should contact the relevant DSL. Should the concern relate to any of the DSLs, or another member of staff, the relevant Head should be contacted. Should the concern be about a Head, the Chair of the respective Foundation School Committee Governors should be contacted (see above: 3. Roles and Responsibilities: Key Personnel).

4. GOOD PRACTICE GUIDELINES AND STAFF CODE OF CONDUCT POLICY

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,
- setting a good example by conducting ourselves appropriately,
- involving pupils in decisions that affect them,
- encouraging positive, respectful and safe behaviour among pupils,
- being a good listener,
- being alert to changes in pupils' behaviour and to signs of abuse and neglect and exploitation,
- recognising that challenging behaviour may be an indicator of abuse,
- reading and understanding the School's child protection policy, staff code of conduct policy and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact, sexual exploitation, extremism, e-safety and information-sharing,
- 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 and avoiding the use of sexualised or derogatory language,
- being aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse,
- applying the use of reasonable force and physical intervention only as a last resort and in compliance with school procedures and WSCB guidance,
- referring all concerns about a pupil's safety and welfare to the DSL or, if necessary, directly to the Police or Children's Social Care,
- following the school's rules with regard to communication and relationships with pupils and use of social media and online networking.

Staff must pass on any safeguarding concerns they may have regarding a pupil without delay to the respective DSL of their School, even if the pupil is not in immediate danger. The member of staff and the DSL should have a discussion and agree a course of action, although any member of staff may make a referral to children's social care. All appropriate options will be looked at to support the pupil such as referral to the early help services or other specialist services that are set by the WSCB. (See 24 24.j Reporting directly to child protection agencies.)

Please also refer to the Foundation Schools' Staff Code of Conduct Policy for all staff and volunteers

5. ABUSE OF TRUST

All School staff are aware (through Child Protection training) 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. Any member of staff who is proved to have had an inappropriate relationship with a pupil, even if that pupil was over 18, or if the mode of behaviour with a pupil younger than 18, once referred and investigated by the proper authorities, did not meet the threshold for police action, would nonetheless have their case progressed under the Foundation's disciplinary processes for gross misconduct, the sanction for which is dismissal.

The Schools' Child Protection Staff Code of Conduct Policy sets out our expectations of staff and is signed by all staff members.

6. CHILDREN WHO MAY BE PARTICULARLY VULNERABLE

Some children are more vulnerable to abuse and neglect than others. Several factors may contribute to that increased vulnerability such as societal attitudes and assumptions including prejudice and discrimination, child protection procedures that are inadequately responsive to children's diverse circumstances, isolation, social exclusion, communication issues, and a reluctance on the part of some adults to accept that abuse can occur, as well as an individual child's personality, behaviour, disability and family circumstances.

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

- disabled or have special educational needs (See Point 25)
- young carers
- living in a domestic abuse situation
- affected by parental substance misuse, domestic violence or parental mental health needs
- asylum seekers
- looked after by the Local Authority or otherwise living away from home
- otherwise living away from home
- vulnerable to being bullied, or engaging in bullying behaviours
- living in temporary accommodation
- living transient lifestyles
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- at risk through direct or indirect involvement in child sexual exploitation (CSE)
- do not have English as a first language
- at risk of female genital mutilation (FGM) (see 25 25.b *Female Genital Mutilation (FGM)*)
- at risk of forced marriage
- at risk of becoming radicalised, involved in gangs and/or violent extremism (see Point 25 25.c *Preventing Radicalisation*)

This list provides examples of additionally vulnerable groups and is not exhaustive. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger. Safeguarding issues can manifest themselves via peer on peer abuse including but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting.

Special consideration includes the provision of safeguarding information and resources in community languages and accessible formats for children with communication needs.

The Foundation will seek guidance from and work with relevant professional organisations as required including for example as information on MindEd, NSPCC websites and TES, as well as Government guidance for example via Gov.uk or other relevant websites.

7. EARLY HELP AND USE OF THE COMMON ASSESSMENT FRAMEWORK (CAF) PROCESS

The Foundation recognises that providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life.

Children and families may need support from a wide range of local agencies. Where a child and family would benefit from co-ordinated support from more than one agency (e.g. education, health, housing, Police), the School will use the Common Assessment Framework (CAF) process to complete an early help assessment and identify what help the child and family require to prevent their needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

The School is committed to working in partnership with children, parents and other agencies to:

- identify situations in which children and/or their families would benefit from early help;
- undertake an assessment of the need for early help, using the CAF process; and
- provide targeted early help services to address the assessed needs of a child and their family, developing an action plan that will focus on activity to improve the child's outcomes.

The School will be particularly alert to the potential need for early help for any child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family whose circumstances present challenges for the child, such as adult substance abuse, adult mental ill health, domestic abuse;
- is showing early signs of abuse and/or neglect; and/or
- is particularly vulnerable in any of the ways identified above.

The CAF process can only be effective if it is undertaken with the agreement of the child's parents/carers. Young people in secondary schools may consent to a CAF in their own right, subject to Information Sharing Guidance. The School will seek advice from a CAF Officer or the Education Safeguarding Manager in those circumstances. The CAF should involve the child and family as well as all the professionals who are working with them.

If parents and/or the child do not consent to the CAF process being initiated, the School will make a judgement about whether, without help, the needs of the child will escalate. If so, a referral into Children's Social Care (refer via MASH) may be necessary.

8. ATTENDANCE

We recognise that full attendance at school is important to the well-being of all our pupils and enables them to access the opportunities made available to them at school. Attendance is monitored closely and we work closely with the Education Social Work Service when the patterns

of absence are of concern. Our Attendance/Registration Policy is set out in a separate document and is reviewed regularly by the governing body.

9. CHILDREN MISSING FROM EDUCATION

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The DSL will monitor unauthorised absence, particularly where children go missing on repeated occasions and try and prevent the risk of them going missing in the future. All staff will be through training, made aware that they need to be alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as FGM, forced marriage and pupils travelling to conflict zones.

The Schools' Admission and Registration/Attendance policies follow the DfE legal requirements¹ for schools in respect of placing all pupils on both registers (Admissions and Attendance) and recording and reporting to the local authority any changes in the pupils status or circumstances in attending school for example, if a child leaves school without any known destination (KCSIE May 2016).

The School will inform the local authority where a pupil fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more as agreed with the local authority. The Schools will continue to try and establish the pupils whereabouts* but where they cannot, the schools will make an immediate referral to Warwickshire County Council's Children Missing Education (CME) Service. The Children Missing Education Service can be contacted on 01926 742517 or 01926 742102 or cme@warwickshire.gov.uk.

*Reasonable steps include the following and all contacts and outcomes will be recorded on the pupil's file:

- telephone calls to all known contacts,
- letters home (including recorded delivery),
- contact with other schools where siblings may be registered,
- possible home visits where safe to do so,
- enquiries to friends, neighbours etc. through school contacts,
- enquiries with any other Service known to be involved with the pupil/family,

The Schools are required by law to have both an admission register and an attendance register and to place all pupils on both registers. (Note – this legislative requirement does not apply to schools where all pupils are boarders and at present the Foundation has no such schools.)

The school is required to inform the Local Authority of any pupil who is going to be deleted from the admission register where they:

¹ Education (Pupil Registration) (England) Regulations 2006

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The School must notify the Local Authority's Children Missing Education Service as soon as the grounds for deletion are met and no later than deleting the pupil's name from the register. It is essential for the School to comply with this duty so that the Local Authority can, as part of its duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Upon receipt of a referral from the School, the CME Service will continue to attempt to track the child for at least a further 10 school days, using access to additional contacts/services, e.g. Housing. If this also fails to establish the pupil's whereabouts, the School will be informed by email and may then, but not before, remove the pupil from roll. This will place the pupil on the list of Children Missing from Education. Deletions from roll agreed with the CME Service will normally be backdated to the first day of absence.

If the CME Service is able to contact the pupil and her/his parents, arrangements will be made with the School and family for a return to education, including a re-integration programme where necessary. If the pupil has registered at a school in the maintained sector, the school will delete the child's name from our roll and transfer the child's educational records to the new school in the normal way. Any child protection records will be transferred separately and securely for the attention of the DSL in the new school and a receipt secured.

Pupils leaving the School for known destinations in a private/independent school, schools in other countries (including England, Wales, Scotland and Northern Ireland) and pupils moving into Home Education, will be removed from roll in the same way and the DSL informed in the new school. If they are moving into Home Education, this should be formally notified to the ESWS Home Education Officer by the school as soon as written confirmation is received from the parent(s).

If no confirmation is received the above Missing Children procedures will apply.

10. HELPING CHILDREN TO KEEP THEMSELVES SAFE INCLUDING ONLINE SAFETY

Children are taught to understand and manage risk through our personal, social, health and economic (PSHE) and sex and relationships education lessons and through all aspects of school life (see PSHEE/ PSCHE Policy). Our approach is designed to help children to think about risks they may encounter and with the support of staff work out how those risks might be reduced or managed. Discussions about 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 to avoid risks and also how to become more resilient. Children are also reminded regularly about e-safety. This includes the risks of being exposed to online content as well as sharing content and images online and tackling bullying, including cyber bullying, for example, using the CEOP's Thinkuknow website www.thinkuknow.co.uk and safer internet centre www.saferinternet.org.uk.

The children are made aware of the risks that adults and other young people pose on the internet and when using social media sites. The children are also made aware of their responsibilities in terms of conduct and their personal online behaviour. The Schools continually promote an ethos of respect for children and pupils are encouraged to speak to a member of staff in confidence about any worries they may have. Acceptable use agreements are in place for both staff and children, as are appropriate filters and monitoring systems for the IT systems.

11. SUPPORT FOR PUPILS, FAMILIES AND STAFF 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 (usually the DSL) 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,
- storing records securely,
- offering details of helplines, counselling or other avenues of external support,
- following the procedures laid down in our child protection, whistleblowing, complaints and disciplinary procedures,
- cooperating fully with relevant statutory agencies.

12. COMPLAINTS PROCEDURE

The Foundation's 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 or attempting to humiliate them, bullying or belittling a pupil or discriminating against them in some way.

Complaints are managed by the relevant Head, other members of the senior leadership team and governors, as outlined in the Foundation Complaints Policy. An explanation of the complaints procedure is included in the safeguarding information for parents and pupils in the Parent/Pupil Handbook, and the Complaints Policy is available on the website, as required by regulation.

Complaints from staff are dealt with under the Foundation's complaints and disciplinary and grievance procedures (see Complaints Policy).

Complaints which escalate into a child protection concern will automatically be managed under the school's child protection procedures.

13. WHISTLEBLOWING: IF STAFF HAVE CONCERNS ABOUT A COLLEAGUE

Staff who are concerned about the conduct of a colleague (including visiting professionals and volunteers) towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood a situation and they will wonder whether a report could jeopardise a colleague's career. All staff must remember that **the welfare of the child is paramount**.

The Foundation's Whistleblowing Policy enables staff to raise concerns or allegations, initially in confidence and for a sensitive enquiry to take place.

Staff must report all concerns about poor practice or possible child abuse by colleagues, including what may seem minor contraventions of the Schools' Staff Code of Conduct Policy, to the relevant Head. This helps to ensure proactive and early intervention is facilitated in order to maintain appropriate boundaries and a safe culture that protect children and reduce the risk of serious abuse in school.

Concerns or complaints about the Head should be reported to the respective Chair of the Foundation Governors School Committee.

Staff may also report concerns about suspected abuse or neglect directly to Children's Social Care (refer via MASH) or the Police if they believe direct reporting is necessary to secure action. Contact numbers for both services are displayed in the staff room and are also noted in section 24 *24.g Making a referral to* and Appendix I of this Policy.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them. General guidance can be found at via the NSPCC Whistleblowing Helpline (call: 0800 028 0285 8:00am to 8:00pm, Monday to Friday or email: help@nspcc.org.uk).

14. ALLEGATIONS AGAINST A MEMBER OF STAFF OR VOLUNTEER

a. Introduction

This section of the Policy is concerned with cases of allegations that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position or in any capacity. It is to be used in all cases in which it is alleged that a member of staff or a volunteer:

- behaved in a way that has harmed a child 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 he/she would pose a risk of harm if they work regularly or closely with children.

It is essential that any allegation of abuse made against a member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. The quick resolution of the allegation should be the clear priority, and unnecessary delays should be eradicated.

An allegation of abuse against a member of staff, or the designated member of staff for any of the Schools, or a volunteer, is to be reported immediately to the respective Head or, in the Head's absence, passed to the Chairman of the relevant Foundation Governor School Committee. If the allegation concerns a Head, the person receiving the allegation should, without informing the Head against whom the allegation is made, immediately inform the Chairman of the respective Foundation Governor School Committee, who will follow the procedures described below and in accordance with Section 2.

This relates to members of staff who are currently working in the School, regardless of whether the School is where the alleged abuse took place. Allegations against a teacher who is no longer teaching at the school will be referred to the Police.

In deciding whether to make a referral, the Head of the respective School will not make their own decision over what appear to be borderline cases, but will discuss the issues with the Local Authority Designated Officer (LADO) who, as per the September 2016 updated *Keeping Children Safe In Education* and *Working Together* may be referred to within the relevant agency as the "designated officer" or "team of officers."

The School will do nothing to jeopardise a police investigation (such as asking the child leading questions or attempting to investigate the allegations of abuse) and will only gather information as required by the LADO.

The following terms will be used when determining the outcome any investigation:

- *Substantiated*: there is sufficient evidence to prove the allegation;
- *Malicious*: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- *False*: there is sufficient evidence to disprove the allegation;
- *Unsubstantiated*: there is insufficient evidence to either to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

b. Initial Response

On receiving the allegation the following action will be taken:

- The Head of the respective School, or if the allegation is about the Head, the Chair of the relevant Foundation Governor School Committee, will contact the Local Authority Designated Officer (LADO) without delay and within one working day, to discuss the nature, content and context of the allegation and agree a course of action. Some allegations may require the intervention of children's social care services and/or the Police.
- The person who liaises with the LADO on any particular case is referred to throughout this policy as the 'Case Manager'. Where the Case Manager is not the employer, he/she will inform the relevant school authorities, as agreed with the LADO, of the progress of the case, and involve them appropriately regarding any decisions which have to be made.
- Relevant information, as required and agreed by the LADO, will be gathered by the Case Manager, and shared with the LADO. An appropriate course of action will then be determined with the LADO. In some cases further enquiries will be needed before a decision on how to proceed can be taken. In such circumstances the Case Manager and the LADO will decide how and by whom the investigation will be undertaken.
- If the allegation is about physical contact, the strategy discussion or initial evaluation with the Police should take into account that teachers and other School staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour.
- If it is decided that no further action is to be taken, this decision and a justification for it will be recorded by both the School and the LADO and agreement reached as to what information should be put in writing to the individual concerned and by whom. The Case Manager and the LADO will also consider what action should follow in respect of the individual against whom the allegation was made and the person(s) who made the allegation.
- If it is decided that an investigation by the local authority children's social care services or the police is unnecessary, the Case Manager and the LADO will discuss the options open to the school which will range from taking no further action to summary dismissal, or a decision not to use the person's services in future.
- Where the person against whom an allegation has been made is deemed to be an immediate risk to children or there is evidence of a possible criminal offence, the Police will be informed immediately. Where there is no such evidence, the Case Manager will discuss the allegations with the LADO in order to help determine whether police involvement is necessary. Likewise, if the allegation is not demonstrably false and there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion will be convened in accordance with paragraph 5.56 of *Working Together to Safeguard Children* at which representatives from the following organisations might be in attendance: local authority children's social care services, the police, health and other bodies as appropriate, in particular any referring agency.
- If agreed by the LADO, the member of staff concerned will be informed of the allegation by the Case Manager as soon as possible after the LADO has been consulted. As much information as possible will be shared with the member of staff. However, where a strategy

discussion is needed, or Police or children's social care services need to be involved; this will only happen once those agencies have been consulted and have agreed what information can be disclosed to the accused. Suspension will not be the default option when an allegation is reported. (See below: *d. Suspension*)

- If agreed by the LADO, the child's parents will be informed in confidence of the allegation. (If the allegation involves the parents, the LADO will contact children's social care services before any contact is made.)

c. Timescales

The time taken to investigate and resolve cases will depend on a variety of factors including the nature, seriousness and complexity of the allegation. For this reason, it is not possible to put a timescale on an investigation. However, it is in everyone's interest to resolve cases as quickly as possible consistent with a fair and thorough investigation and all investigations will be investigated as a priority so as to avoid any delay.

Nevertheless, the following guidance target timescales are taken directly from 'Keeping Children Safe in Education' (2015):

'These targets should be achieved in all but truly exceptional cases. It is expected that 80 per cent of cases should be resolved within one month, 90 per cent within three months, and all but the most exceptional cases should be completed within 12 months.'

'For those cases where it is clear immediately that the allegation is unsubstantiated or malicious, they should be resolved within one week.'

'Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the employer to deal with it, although if there are concerns about child protection, the employer should discuss them with the LADO. In such cases, if the nature of the allegation does not require formal disciplinary action, the employer should institute appropriate action within three working days.'

'If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.'

d. Suspension

The possible risk of harm to children posed by an accused person will be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases, that will require the Case Manager to consider suspending the accused until the case is resolved.

Suspension will not be an automatic response when an allegation is reported; all options to avoid suspension will be considered prior to taking that step.

Suspension will be considered only in a case where there is cause to suspect a child or other children at the School is/are at risk of harm or the case is so serious that it might be grounds for dismissal. The Case Manager will consider carefully whether the circumstances warrant suspension from contact with children at the School or until the allegation is resolved, and will always seek advice from the LADO.

The Case Manager will also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements. In many cases an investigation can be resolved quickly and without the need for suspension. If the LADO, Police and children's social care services have no objections to the member of staff continuing to work during the investigation, the Case Manager will be as inventive as possible to avoid suspension. For example, based on assessment of risk, the following alternatives will be considered by the Case Manager before suspending a member of staff:

- redeployment within the School so that the individual does not have direct contact with the child or children concerned;
- providing an assistant to be present when the individual has contact with children;
- redeployment to alternative work in the school so the individual does not have unsupervised access to children; or
- moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted.

The Case Manager will consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unsubstantiated or maliciously intended.

If immediate suspension is considered necessary, the rationale and justification for such a course of action will be agreed and recorded by both the Case Manager and the LADO. This will also include what alternatives to suspension have been considered and why they were rejected.

In cases where the school is made aware that the Secretary of State has made an interim prohibition order in respect of an individual at the School, it will be necessary to immediately suspend that person from teaching pending the findings of the NCTL's investigation.

Where it has been deemed appropriate to suspend the person, written confirmation will be dispatched as soon as possible (within one working day), giving as much detail as appropriate for the reasons for the suspension. The person will be informed at the point of their suspension who their named contact is, and provided with their contact details.

Where the Case Manager is not the employer, the Case Manager will keep the relevant school authorities informed of the advice regarding suspension, as the power to suspend a member of staff/volunteer lies with them. The School will always give due weight to the views of the LADO when making a decision about suspension.

e. Support for Those Involved: Employees and Volunteers

The Foundation, as the employer, has a duty of care to its employees and the Foundation Governors and respective Heads Executive Group and Senior Management/Leadership Teams will act to manage and minimise the stress inherent in any such allegations and disciplinary process.

Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action (unless there is an objection by the local authority social care services or the police: see **Initial Response** above). The individual should contact their trade union if they belong to one and access to the School's counsellor would be made available, or a colleague for support.

The Case Manager will appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case, including if they are suspended, and will consider what additional support may be required. Social contact with colleagues or friends will not be prevented, unless there is evidence that such contact is likely to be prejudicial to the gathering and presentation of evidence.

f. Support for those involved: Parents or Carers of the Child/Children Involved

Parents or carers of a child or children involved will be told by the Case Manager about the allegation as soon as possible and providing the local authority social care services and/or the police have agreed what information can be disclosed.

Parents and carers will be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution. This includes informing them, in confidence, of the outcome of any disciplinary process. They will also be informed of any reporting restrictions, and advised to seek legal advice, if required.

Parents and carers will also be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the *Education Act 2002*. If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

If a child has suffered significant harm, or where there is a criminal prosecution, support for the alleged victim will be considered by the police or social services.

g. Confidentiality

Every effort will be made to maintain confidentiality and guard against unwanted publicity.

The *Education Act 2011* introduced reporting restrictions preventing the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school. Reporting restrictions apply until the point that the accused is charged with an offence; or if the Secretary of State publishes information about an investigation or disciplinary case arising from the allegation; or if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves, or by giving their written consent for another to do so; or if a judge or magistrate lifts the restrictions in response to a request to do so.

The Case Manager will take advice from the LADO, police and children's social care services to agree the following:

- who needs to know and what information can be shared,
- how to manage speculation, leaks and gossip,
- what, if any, information can be reasonably given to the wider community to reduce speculation,
- how to manage press interest.

h. Information Sharing

In a strategy discussion or the initial evaluation of the case, the agencies involved should share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim.

Wherever possible the School will ask the police and/or Social Services to obtain consent from the individuals involved to share their statements and evidence for use in the employer disciplinary process.

i. Oversight and Monitoring

As stated in *Keeping Children Safe in Education (2015)*, the LADO has overall responsibility for: the oversight of the procedures for dealing with allegations; resolving any inter-agency issues; and liaison with the Local Safeguarding Children Board (LSCB) on the subject. The LADO will provide advice and guidance to the Case Manager, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. It is expected that reviews will be conducted at fortnightly or monthly intervals, depending on the complexity of the case.

Police forces have responsibility for identifying officers who will be responsible for:

- liaising with the LADO;
- taking part in the strategy discussion or initial evaluation;
- subsequently reviewing the progress of those cases in which there is a police investigation; and
- sharing information on completion of the investigation or any prosecution.

If the strategy discussion or initial assessment decides that a police investigation is required, the Police are responsible for setting a target date for reviewing the progress of the investigation and consulting the Crown Prosecution Service (CPS) about whether to charge the individual, continue to investigate, or close the investigation. Wherever possible, it is expected that the review will take place no later than four weeks after the initial evaluation.

Dates for subsequent reviews, ideally at fortnightly intervals, will be set at the meeting if the investigation continues.

j. Record Keeping

Details of allegations that are found to have been malicious will be removed from any personnel records.

For all other allegations, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved and a note of any action taken and decisions reached, is to be kept on a person's confidential personnel file and a copy given to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the Police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

The record will be retained at least until the person has reached at least retirement or for a period of 10 years from the date of the allegation if that is longer.

k. Resignations and ‘Compromise Agreements’

If the accused person resigns, or ceases to provide their services, this will not prevent an allegation being followed up in accordance with this guidance.

If the accused person resigns or their services cease to be used and the criteria are met for a referral to the DBS, a settlement/compromise agreement will not be used.

The school acknowledges the importance of ensuring that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process. Wherever possible, the accused will be given a full opportunity to answer the allegation and make representations about it.

Nevertheless, the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be substantiated on the basis of all the information available, will continue even if that cannot be done or the accused does not cooperate.

l. References

Cases in which an allegation was proven to be false, unsubstantiated or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious will also not be included in any reference.

m. Action Following a Criminal Investigation or a Prosecution

The police will inform the school immediately once a criminal investigation and any subsequent trial is complete or if it is decided to close an investigation without charge or not to continue to prosecute the case after the person has been charged.

In those circumstances, the LADO should discuss with the school whether any further action, including disciplinary action, is appropriate and, if so, how to proceed. The information provided by the police and/or children’s social care services will inform that decision. The options will depend on the circumstances of the case and the consideration will take into account the result of the police investigation or the trial, as well as the different standard of proof required in disciplinary and criminal proceedings.

n. Action on Conclusion of a Case, Including Referrals to the Disclosure and Barring Service (DBS) or the National College for Teaching and Leadership (NCTL)

If the allegation is substantiated and the person is dismissed, or the employer ceases to use the person’s services, or the person resigns or otherwise ceases to provide his or her services, the Case Manager will work with the LADO to determine whether a referral to the DBS for consideration of inclusion on the barred lists is required; and in the case of a member of teaching staff, whether to refer the matter to the National College for Teaching and Leadership (NCTL) to consider prohibiting the individual from teaching, if the threshold for a referral to the DBS has not been met.

The school acknowledges its legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed a listed offence, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual. The school will supply any information held to the Disclosure and Barring Service (DBS) when requested.

The school also acknowledges its duty to consider a separate referral to the NCTL regarding a teacher who has been dismissed, resigned or their services cease to be used, when the criteria for a referral does not meet the threshold of a referral to the DBS but a prohibition order may be appropriate. The reasons such an order would be considered are: “unacceptable professional conduct”, “conduct that may bring the profession into disrepute” or a “conviction, at any time, for a relevant offence”. Further guidance is published on the NCTL website. The school will seek advice if required, about whether the allegation against a teacher is sufficiently serious to refer to the NCTL.

Where it is decided on the conclusion of a case that a person who has been suspended can return to work, the Case Manager will consider how best to facilitate that, how the person’s contact with the child or children who made the allegation can best be managed, if they are still a pupil at the school.

o. Action in Case of Unfounded or Malicious Allegations

If an allegation is determined to be unfounded or malicious, the matter will be referred to the local authority children’s social care services to determine whether the child concerned is in need of services, or may have been abused by someone else.

In the event that an allegation is shown to have been deliberately invented or malicious, the school will consider whether any disciplinary action is appropriate against the pupil who made it or the police will be asked to consider whether any action might be appropriate against the person responsible, even if he or she is not a pupil.

p. Learning Lessons

At the conclusion of a case in which an allegation is substantiated, the Case Manager on behalf of the school will work with the LADO to determine whether any improvements can be made to the school’s procedures and/or practice to help prevent similar events in future.

This will include issues arising from the decision to suspend the member of staff, the duration of the suspension and whether or not suspension was justified. Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated. The LADO and Case Manager will consider how future investigations of a similar nature could be carried out without suspending the individual.

q. Whistleblowing

The school is committed to safeguarding and the implementation of this policy, but if staff and volunteers have any concerns at any time about poor or unsafe practice, and potential failures in the school safeguarding regime, they should in the first instance, raise their concerns with the designated person with responsibility for child protection matters for the relevant school, or the Head of the respective school. If the member of staff or volunteer feels unable to raise the issue with either of them, or feels that their genuine concerns are not being addressed, they should, without informing the relevant Head first, immediately inform the Chair of the respective School Committee.

15. STAFF TRAINING

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and exploitation and to know what to do if they have a concern.

New staff, governors who will have direct contact with children and volunteers will receive an explanation during their induction which will include:

- the School's Child Protection and Safeguarding Policy
- signs and symptoms of abuse and neglect
- responding to disclosure of abuse or neglect by a child
- reporting and recording arrangements
- the Staff Code of Conduct Policy including the whistleblowing procedure
- details of the DSL & DDSL.
- reading Part One of KCSIE and Annex A
- guidance on the 'Prevent' Duty

NB all of the above will be explained **before** a new member of staff, governor or volunteer has direct contact with children in school. The Foundation's Child Protection policy and Staff Code of Conduct Policy will be sent with the letter confirming an appointment.

All staff will be required to sign a pro forma stating they have read and will abide by the Child Protection Policy, the Staff Code of Conduct Policy and *Keeping Children Safe in Education* (Part 1 and Annex A) at both the beginning of employment and at the start of every academic year. The individual will be given Child Protection training at the start of employment and will have an opportunity to clarify any issues on their first day at work (and thereafter).

All staff, including the Heads of the three Schools teacher and all Foundation Governors will receive training that is regularly updated at least annually. The training will include: the role and responsibility staff play in safeguarding children, how to identify emerging problems and a child in need, how to refer from the use of green forms to making a referral to children's social services; to staff conduct and allegations.

In addition, staff will receive regular safeguarding and child protection updates for example at staff meeting, via email and e-bulletins and any additional thematic training as required. Training offered will always be in consultation with, and approved by, the WLSCB.

Also, the DSLs lead an annual update on Safeguarding matters at the start of each term. The DSL will attend training for newly appointed DSLs and refresher training every two years delivered by Warwickshire County Council's Education Safeguarding Service. That training will include up-to-date information about WSCB inter-agency procedures. The DSL will also be supported to access WSCB inter-agency training as part of their continuing professional development.

In addition, the Heads of each Foundation School and other senior staff, along with the nominated Child Protection governor will attend Safer Recruitment training.

Visitors, supply staff and other visiting staff will be given the Visitors Leaflet.

All staff will be made aware of the increased risk of abuse to certain groups, including disabled and SEN children, looked after children, young carers and risks associated with specific safeguarding issues including child sexual exploitation, extremism, female genital mutilation and forced marriage

16. SAFE RECRUITMENT

To ensure the protection of children in our care, the Schools comply with the provisions in *Keeping Children Safe in Education (September 2016)* and the Independent Schools' Regulatory Requirements.

The Schools operate safe recruitment procedures which include procedures to comply with the statutory guidance *Disqualification under the Childcare Act 2006 (June 2016)*.

The Schools seek assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with our pupils on another site.

Safer recruitment means that all applicants will:

- complete an application form which includes their employment history and explains any gaps in that history
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include an enhanced DBS check and a barred list check for those engaged in Regulated Activity. Where necessary, in accordance with regulatory requirements and the Foundation policy, overseas checks/certificates of good conduct for those who have lived or worked abroad, will be required. Additional measures will be put in place where it is not possible to obtain such documentation.
- if offered employment, provide evidence of their right to work in the UK
- be interviewed by a panel of at least two school leaders/governors, if shortlisted.

The Schools will also:

- ensure that every job description and person specification for roles in school includes a description of the role holder's responsibility for safeguarding
- ask at least one question at interview for every role in school about the candidate's attitude to safeguarding and motivation for working with children
- verify the preferred candidate's mental and physical fitness to carry out their work responsibilities
- obtain references for all shortlisted candidates, including internal candidates
- carry out additional or alternative checks for applicants who have lived or worked outside the UK
- ensure that applicants for teaching posts are not subject to a prohibition order issued by the Secretary of State.

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

All new members of staff and volunteers will undergo an induction that includes familiarisation with the Foundation's Child Protection and Safeguarding Policy, Staff Code of Conduct Policy, other issues as in section 15 of this policy and identification of their child protection training needs. All relevant staff (teachers, teaching assistants, other classroom based staff, lunchtime supervisors and members of the senior leadership team) and all those who work in before or after

school care for children under eight) are made aware of the disqualification and disqualification by association legislation (*in the induction meeting and in the HR meeting*).

The Foundation obtains written confirmation from supply agencies that they have satisfactorily undertaken all appropriate checks that the school would have undertaken if they were employing the individual directly.

The Foundation maintains a single central record of recruitment checks undertaken.

See **Recruitment Policy** for further details.

a. Regulated Activity

Schools are 'specified places' which means that the majority of staff and volunteers will be engaged in regulated activity. A fuller explanation of regulated activity can be found in Keeping Children Safe in Education (2015) part three.

b. Volunteers

Volunteers including governors will undergo checks commensurate with their work in the Schools and contact with pupils. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.

c. Supervised volunteers

Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safer recruitment checks appropriate to their role, in accordance with the Schools' risk assessment process and statutory guidance.

d. Contractors

The Foundation checks the identity of all contractors working on site, and undertakes appropriate vetting checks.

e. Visitors

All visitors are expected to observe safeguarding procedures (*see 17 Site Security*). Where visiting speakers are invited into the Schools either by staff or the pupils, the Schools will ensure that they are suitable and appropriately supervised. The Schools will ensure that appropriate vetting has been undertaken, which will at least include an internet search to ascertain the speaker's suitability. Appropriate details of all visiting speakers will be logged on the SCR, in line with 'Prevent' guidance. All staff will be made aware of the need to ensure that the Prevent guidance with respect to visiting speakers is carried out.

17. SITE SECURITY

Visitors to the Schools, including contractors, are asked to sign in and are given an identity 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 observe the Schools' safeguarding and health and safety regulations to ensure children in school are kept safe. It is normal practice that visitors to the Schools during term time when pupils are on site will be accompanied at all times.

All staff and pupils in both the day and boarding communities receive security awareness training.

18. BEHAVIOUR MANAGEMENT

The Schools' Behaviour Policies and Anti-Bullying Policies are set out in separate documents and reviewed regularly by the governing body. These policies are transparent to staff, parents and pupils.

19. RECORD KEEPING

The Schools will maintain child protection records in accordance with the guidance document provided by WCC Education Safeguarding Service *Child Protection Record Keeping Guidance*.

In accordance with that guidance, the school will:

- keep clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Care (refer via MASH) immediately;
- keep records in a folder in a meticulous chronological order;
- ensure all records are kept secure and in locked locations;
- ensure all relevant child protection records are sent to the receiving school, college or other education establishment when a pupil moves.

Child protection records will be maintained independently from the pupil's school file and the school file will be 'tagged' to indicate that separate information is held. Such records will only be accessible to the Designated Safeguarding Lead and school leaders who need to be aware.

The recommended format for all staff in the Schools to record any safeguarding or child protection observations or concerns about a child is the WSCB pro forma *Logging A Concern About A Child's Safety And Welfare (Form C)* also known as the '**Green form**'.

Such records will include, in addition to the name, address and age of the child, timed and dated observations describing the child's behaviour, appearance, statements/remarks made to staff or other children and observations of interactions between the child, other children, members of staff and/or parents/carers that give rise to concern. Where possible and without interpretation, the exact words spoken by the child or parent/carer will be recorded. Records will be signed, dated and timed by the member of staff making the record.

Records of safeguarding/child protection observations or concerns can be completed electronically or as a paper version but it is most important that **all staff use one consistent system for the recording of concerns and that all records are passed to the Designated Safeguarding Lead**, who should complete the form to confirm what action has been taken.

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 Head or DSL, who will advise them to submit a Freedom of Information request for consideration.

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

20. CONFIDENTIALITY AND INFORMATION SHARING

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from a senior manager or outside agency as required (e.g. Education Safeguarding Manager).

It is reasonable for staff to discuss day-to-day concerns about pupils with colleagues in order to ensure that children's general needs are met in school. However, staff should only refer child protection concerns to the DSL or Head or – in the case of concerns about the Head – to the Chair of Governors. The person receiving the referral will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

However, following a number of cases where senior leaders in schools failed to act upon concerns raised by staff, *Keeping Children Safe in Education* emphasises that any member of staff can contact Children's Social Care (refer via MASH) if they are concerned about a child.

WSCB's guidance 'Information Sharing in Child Protection' is Appendix 9 of the WSCB inter-agency child protection procedures and can be accessed at www.warwickshire.gov.uk/wscbresources.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child/parent to keep secrets.

Child protection information will be stored and handled in line with Data Protection Act 1998 principles. Information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject's rights
- secure.

Record of concern forms (**Form C – Green forms**) and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort will be made to prevent unauthorised access to sensitive information. Any sensitive information that needs to be stored on portable devices such as laptop computers or tablets or on portable media such as a CD or flash drive will be password protected or encrypted and kept in locked storage.

The Foundation's policy on confidentiality and information-sharing is available to parents and pupils on request.

21. EXTENDED SCHOOL AND OFF-SITE ARRANGEMENTS

All extended and off site activities are subject to a risk assessment to satisfy health and safety and safeguarding requirements. Where extended school activities are provided by and managed by the School, the Foundation's Child Protection Policy and Procedures apply. If other organisations provide services or activities on the school site, the School will check that those organisations have appropriate procedures in place, including safer recruitment procedures.

When school pupils attend off-site activities, including day and residential visits and work related activities, the School will check that effective child protection arrangements are in place, and that necessary vetting has been undertaken, where appropriate.

22. PHOTOGRAPHY AND IMAGES

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. The Foundation's Use of Images Policy outlines the expectations to all staff, parents and pupils and the procedures followed.

Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of Early Years Foundation Stage Pupils for their own records. Further information about this and details for parents are included in Section 12 of the Early Years Foundation Stage Policy.

23. INTERNET/E-SAFETY

Children and young people increasingly use mobile phones, tablets and computers on a daily basis. Those technologies and the internet are a source of fun, entertainment, communication and education. Unfortunately, however, we know that some adults and young people will use those technologies to harm children. That harm might range from sending hurtful or abusive texts and emails to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. Pupils may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

School takes advice from sources such as Internet/esafety: "Sexting in Schools and Colleges - responding to incidents ..." UKCCIS August 2016 and the Schools' Internet Safety Policies and Acceptable Use Policies explain how we try to keep pupils safe in school and protect and educate pupils in the safe use of technology and have been drawn up. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. Serious incidents may be managed in line with our sexual exploitation policy or child protection procedures.

Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access those sites in school. Some pupils will undoubtedly be 'chatting' on mobiles or social networking sites at home and parents are encouraged to consider measures to keep their children safe when using social media. The Acceptable Use Policy is distributed to all Parents and their children and both parent and child sign to state they agree and will abide by the expectations laid out in it.

Staff also receive advice regarding the use of social networking and electronic communication with pupils by receiving and agreeing to by signing the Acceptable Use Policy.
(See Appendix 5)

24. CHILD PROTECTION PROCEDURES

a. Recognising abuse

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. Children may be abused in a family, or in an institutional or community setting by those known to them or more rarely, by others e.g. via the internet. Abuse may be committed by adult men or women and by other children and young people.

Staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

b. Types of Abuse

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.²

- **Physical abuse**

Physical abuse is a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including 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

² Definitions taken from Working Together to Safeguard Children (HM Government, 2015).

and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

- **Neglect**

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.

- **Abuse and 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. 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 should be reported and will be managed through our tackling-bullying procedures (refer to the Behaviour and Anti-bullying policies). The Schools will actively deal with abuse encountered between one or more pupils against another pupil and as appropriate will refer the abuse to local agencies in order to protect the children involved.

All pupils and parents receive a copy of the procedures on joining the school and the subject of bullying is addressed at regular intervals in PSHEE education.

Please also refer to issues in relation to children who are sexually harmful or abusive towards other children on page 38 of this policy.

- **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. For those reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the Designated Safeguarding Lead.

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

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; and/or
- display sexual knowledge or behaviour beyond that normally expected for their age and/or stage of development;
- acquire gifts such as money or a mobile phone from new 'friends' or adults recently acquainted with the child's family.

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 all of their concerns, however minor or insignificant they may think they are – they do not need 'absolute proof' that the child is at risk.

c. Impact of abuse

The impact of child abuse, neglect and exploitation 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 children, full recovery is beyond their reach and 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.

d. Taking action

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".

Key points for staff to remember when taking action are:

- in an emergency take the action necessary to help the child, for example, call 999;
- report your concern to the DSL as quickly as possible – immediately when there is evidence of physical or sexual abuse and certainly by the end of the day;
- do not start your own investigation;
- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family;
- complete a record of concern, using a **Form C (Green form)** and
- seek support for yourself if you are distressed or need to debrief.

e. **What to do**

...if a member of staff or volunteer is 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 try to 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 use the same record of concern form **Form C (Green form)** to record these early concerns. If the pupil does begin to reveal that they are being harmed, staff should follow the advice below. Following an initial conversation with the pupil, if the member of staff remains concerned, they should discuss their concerns with the DSL.

...if a pupil discloses to a member of staff or volunteer

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. Sometimes they may not be aware that what is happening is abusive.

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 but 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.

All pupils are spoken to about the importance of raising any concerns they have at any time and that understanding the importance of communicating and why staff cannot keep some information confidential. They should also know that the information that is passed on, only to specific people on a 'need to know' basis. During their conversations with pupils staff will:

- allow them 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’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’;
- not be afraid of silences – staff must remember how hard this must be for the pupil;
- under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the pupil’s mother think about all this; (however, it is reasonable to ask questions to clarify understanding and to support a meaningful referral if that is required, e.g. when did this happen, where did this happen?)
- not offer confidentiality
- not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused;
- not admonish 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;
- let them know that someone (either you or another named person, e.g. the DSL) will come to see them before the end of the day;
- report verbally to the DSL;
- write up their conversation as soon as possible on the record of concern form **Form C (Green form)** and hand it to the DSL; and
- seek support if they feel distressed or need to debrief

See Appendix 4 Flow chart: what to do if concerned

f. 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 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 be sought first from Children’s Social Care.

g. Making a referral to Children’s Social Care (refer via MASH)

The DSL will make a referral to Children’s Social Care (refer via MASH) if it is believed that a pupil is suffering or is at risk of suffering significant harm.

However, following a number of cases where senior leaders in schools failed to act upon concerns raised by staff, *Keeping Children Safe in Education* emphasises that any member of staff can contact Children’s Social Care (refer via MASH) if they are concerned about a child.

CONTACT WSCB – MASH – LOCAL CHILDREN’S TEAM TODAY

TELEPHONE 01926 414144 (OUT OF HOURS 01926 886922)

LADOs FOR WCC :

**Michelle Pinnock-Ouma (Works Mon, Tues & Wed) and
Hilary King (Works Wed, Thur & Fri)**

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 or create undue delay.

(See Appendix I – key information on making a referral including the referral form)

h. Children with sexually harmful or inappropriate behaviour

Children may be harmed by other children or young people (peer on peer abuse). Staff will be aware of the harm caused by bullying and will use the school's anti-bullying procedures as above where necessary. However, there will be occasions when a pupil's behaviour warrants a response under child protection rather than anti-bullying procedures. In particular, research suggests that up to 30 per cent of child sexual abuse is committed by someone under the age of 18.

Members of staff who become concerned about a pupil's sexual behaviour such as sexual touching as well as any known online sexual behaviour including sexting should speak to the DSL as soon as possible. The management of children and young people with sexually harmful behaviour is complex and the school will work with other relevant 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 must be aware that abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up".

Any instances of sexual harm caused by one pupil to another and any situation where there are concerns about power imbalance, coercion or force will be discussed with Children's Social Care.

The school will also be informed by the Police or Children's Social Care (refer via MASH) about referrals made directly to those agencies from other sources (e.g. family members, family friends, parents of other children) in relation to alleged sexualised inappropriate or sexually abusive behaviour displayed by pupils inside and/or outside school.

In all such circumstances, the school may be required to attend a strategy meeting under multi-agency child protection procedures in order to facilitate risk management and planning with other agencies.

In responding to cases involving children or young people who have committed sexually abusive behaviours, Children's Social Care will consult with the Sexualised Inappropriate Behaviours Service (SIBS), for advice, consultation or provision of a direct service. A wide range of practice guidance, knowledge and therapeutic materials has been developed by SIBS to inform the interventions relating to children and young people with sexual behaviour difficulties.

In circumstances where a child displays sexualised inappropriate behaviour but evidence of sexual harm towards other children is not clear-cut, the school may seek consultation and advice from SIBS and/or the Education Safeguarding Manager.

In deciding the most appropriate response, relevant considerations will include:

- the nature and extent of the inappropriate/abusive behaviours. In respect of sexual abuse, it is necessary to distinguish between normal childhood sexual development and experimentation; and sexually inappropriate or aggressive behaviour;
- the context of the abusive behaviours;
- the child/young person's development, family and social circumstances;

- the need for services, specifically focusing on the child/young person's harmful behaviour as well as other significant needs; and/or
- the risks to self and others, including other children in the school, household, extended family, peer group and wider social network.

The Foundation is committed to participating in plans both to provide pupils who are at risk from other children and those pupils who may present a risk to other children with appropriate services to address any concerns and, wherever possible, to facilitating ongoing access to education in school for all children concerned, subject to appropriate risk assessments and risk management plans.

i. Sexual exploitation of children

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people. Victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, accommodation, money and sometimes simply affection. What marks out exploitation is the imbalance of power in the relationship, where the perpetrator always holds some kind of power over the victim which increases the 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 cyberbullying and grooming. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to the trafficking of children.

The school includes the risks of sexual exploitation in the PSHE and sex and relationship curriculum. A common feature of sexual exploitation is that the child often does not recognise the coercive nature of the relationship and does not see her/himself as a victim. The child may initially resent what she/he perceives as interference by staff but staff must act on their concerns, as they would for any other type of abuse.

All staff are made aware of the indicators of sexual exploitation of children and all concerns are reported immediately to the DSL. The DSL will consider the need to make a referral to Children's Social Care (refer via MASH) as with any other child protection concern and with particular reference to Warwickshire Safeguarding Children Board's Child Sexual Exploitation procedures. Parents will be consulted and notified as above.

j. Reporting directly to child protection agencies

Staff should follow the reporting procedures outlined in this policy. However, as emphasised in *Keeping Children Safe in Education September 2016*, they may also share information directly with Children's Social Care (refer via MASH) and/or the Police if:

- the situation is an emergency and the DSL, the deputy DSL, the Head and/or the chair of governors are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety; and/or
- for any other reason they make a judgement that a direct referral is in the best interests of the child.

In any of those circumstances, staff may make direct child protection referrals and share information without being subject of censure or disciplinary action. However, staff should inform the DSL and/or Head at the earliest opportunity that they have done so unless in their judgement doing so would increase the risk of harm to the child.

If a member of staff makes a referral, they must inform the DSL as soon as is possible and then follow up on the referral if they have not heard back within one working day.

Staff may seek support directly from the Education Safeguarding Manager should they consider that necessary.

25. SPECIAL CIRCUMSTANCES

a. Looked After Children

The most common reason for children becoming looked after is as a result of abuse or neglect. The School ensures that staff have the necessary skills and understanding to keep looked after children safe and that appropriate staff have information about a child's looked after status and care arrangements including the level of authority delegated to the carer by the authority looking after the child. The designated teacher for looked after children and the DSL have details of the child's social worker and the name and contact details of the Local Authority's virtual head for children in care. Where there is a looked after child in the school the designated teacher will have appropriate training to ensure they carry out their role effectively. The designated teacher will work closely with the virtual school head to ensure that the child's personal education plan is effectively implemented.

b. Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Professionals in all agencies including teachers need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

The procedure is typically carried out on girls aged between 4 & 13, although in some cases Female Genital Mutilation has been carried out on newborn infants or young women before marriage or pregnancy. A number of girls have been known to die as a result of blood loss or infection.

There are a number of potential indicators or warning signs that FGM may be about to take place. These include:-

- Knowing the family belongs to a community which practices Female Genital Mutilation
- Making preparations for the child to take a holiday, arranging vacations or absence from school
- Child may talk about a "special procedure" to take place

Indicators that Female Genital Mutilation may have taken place include:-

- Prolonged absence from school with noticeable behavioural changes
- Long periods away from classes or other normal activities
- Problems with bladder or menstrual problems

If a member of staff has a concern they should activate the safeguarding procedures (make a referral). If a member of staff, in the course of their work in the profession discovers that an act of Female Genital Mutilation has been carried out on a girl under the age of 18 then they must report to the police (under Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015))

c. Preventing Radicalisation

The Schools are committed to protecting pupils from the risk of radicalisation, which refers to the process by which a person comes to support terrorism or forms of extremism³.

The Schools will follow the statutory guidance set out in the Prevent duty guidance (DfE June 2015), KCSIE September 2016 and CTSA 2015 and will raise awareness with their staff. Staff training will include:

- staff responsibilities,
- their duty of care to make a referral either through the normal safeguarding procedures to:
 - Children’s Social Care (refer via MASH) or
 - to the Channel programme, or
 - through contacting the local police force:
DC Gary Shephard (01386 591 81 or garyshephard@westmercia.pnn.police.uk
DC Jemma Greenow (01386 591 825 jemmagreenow@westmercia.pnn.police.uk or
 - dialling 101, or the DfE dedicated helpline 0207 340 7264 or
email counter.extremism@education.gsi.gov.uk.

Decisions to seek support for any pupil who is considered to be at risk of radicalisation may be taken in consultation with the pupil concerned and his/her parents. However, consent from either the pupil or parents is not required to make a referral, when the school has grounds to believe that the child in question is at risk of significant harm.

The Schools will undertake the following actions to protect and try and prevent the radicalisation of their pupils:

- 1) **Undertake a risk assessment** to assess the general level of risk of pupils being subject to radicalisation or drawn into terrorism/extremist activity. Put in place means to identify individual children who may be at risk of radicalisation or being drawn into terrorism/extremist activity.
- 2) **Staff training** – the DSL will undertake Prevent awareness training so s/they can then train staff and can provide advice and support to other staff members. In addition, they will offer staff the opportunity to take part in the 20-minute online training module http://course.ncalt.com/Channel_General_Awareness/01/index.html.

³ Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

3) **Educate the pupils so building resilience to radicalisation** through:

- promoting fundamental British values,
- the PSHE syllabus teaching pupils to manage risk, resist pressure, make safer choices and seek help as necessary for example using the “Use of Social media for online radicalisation” information, and
- in part through the citizenship, religious education and other relevant subject syllabus with focus on democracy, diversity, mutual respect and managing debate of contentious issues.

4) **IT Policies and Training** – ensure that children are safe from terrorist and extremist material when accessing the internet in school through the use of filters and acceptance of acceptable use policies.

The Foundation staff will liaise with the WSCB to establish what advice and support they can provide and for their assessment of general levels of risk within the local area.

The Schools expect all staff, volunteers, governors, visiting professionals, contractors and individuals or agencies that hire school premises to behave in accordance with the Staff Code of Conduct Policy, will challenge the expression and/or promotion of extremist views and ideas by any adult on school premises or at school events and, when necessary, will make appropriate referrals in respect of any such adult.

d. Forced Marriage

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Children may be married at a very young age, and well below the age of consent in England. School staff receive training and should be particularly alert to suspicions or concerns raised by a pupil about being taken abroad and not be allowed to return to England.

Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014. (See https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)

e. Honour Based Violence

Honour based violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or community and can include FGM, forced marriage and practices such as breast ironing. All, however, are child abuse regardless of motivation and should be handled and escalated as such. If there are any concerns at all they must be reported to the DSL or a referral made.

f. Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or a close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or aged under 18 if the child is disabled. Children looked after by the local authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered.

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age.

Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that schools are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care as soon as possible. When the School becomes aware of a private fostering arrangement for a pupil that has not been notified to Children's Social Care, the School will encourage parents and private foster carers to notify Children's Social Care and will share information with Children's Social Care as appropriate.

g. Work Experience

Each School has detailed procedures to safeguard pupils undertaking work experience, including arrangements for checking people who provide placements and supervising pupils on work experience which are in accordance with the guidance in *Keeping Children Safe in Education 2015*. The Foundation Health & Safety Manager and each School's member of staff in charge of Work Experience keep and regularly update Work Experience procedures.

h. 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 the school follows the guidance in *Keeping Children Safe in Education September 2016*, 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.

i. Boarding Schools

Research has shown that children can be particularly vulnerable in residential settings. Warwick School's boarding arrangements follow and comply with the National Minimum Standards for Boarding Schools (NMS).

Warwick School Policy - Boarding House Arrangements

Warwick School has and implements an appropriate policy on child protection and response to allegations or suspicions of abuse, which is consistent with Local Safeguarding Children Board procedures, and is known to staff and also known, as appropriate, to older boarders in positions of responsibility.

In addition to the existing Foundation Child Protection Policy, Warwick School acknowledges its responsibilities as a boarding school in accordance with the National Minimum Standards for Boarding Schools (NMS).

1. Where appropriate, House Prefects and senior pupils are provided with a briefing on the appropriate action to take should they receive any allegations of abuse (NMS 19).
2. The School has a policy for the search and reporting of any boarder missing from School that is known to all boarding house staff. A written record is made of any boarder missing from school, the action taken, and any reasons for the pupil being missing.
3. It is understood that all staff and pupils have immunity from retribution or disciplinary action for 'whistle blowing' in good faith.
4. The School adheres to NMS 14 in instigating appointment checks for all staff in accordance with acknowledged safe recruitment practices.

In addition to the requirements for all staff it should be noted that:

- In accordance with NMS 14.2, for all adults who after April 2002 begin to live on the same premises as children/students but are not employed by the School, there is a verifiable Disclosure & Barring Service check completed at the standard level.
 - The School has taken reasonably practicable checks to carry out Disclosure & Barring Service checks on taxi drivers booked by the school to drive boarders unaccompanied by staff.
5. Warwick School has instigated measures to ensure that all boarders are protected from unsupervised contact at School with adults who have not been subject to the School's complete recruitment checking procedures and there is supervision of all unchecked visitors to the boarding premises.

Under NMS14, the School does not allow any member of staff (including ancillary staff, sessional/contract staff and volunteers) to work unsupervised with boarders unless that member of staff has been satisfactorily checked with the Disclosure & Barring Service.

6. The welfare of boarders placed in lodgings is safeguarded and promoted. In accordance with NMS 20, any lodgings arranged by the School to accommodate pupils provide satisfactory accommodation and supervision, are checked by the School before use, and are monitored by the School during use.
7. The welfare of boarders is safeguarded and promoted while accommodated away from the school site on short term visits. Any off-site short stay accommodation arranged by the School for any of its boarders provides satisfactory accommodation and supervision is checked by the school (although this may not be feasible when accommodation is in private households), and is monitored by the School during use.
8. Under the revised NMS 14, the DBS certificate for 'gap' students is to be obtained before or as soon as practicable after the appointment.
9. If an allegation is made against a residential member of boarding staff, then whilst the matter is being investigated and until it is resolved, the boarding house staff member will be provided with alternative accommodation arrangements i.e. not in a boarding house.

j. Children with special educational needs and disabilities (SEND)

Children with special educational needs and disabilities can face additional safeguarding challenges. Staff should be aware that:

- they must not make assumptions that indicators of possible abuse such as behaviour, mood or injury relate to the child's disability without further exploration.
- Children with SEND can be disproportionately impacted by things like bullying, without outwardly showing any signs
- There may be communication barriers and difficulties in overcoming these barriers

WRITTEN CONFIRMATION FOLLOWING A CHILD PROTECTION REFERRAL

If You Have Concerns About A Child Act Now Don't Delay. Contact Children's Services immediately by phone to make a referral and then post this form (or ideally fax it) to the Children's Team Operations Manager of the locality within one working day of your telephone referral.

For information on the circumstances in which a referral should be made to Children's Services, refer to Section 3.1 in the WSCB Inter-Agency Child Protection Procedures

Telephone Referral made to:

Social Worker (insert individual name)

at Children's Team (insert team name)

on Date and Time of Telephone Referral (insert)

1 Referrer's Details

Name:

Agency and Job Title

Contact Details:

Telephone:

Address:

2 Child's Details

Child's Full Name

Date of Birth:

Ethnic Origin:

Gender of child:

First language:

Details of any specific need (e.g. disability):

Address:

Telephone contact:

G.P. (Name and Surgery):

3 Family Including Sibling Details

NAME	DOB	RELATIONSHIP	ADDRESS

Please indicate those siblings who are also the subject of this referral:

4 Other agencies, professionals involved

NAME	AGENCY	CONTACT DETAILS

5 Reason for referral/concerns

(Please give details of injuries or other indicators observed)

Is this the first referral to Children’s Services on this child?

Please tick

- First Referral
- Previous Referral – Date(s)
- Previous Written Follow-up(s) to telephone referral(s) made
Date(s):
- Don’t know

Is the Parent/Carer/Child aware of this referral? YES/NO (if YES, please give details)

6 Agreement reached with Children's Services regarding further action to be taken by Children's Services and referrer. (Please give details)

Signature: Date:

N.B.

Professionals who contact Children's Services to make a referral should confirm the details in writing within 24 hours, addressed to the Operations Manager in that locality.

Children's Services should acknowledge your written referral within one day of receiving it. If you have not heard back within 3 working days, contact Children's Services again.

After sending this information to Children's Services please maintain a copy of this form on the child's record or in your agency file and complete details below.

Did you receive a response from Children's Services? (Please indicate Yes or No in first two boxes)

Verbally

In writing

Within working days of this form being sent

If you are working in Education, please send a copy of this form to:

**Education Safeguarding Children Manager
W.C.C. Directorate of Children, Young People and Families
Saltisford Office Park, Ansell Way, Warwick, CV34 4UL**

If you are working in Coventry & Warwickshire Partnership Trust, please send a copy of this form to:

**Lead Nurse for Safeguarding Children and Vulnerable Adults
Wayside House, Wilsons Lane, Coventry, CV6 6NY**

If you are working in Early Years, please send a copy of this form to:

**Senior Officer, Workforce Development and Training, Learning and Achievement,
Primary and Early Years, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL**

APPENDIX 2

Suggested wording for information about Child Protection and Safeguarding to be included in School* Prospectus

Schools are strongly advised to inform parents/carers of their child protection procedures, their statutory responsibilities to safeguard and promote the welfare of children and the requirements to report child protection concerns to Children's Social Care. *Keeping Children Safe in Education* requires the Designated Safeguarding Lead to ensure that the school's child protection policy is available publicly (e.g. via the school website) and that parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in that process.

The following information can be used in the school's brochure:

'Under the Education Act 2002 (Section 157 for academies/freel independent schools), schools must make arrangements to safeguard and promote the welfare of children. Parents/carers should know that the law (Children Act 1989) requires all school staff to pass on information which gives rise to a concern about a child's welfare, including risk from neglect, physical, emotional or sexual abuse. Staff will seek, in general, to discuss any concerns with the parent/carer and, where possible, seek their consent to make a referral to Children's Social Care (refer via MASH) if that is considered necessary. This will only be done where such discussion will not place the child at increased risk of significant harm. The school will seek advice from Children's Social Care (refer via MASH) when they have reasonable cause to suspect a child may be suffering or likely to suffer significant harm. Occasionally, concerns are passed on which are later found to be unfounded. Parents/carers will appreciate that the school's Designated Safeguarding Lead carries out their responsibilities in accordance with the law and acts in the best interests of all children.'

* The word 'school' is used throughout. This includes all schools whether maintained, non-maintained or independent schools, including academies and free schools, alternative providers of education, further education colleges and sixth-form colleges; and relates to children under the age of 18 years.

APPENDIX 3

Standards for Effective Child Protection Practice in Schools and contacts

WISF follow the recommendations made by Warwickshire County Council Safeguarding Team. These are:

1. Have an ethos in which children feel secure, their viewpoints are valued and they are encouraged to talk and are listened to;
2. Provide suitable support and guidance so that pupils have a range of appropriate adults to whom they can turn if they are worried or in difficulties;
3. Work with parents to build an understanding of the school's responsibilities to safeguard and promote the welfare of all children and a recognition that this may occasionally require children to be referred to investigative agencies as a constructive and helpful measure;
4. Are vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby all members of staff report such cases to the Designated Safeguarding Lead or – in her/his absence – the deputy Designated Safeguarding Lead, and are aware of Local Authority and Local Safeguarding Children Board procedures so that information is passed on effectively to the relevant professionals;
5. Monitor children who have been identified as at risk; maintain clear records of pupils' progress and welfare *in a secure place*; maintain sound policies on confidentiality; provide appropriate information to other professionals; and submit reports to and attend child protection conferences;
6. Provide and support regular child protection training for **all** school staff at least every three years and ensure that Designated Safeguarding Leads attend refresher training every two years to ensure their skills and expertise are up to date; and ensure that targeted funding for this work is used solely for this purpose;
7. Contribute to an inter-agency approach to safeguarding and child protection by developing effective and supportive liaison with other agencies;
8. Use the curriculum to raise pupils' awareness and build confidence so that pupils have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, taking into account the guidance for governors on sex and relationship education in circular 5/94;
9. Provide clear policy statements for parents, staff and children and young people on this and on both positive behaviour policies and the school's approach to bullying;
10. Have a clear understanding of the various types of bullying – face to face, online, physical, verbal and indirect - and act promptly and firmly to combat it, making sure that pupils are aware of the school's position on this issue and who they can contact for support;
11. Take particular care that pupils with SEN in mainstream and special schools, who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate communication skills;

12. Have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using the guidance set out in *Keeping Children Safe in Education* and WSCB inter-agency child protection procedures;
13. Have a written whole school policy, which is produced, owned and regularly reviewed by all school staff, taking into account the views of children, parents/carers and governors, and which clearly outlines the school's position and positive action in respect of the aforementioned standards;
14. Ensure that specified information is passed on in a timely manner to the Local Authority for monitoring purposes;
15. Have a Single Central Record in place that fully complies with the guidance in *Keeping Children Safe in Education 2015*.

Reference Documents

- Keeping Children Safe in Education (DfE September 2016)
- Working Together to Safeguard Children (DfE March 2015)
- WSCB Inter-agency Safeguarding Procedures
<http://www.warwickshire.gov.uk/wscbresources>
- Child Protection Record Keeping Guidance (WCC Education Safeguarding Service)
- For advice and support about any safeguarding matter in school or for information about a range of safeguarding training courses, please contact:

Contacts:

Adrian Over, Education Safeguarding Manager

Tel: 079 6622 4286 (if unavailable, please e mail adrianover@warwickshire.gov.uk)

Ann Seal, Taking Care Manager

Tel: 01926 742523

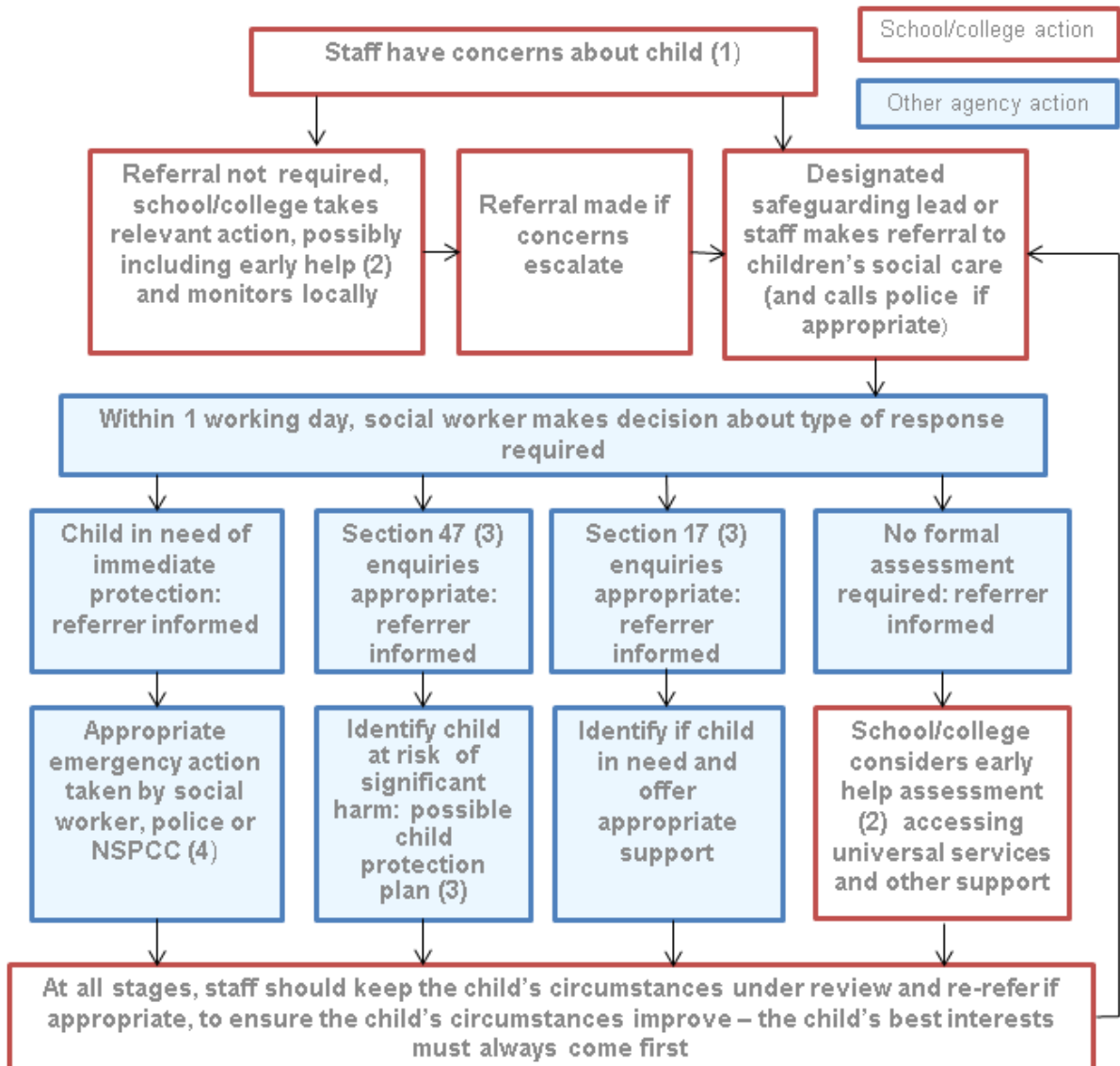
annseal@warwickshire.gov.uk

Education Safeguarding Service

- Linda Fenn (Team Administrator) – 01926 742525; lindafenn@warwickshire.gov.uk
- Sophie Morley (Training Administrator) - 01926 74 2601; sophiemorley@warwickshire.gov.uk

APPENDIX 4

Actions where there are concerns about a child



Appendix 5: **Helping children to keep themselves safe including online safety**

Keeping Children Safe in Education 2016 requires governing bodies and proprietors to ensure that children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a 'broad and balanced curriculum.'

At the WISF schools, children are taught to understand and manage risk through our personal, social, health and economic (PSHE/E) education and sex and relationships lessons and through all aspects of school life. Our approach is designed to help children to think about risks they may encounter and with the support of staff work out how those risks might be reduced or managed. Discussions about 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 in line with each School's Behaviour policy. Children are also reminded regularly about online safety, the risks of sharing content and images online and tackling bullying, including cyber bullying procedures. The school continually promotes an ethos of respect for children and pupils are encouraged to speak to a member of staff of their choosing about any worries they may have.

Age appropriate discussions about risk will include talking to children about the risks and issues associated with young people sending, receiving and/or disseminating indecent images of themselves and other young people, which is widely referred to as 'sexting'.

It is recognised that a young person may choose to share indecent images with another young person in the context of a romantic relationship and that she or he may do so without any intention to cause harm or distress to anybody. Although technically an offence, 'sexting' of that nature is referred to as 'experimental sexting' and it is usually not necessary or appropriate to criminalise young people in those circumstances.

However, there are clear risks associated with such behaviour. Staff are trained to be vigilant and to notice and record any concerns about young people sending and receiving indecent images, which includes listening to what young people say to each other and to staff, as they do with any other safeguarding concern.

When concerns are identified, staff will always speak to children and will inform parents about their concerns unless there is good reason to believe that doing so would place the child at increased risk of significant harm. The DSL will also need to consider the Fraser guidelines in making a judgement about whether or not to respect a young person's request not to inform his/her parents/carers.

N.B. Children under the age of 13 are unable to consent to sexual activity. Any imagery containing sexual activity by under 13 year olds will therefore be referred to the Police.

Children are taught about how to stay safe including for example using the Taking Care Protective behaviours course and also are taught about online safety, Issues of consent and healthy relationships, fundamental British values, how children can keep themselves safe from all forms of bullying including online bullying, child sexual exploitation including issues of informed consent, sexting, drugs and alcohol.

Teaching about online safety is paramount as the children and young people commonly use electronic equipment including mobile phones, tablets and computers on a daily basis to access the internet and share content and images via social networking sites such as Facebook, Twitter, MSN, Tumblr, Snapchat and Instagram.

Those technologies and the internet are a source of fun, entertainment, communication and education. Unfortunately, however, some adults and young people will use those technologies to harm children. That harm might range from sending hurtful or abusive texts and emails to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. Pupils may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

Chatrooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access those sites in school. Many pupils own or have access to hand held devices and parents are encouraged to consider measures to keep their children safe when using the internet and social media at home and in the community

The school's **online internet safety policy** explains how we try to keep pupils safe in school and protect and educate pupils in the safe use of technology. Cyberbullying and sexting by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures (see 'Sexting' below). Serious incidents may be managed in line with our sexual exploitation policy or child protection procedures.

All staff receive online safety training and are expected only to adhere to the staff internet agreement and the Staff Code of Conduct. Staff found to be in breach of these rules may be the subject of a referral to the Designated Officer in the Local Authority and may be subject to disciplinary action.

Appendix 6: Useful Contact Details

Key personnel (cf Section 3, page 6)

The designated and deputy safeguarding lead (DSL & DDSL) at each of the Foundation Schools are as follows:

Contact details - email

King's High:

- DSL - Caroline Renton DH(P)..... c.renton@kingshighwarwick.co.uk
- Deputy DSL – Richard Nicholson(Head Master) r.nicholson@kingshighwarwick.co.uk
- Deputy DSL – Stephen Burley DHA s.burley@kingshighwarwick.co.uk

Warwick School:

- DSL – David Wickes (Deputy Head) d.wickes@warwickschool.org
- Deputy DSL – Senior School: Gus Lock (Head Master)... a.lock@warwickschool.org
- Deputy DSL – Junior School: Andrew Hymer a.hymer@warwickschool.org

Warwick Prep School:

- DSL - Deborah Ward (Head of Prep) d.ward@warwickprep.com
- Deputy DSL Gillian Smeeton (Head of Pre-Prep)..... g.smeeton@warwickprep.com

Warwick Prep follows the Arrangements for Early Years Foundation Stage (EYFS) outlined in Keeping Children Safe in Education (May 2016)

Other staff trained to undertake the functions of the designated safeguarding lead are:

King's High:

- Tracy Rutter (Matron) t.rutter@kingshighwarwick.co.uk
- Emma Williams (Well-being Mentor)..... e.williams@kingshighwarwick.co.uk

Warwick School:

- Keith Davenport (Head of Middle School) k.davenport@warwickschool.org
- David Bull (Boarding Housemaster) d.bull@warwickschool.org
- Heather Mellor (Head of Lower School in the JS) h.mellor@warwickschool.org

The nominated child protection Governor is:

- Mrs Jill Lilyman jill.lillyman@gmail.com

The Heads of the Foundation Schools are as follows:

- King's High – Mr Richard Nicholson r.nicholson@kingshighwarwick.co.uk
- Warwick School – Mr Gus Lock a.lock@warwickschool.org
- Warwick Prep – Mrs Hellen Dodsworth..... h.dodsworth@warwickprep.com

Any allegation against members of the teaching staff, including the DSL and DDSL, should be made immediately to the respective Head of the respective School.

The Chairs of the Foundation Governor School Committees are as follows:

- King's High and Warwick Prep: Mrs Gillian Low
- Warwick School and Junior School: Mr Andrew Firth

Their phone numbers are published in the respective School's Staff Room.

NSPCC Whistleblowing Helpline (cf Section 13 page 18)

call: 0800 028 0285 8:00am to 8:00pm, Monday to Friday or email: help@nspcc.org.uk

WSCB – MASH – LOCAL CHILDREN’S TEAM (cf Section 24g, page 37)

Telephone 01926 414144 (out of hours 01926 886922)

LADOs for WCC :

Michelle Pinnock-Ouma (Works Mon, Tues & Wed) and
Hilary King (Works Wed, Thur & Fri)

WCC Contacts (cf Appendix 3)

Adrian Over, Education Safeguarding Manager

Tel: 079 6622 4286 (if unavailable, please e mail adrianover@warwickshire.gov.uk)

Ann Seal, Taking Care Manager Tel: 01926 742523

annseal@warwickshire.gov.uk

Education Safeguarding Service

- Linda Fenn (Team Administrator) – 01926 742525; lindafenn@warwickshire.gov.uk
- Sophie Morley (Training Administrator) - 01926 74 2601; sophiemorley@warwickshire.gov.uk