

SAFEGUARDING CHILDREN - CHILD PROTECTION POLICY

This policy applies to the whole School including the Early Years Foundation Stage (EYFS)

The Policy is publicly available on the School website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our School have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal School hours, including activities away from School. All employees and volunteers should read this policy in conjunction with Part 1 of the latest version of Keeping Children Safe in Education (KCSIE), Working Together (2015), our Safer Recruitment Policy, Whistleblowing Policy, Staff Code of Conduct and The Teachers' Standards. Safeguarding is everyone's responsibility. Our approach is child-centred and, we will act in the best interests of the child at all times.

Monitoring and Review: This policy is subject to continuous monitoring, refinement and audit by the Head, Mr Pete Agate. The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. The Head recognises the expertise staff build up by undertaking safeguarding training and managing safeguarding concerns. As such, staff can contribute to, and shape, our safeguarding arrangements and Child Protection Policy. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Signed:

November 2018

Mr. Pete Agate

K A Boulter

Head

Proprietor

This policy was last reviewed and agreed by the Proprietor and the Head of the School in November 2018 and will next be reviewed no later than August 2019 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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KEY INTERNAL CONTACT DETAILS

Riddlesworth Hall's Designated Safeguarding Lead (DSL)/Prevent Officer and the Deputy DSL/Deputy Prevent Officer are:

Designated Safeguarding Lead (DSL) and Prevent Officer for the whole School.



Mrs Sally Judd

Tel: 01953 681246

Mobile: 07919 007876

Deputy Designated Safeguarding Lead (DSL) and Prevent Officer for the whole School/Deputy Head (Pastoral)



Mrs Maggie Putt

Tell: 01953 681246

Mobile: 07842 039502

Early Years Foundation Stage (EYFS). Responsible for Child Protection in EYFS.



Miss Julie Blakemore

Tel: 01953 681246

Mobile: 07884 581834

Riddlesworth Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

KEY EXTERNAL CONTACT DETAILS

External responsibilities and therefore details of any external personnel named below may be subject to change without notification to the School.

The Local Authority Designated Officer (LADO) Service manages allegations against individuals who work, or volunteer, with children in Norfolk. If you have a concern with someone who works with children, please contact the LADO on 0344 800 8020 / 01603 223473.

Duty LADO, Norfolk Children's Services Board (NCSB). Room 60, Lower Ground Floor, County Hall, Martineau Lane, Norwich, NR1 2DH

Telephone: 0344 800 8020 Email: nscb@norfolk.gov.uk

Emergency Duty team (out of hours service): 01603 223473 Email: nscb@norfolk.gov.uk

Keeping Children Safe in Education (DfE: September 2018) makes it clear that anybody can make a direct referral to Norfolk Children's Services (NCS) including the LADO. If a child's situation does not appear to be improving, the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

Safeguarding Adviser Kelly Waters 01603 307729 kelly.waters@norfolk.gov.uk

Business Support Officer Sara Taylor 01603 307737 cs.pdcsafeguardingadministration@norfolk.gov.uk

Norfolk Early Help: <http://www.norfolkearlyhelp.org.uk>
Norfolk Safeguarding Children Board: www.norfolkscb.org
NSPCC – Inform: www.nspcc.org.uk/inform
CEOP: www.thinkuknow.co.uk

The Local Authority Prevent Lead for support and advice for the prevention of radicalisation is:

Glen Hagger 01603 307728. ESCSPD Centre, 144 Woodside Road, Norwich, NR7 QL
Tel: 01483 518158 (9-5pm Mon-Fri - out of hours, please call Emergency Duty Team on 01483 517898)

The non-emergency Police telephone number is 101 and the Department for Education (DfE) dedicated telephone helpline and mailbox for non-emergency advice for staff and governors 020 7340 7264 and counterextremism@education.gsi.gov.uk.

Female Genital Mutilation (FGM): Any child at risk of FGM must be referred to Norfolk Social Services. However, known cases are to be referred to the police by teachers. Police contact details are: For non-emergency 101 and for emergency calls 999. For advice and guidance telephone: 0800 028 3550 or Email: fgmhelp@nspcc.org.uk.

Norfolk Safeguarding Children’s Board (NSCB): which coordinates how children are safeguarded and protected from harm. Printed copies of the NSCB procedures are available from the School office and the NSCB can be contacted as follows:

Telephone: [NCSB 0344800 8020 / 01603 223473](tel:03448008020) nscb@norfolk.gov.uk

Multi Agency Safeguarding Hub (MASH): The Multi Agency Safeguarding Hub responds to initial enquiries about children and young people as a result of Police involvement with the child or their family. The address for MASH is Floor 5, Vantage House, Fisher’s Lane, Norwich, NR2 1ET (Tel: 0344 800 8020, email: MASH@norfolk.gcsx.gov.uk) and combines Children’s Service Social Workers and Police staff. The duty detective sergeant can be contacted on 01603 27615 or MASHSupervisors@norfolk.pnn.police.uk
If you become aware that the Police have been involved with a child, young person or family, please contact the MASH on 0344 8008020 or mash@norfolk.gcsxgov.uk

Other useful contacts for this policy:

Ofsted Piccadilly Gate, Store Street, Manchester, M1 2WD Tel: 03001234234
Email: enquiries@ofsted.gov Web: www.ofsted.gov.uk
Disclosure and Barring Service (DBS)
Address for referrals: PO Box 181, Darlington, DL1 9FA Telephone for referrals: 01325 953 795
Telephone for customer services: 0870 909 08 Email: customerservices@db.s.gsi.gov.uk
NSPCC Child Protection Helpline: 0808 800 5000 Childline: Tel: 0800 1111 www.childline.org.uk
The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday and email: help@nspcc.org.uk

CONTEXT AND STATEMENT OF PURPOSE

The Head of Riddlesworth Hall School takes seriously his responsibility under Section 157 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within the School to identify, assess, and support those children who are suffering harm. Safeguarding is everyone's responsibility; although referrals are normally to be managed by the DSL, anyone may refer a child if necessary. Our approach at Riddlesworth Hall is child-centred and, at all times, we will act in the best interests of the child.

Abuse and Neglect (please refer to Appendix 1 of this policy): *Working Together to Safeguard Children* (HM Government, 2015) defines abuse as a form of maltreatment of a pupil. Somebody may abuse or neglect a pupil by inflicting harm, or by failing to act to prevent harm. Children may be abused by a family member, institution or a community setting, by those known to them or, more rarely, by others e.g. via the internet. They may be abused by an adult or adults or another pupil or children.

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, NSPCC offers information for Schools and colleges on the TES website and also on its own website www.nspcc.org.uk/preventing-abuse/. Schools can also access broad government guidance on the issues listed here via the GOV.UK website.

The three main elements to our School's Safeguarding Policy are:

Prevention: Safeguard children whether they are at risk of maltreatment or abuse or in need of specific Local Authority or inter-agency care. Our safer recruitment procedures include checking and recording the suitability of staff and volunteers, developing procedures to deal with safeguarding issues which may be specific to individual children in our School and local area.

Protection: Staff are trained and supported to respond appropriately and sensitively to all safeguarding concerns, following our agreed procedures. We identify and act on early signs of abuse, neglect and reassess concerns when situations do not improve to ensure the right help is available at the right time to address risks and prevent risks escalating. We ensure that allegations, concerns, suspicions and complaints against staff are dealt with promptly, and in accordance with DfE and local guidance. We keep accurate records and share relevant information quickly in order to challenge inactivity. Additionally, we take all practical and appropriate steps to ensure that our School premises are as secure as circumstances permit.

Support: We support children who may have been at risk of significant harm (which includes the way staff respond to their concerns and any work that may be required) or children who have been abused, in accordance with their agreed Child Protection Plan. We seek to address both the mental and emotional welfare of children and families through the provision of individual counselling, providing a positive and safe School environment, careful and vigilant teaching, accessible pastoral care, good adult role models and by promoting full cooperation with, and contributions to, the provision of appropriate coordinated support and/or early help from external agencies. Additionally, we operate robust and sensible health and safety procedures and clear and supportive policies on drugs, alcohol and substance misuse. We recognise that children have a right to feel secure and are unable to learn effectively unless they do so. Any adult can harm a child either by direct acts or by failure to provide proper care, or both. This may be through neglect, emotional, physical or sexual abuse or a combination of such types.

Our children have the right to respect and protection from abuse, regardless of age, gender (including transgender), ability, language, religion, race, nationality, sexuality, culture or disability. They have the right to feel valued and confident, knowing how to approach adults if they are in difficulty. In our School, a bullying incident is treated as a child protection concern when there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm. Our Child Protection Policy is also dove-tailed with the Behaviour Management and Anti-Bullying Policies. Whilst the School will work openly with parents as far as possible, it reserves the right to contact Children's Services or the Police, without notifying parents if this is in the child's best interests. In preparing this policy, we have been attentive to the nature, age-range and other significant features of the School in the provisions made for safeguarding. In Riddlesworth Hall School, with the age-range of 2 to 13 years, we are aware of the potential scope for problems relating to emotional health issues, body image, eating disorders, self-harm and also radicalisation and extremism.

This policy provides staff, volunteers and the Head acting on behalf of Proprietor with the guidance they need in order to keep children safe and secure in our School and informs parents and guardians how we will safeguard their children whilst they are in our care. Riddlesworth Hall promotes safe practice and professional conduct to safeguard children and to mitigate against the potential for misunderstandings or situations being misconstrued so teachers and other staff are not

vulnerable to allegations. Our staff maintain an attitude of 'it could happen here' as far as safeguarding is concerned. We understand the importance of children receiving the right help at the right time to address risks and prevent issues escalating.

Definition of safeguarding from *Keeping Children Safe in Education (KCSIE)* (DfE: September 2018). This is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18.

The Difference between Safeguarding and Child Protection

Safeguarding is a broader term than child protection. It encompasses all the elements set out above and is what a School should do for all children. Child Protection is part of this definition and refers to activities undertaken to protect children who have been harmed or are at significant risk of being harmed. Policies and Procedures for Child Protection are, therefore, included in the Safeguarding Policy and Procedures. Where a child is thought to be suffering significant harm, or to be at risk of suffering significant harm, this should be reported to MASH immediately. Action should also be taken to promote the welfare of children who are believed to be in need of additional support, even if they are not suffering harm or at immediate risk. Such instances should be addressed through inter-agency assessment using local processes.

Early Help:

Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to teenage years.

In the first instance, staff should discuss early help requirements with the DSL. Staff may be required to support other agencies and professionals in an Early Help Assessment. Staff should not assume that somebody else will take action and share information that might be critical in keeping children safe. The role of Early Help in our School allows our pupils to be supported at any point in their life by a range of external support agencies, enabling potential concerns to be addressed to prevent further problems arising or before a child may come into immediate danger. It is the aim of targeted Early Help Services, arranged by the Local Authority, to address the assessed needs of a child and his/her family, which focuses on activity to significantly improve the outcomes for the child. Our staff are, in particular, alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer; is in a family presenting challenges for the child, such as substance abuse, adult mental health problems, domestic violence; and is showing signs of engaging in anti-social or criminal behaviour;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Is frequently missing from care or from home.
- Is misusing drugs or alcohol
- Is at risk of modern slavery, trafficking or exploitation
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse.
- has returned home to their family from care and/or is showing early signs of abuse and/or neglect.
- Is at risk of being radicalised or exploited
- Is a privately fostered child

Unsubstantiated, false or malicious allegations: Where an allegation by a pupil is proven to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the School's Behaviour Policy. Where a parent has made deliberately invented or malicious allegations, the Head will consider whether to terminate the pupil's placement at the School on the basis that they have treated the School or a member of staff unreasonably, unless a working relationship based on trust, respect and transparency is established moving forward. Riddlesworth Hall reserves the right to contact the Police to determine the appropriate action. The School has a duty of care towards its employees and, as such, it must ensure that effective support is provided for anyone facing an allegation through the School's Human Resources (HR)/Personnel arrangements.

Concerns and allegations of abuse by one or more pupils on another pupil. We recognise that some pupils, on occasion, will negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the School's Anti-

Bullying (including Cyber-Bullying) and Behaviour Management Policies. However, where there is 'reasonable cause to suspect that a pupil is suffering, or likely to suffer significant harm, the concern or allegation must be reported to the DSL immediately, who will then contact Norfolk Children's Services (NCS) to discuss the case. A factual record should be made of the concern or allegation but no attempt, at this stage, should be made to investigate the circumstances. The DSL will follow through the outcomes of the discussion and, if so advised by NCS, will make a formal referral. A copy of the discussions and outcomes will be kept in pupils' files. Additionally, if appropriate, the DSL will also refer pupils to an external safeguarding agency such as Childline and NSPCC. All pupils involved, whether perpetrator or victim, are treated as being 'at risk'. It may be appropriate to exclude the alleged perpetrator being complained about for a period of time according to the School's Behaviour Policy and Procedures.

To be considered a safeguarding concern or allegation, it is likely that some of the following features may be found:

- **Physical abuse** - violence, particularly pre-planned; forcing others to use drugs or alcohol.
- **Emotional abuse** – blackmail or extortion; threats and intimidation.
- **Sexual abuse** – indecent exposure/touching or serious sexual assaults; forcing others to watch pornography or take part in sexting.
- **Sexual exploitation** – encouraging other pupils to attend inappropriate parties; photographing or videoing other pupils performing indecent acts.

If the allegation indicates that a potential criminal offence has taken place, Children's Services will refer the case to the multi-agency Safeguarding Hub where the Police will become involved. Parents of both the pupil being complained about and the alleged victim should be informed and kept updated on the progress of the referral. If it is necessary for a pupil to be interviewed by the Police in relation to allegations of abuse, the School will ensure that, subject to the advice of Children's Services, the pupil's parents are informed as soon as possible and that an appropriate adult supports the pupil during the interview. In the case of pupils whose parents are abroad, the pupil's Education Guardian will be requested to provide support to the pupil and to accommodate him / her if it is necessary to exclude him / her during the investigation.

Where Norfolk Children's Services or the Police do not accept the complaint, a thorough School investigation should take place into the matter, using Riddlesworth Hall's usual disciplinary procedures. In situations where the School considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative supervision plan. The plan should be monitored and a date set for a follow-up evaluation with everyone concerned. A pupil against whom an allegation of abuse has been made may be excluded from the School for a fixed period during the investigation and the School's policy on behaviour, discipline and sanctions will apply

SEQUENCE OF EVENTS TO BE FOLLOWED WHEN A YOUNG PERSON DISCLOSES ABUSE OR NEGLECT

The following strict guidance relates to any disclosures involving events within or outside the School or concerning adults or other children.

Create a safe environment by offering the child a private and safe place if possible. Stay calm and reassure the child and stress that they are not to blame. Tell the child that you know how difficult it must have been to confide in you. If there is a need for medical attention, seek assistance without delay.

Listen to what the child has to say and take them seriously. Stay calm, reassuring the child but **advising that you cannot promise to keep a secret or assure confidentiality** (as this may ultimately not be in the best interest of the child). Tell the child what you are going to do next after the disclosure.

When talking to the child, do not interview the child and keep questions to a minimum. Encourage the child to use his/her own words and do not ask leading questions, interrupt their dialogue or make assumptions which might give particular answers. Do not repeat the disclosure or ask the child to repeat their disclosure other than to clarify what is being said. Do not display shock or disbelief. Seek consent from the child to share any information disclosed but, should consent not be given, an explanation can be given as to why the DSL must be told.

Record in detail the circumstances and timings of the disclosure including the nature and extent of any injuries, explanations given by the child (as much as possible in the child's own words) and the action taken (which may be used in any subsequent court proceedings), within 24 hours of the disclosure. After the disclosure **record in writing** the child's name, address and date of birth along with the child's behaviour and emotional state, who else was present at the time of the disclosure. Sign (with time and date) all notes made and give them to the DSL. When the child has finished speaking, do not leave the child alone, but speak to someone who can help keep the child safe. Call for immediate assistance from the DSL or Deputy DSL or follow the procedures for allegations against staff, volunteers, and Head or Proprietor. The DSL (or other responsible person within the scope of this policy) will then deal with the matter. Do not ask the child to repeat what they have said to the DSL. The child has chosen to tell a member of staff and their account will be believed and actions taken accordingly. The official School safeguarding form should also be completed by the person who receives the allegation and forwarded to the DSL.

Do not take responsibility for investigating the allegation yourself. Do not attempt to contact in any way any person mentioned in the disclosure. Reassure the child that you will ensure the matter will be dealt with. Immediately consult the DSL so that any appropriate action can be taken to protect the pupil if necessary. Only tell those people who it is necessary to inform; the DSL will consider the information and decide on the next steps. Until otherwise directed by the DSL, do not speak to anyone about the fact or content of the disclosure. Every complaint or suspicion of abuse from within or outside the School will be taken seriously and action taken in accordance with this policy.

ALLEGATIONS AGAINST STAFF, VOLUNTEERS, DSLS, HEAD AND PROPRIETOR (SEE ALSO APPENDIX 5)

This applies where an adult within the School community has behaved in a way that has harmed, may have harmed, or poses a risk of harm to a child. This also applies when an adult within the School community may have possibly committed a criminal offence against or related to a child.

- Allegations concerning all other than the Head are to be reported straight away to the Head. The Head, will immediately contact the LADO to discuss the allegation. The individual, against whom the allegation is made, is not to be informed.
- Allegations concerning the Head are to be reported straight away to the Proprietor who will report to LADO. The Head is not to be informed.
- Allegations concerning the Proprietor are to be reported straight away by the Head without informing any other members of the CIEG Board.

In each case above, the LADO will be given sufficient detail to allow consideration of the nature, content and context of the allegation and to agree a course of action, including any involvement of the Police. The Police will be informed if a criminal offence is alleged. Guidance will also be sought from the LADO and/or Police to enable the School to make a decision about whether or not the person against whom an allegation has been made should be allowed to remain on School premises and, if so, what, if any, conditions should apply. If Riddlesworth Hall School was given information that suggested that a member of staff was abusing a pupil who is not a pupil at the School, the DSL would immediately report to the LADO and follow the procedure as if it was one of its own pupils.

In borderline cases, where there is room for doubt as to whether a referral should be made, the DSL will consult with the LADO on a 'no names' basis, without identifying the family personally. However, as soon as sufficient concern exists that a pupil may be at risk of significant harm, a referral to Children's Services will be made without delay. The School will not investigate allegations without first gaining the agreement of the LADO. In the case of serious harm, the Police will be informed from the outset. Discussions will be recorded in writing, with any communication with both the individual and the parents of the child/children agreed. Arrangements for alternative accommodation away from children in cases where a member of boarding staff is suspended, pending an investigation of a child protection nature, would be applied. Riddlesworth Hall will make every effort to maintain confidentiality and guard against publicity if there are allegations against teachers up to the point when the accused person is charged with an offence.

Legal Status (statutory and best practice guidance)

- Part 3, paragraphs 7 (a) and (b) of the Education (Independent School Standards) (England) Regulations 2014, in force from the 5 January 2015.
- *The Children Act 1989 Guidance and Regulations* (DfE: Volume 2 June 2015)
- *Disqualification under the Childcare Act 2006* (February 2015)
- *Mental Health and Behaviour in Schools* (March 2015) and *Counselling in Schools: a Blue-print for the Future* (March 2015) *What to do if you're worried a pupil is being abused* (HM Government: March 2015)
- *Working Together to Safeguard Children* (WTSC) (Inter-Agency Working) (HM Government: March 2015) which also refers to non-statutory advice, Information sharing (HM Government: March 2015) along with the Disclosure and Barring Service (DBS) Code of Conduct
- *Prevent' Counter-Terrorism and Security Act 2015* (HM Government: 2015) inclusive of the Prevent Duty Guidance: for England and Wales (March 2015) (Prevent). Prevent is supplemented by The Prevent Duty: *Departmental Advice for and Child Care Providers* (DfE: June 2015) and *The use of social media for on-line radicalisation* (July 2015)
- This policy is consistent with *Keeping Children Safe in Education* (KCSIE) Information for all School, and Colleges (DfE: September 2018) incorporates the additional statutory guidance,) along with the Disclosure and Barring Service (DBS) Code of Conduct.

This policy has been compiled in conjunction with, and reference to, the following related documents which are:

- **Available on the Riddlesworth Hall School website and also on request from the School office:** Anti-bullying, Behaviour

Management including Discipline, Sanctions and Exclusions; Physical Restraint; Preventing Extremism and Radicalisation Policy; First Aid Policy; Educational Visits (including Learning Outside of the Classroom (LOtC); E-Safety including Cyber Bullying and Acceptable Use; Personal, Social, Health and Economic Education (PSHEE); Sex and Relationship Education

(SRE); Special Education Needs and Disabilities (SEND Code of practice January 2015); Spiritual, Moral, Social and Cultural (SMSC) Development; Whistleblowing, Staff Code of Conduct; *Keeping Children Safe in Education Information for all School and College Staff* (DfE: September 2018).

- **Available on the Staff Shared:** Safer Recruitment including the selection and appointment of staff; *Keeping Children Safe in Education. Statutory Guidance for Schools and Colleges.* (DfE: September 2018); Appendix: Safer Recruitment Flowcharts.

RESPONSIBILITIES

Safer Recruitment, the Single Central Register (please also refer to our Safer Recruitment Policy). Our School operates safer recruitment procedures (in accordance with government recommendations) including required pre-appointment checks on teaching and non-teaching staff, volunteers, supply staff, staff of contractors and other individuals working with or near pupils. Additional, Section 128 direction checks will be made on staff appointed (internally or externally) to Senior Management roles. The Single Central Register (SCR) of appointments is rigorously maintained. All employees working within the School are checked in accordance with the full requirements of the SCR before starting work and the details of these checks are recorded in the SCR.

Through risk assessments, the School also ensures that appropriate checks have been made on the staff of other organisations working with our pupils on external trips and visits, including adults who supervise pupils on work experience. In any case where the required documentation is unavailable or checks have not been completed prior to the starting date for any member of staff or other adult who may have access to pupils, then a risk assessment will be carried out to determine the appropriate course of action, e.g. allowing appropriately supervised access for a specified period or postponing the starting date.

Safeguarding arrangements for staff employed by another organisation. The School will ensure that formal procedures are followed to satisfy itself that appropriate pupil protections (including DBS) checks and procedures apply to any staff employed by another organisation and working with the School's pupils on another site (for example, on a School trip, while in a separate institution or activity centre); see policy on Educational Visits. Wherever possible, Riddlesworth Hall will obtain DBS checks on all contractor staff and they also receive safeguarding guidance from the School.

Staff who are leaving the School. If there are concerns about the suitability of a member of staff who is leaving the School to work with children, the DSL would need to contact the DBS and consider making a referral to the National College for Teaching and Learning.

Staff carrying out private babysitting or tutoring, If staff are working privately for parents in their own home or another venue, this work is not covered by the school's Child Protection Policy. Staff should not teach or babysit privately using the school's facilities without prior written agreement with the Head.

Visitors and visiting speakers. Appropriate safeguarding and prevent duty checks on visiting speakers and other visitors will be made and recorded. All visitors and visiting speakers will be required to undergo an identity check on arrival and wear a visitor's badge. They will not be allowed unsupervised access to pupils. The School keeps a Visitors' Book at the Entrance Hall. All visitors must sign in on arrival and sign out on departure and they are escorted whilst on School premises by a member of staff or appropriately vetted volunteer. Additionally, a risk assessment will be carried out. Unidentified visitors will be challenged by staff or reported to the Head or School Office.

Visitors to the School (including contractors). All visitors to School regardless of their purpose in being there will be signed in and required to wear a visitor's badge. All visitors are required to read the fire safety document. All contractors whether working in the main building or the boarding house will be accompanied AT ALL TIMES by a member of the maintenance staff or the Bursar.

The Prevent statutory guidance. We have clear protocols for ensuring that any visiting speaker who might fall within the scope of the *Prevent* duty, whether invited by staff or by the pupils themselves, are suitable and appropriately supervised; this will always include a barred list check and internet search. At Riddlesworth Hall, speakers are never left alone with pupils. The interaction between the *Prevent* requirement to check speakers and the KCSIE (September 2018) is likely to mean in practice that checks on visiting speakers will be recordable on the SCR either as checks on staff or un-prescribed checks on volunteers.

Preventing Extremism and Radicalisation (also please refer to our Preventing Extremism and Radicalisation policy and also Appendix 1 of this policy). Riddlesworth Hall will also ensure that we can 'demonstrate activity', as required by the statutory guidance, in the following key areas: risk assessment of pupils being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology, working in partnership, staff training and IT policies. This is wholly in keeping with our School ethos and approach to promote a broad, tolerant and open-minded understanding of the world around us, from EYFS onwards, including an appreciation of the democratic process and precluding the promotion of partisan political views in the classroom, in extra and co-curricular activities, or in any other aspect of the School's activities. The School is able to demonstrate a general understanding of the risks affecting pupils and young people in the area.

Protecting pupils from the risk of radicalisation is seen as part of Riddlesworth Hall's wider safeguarding duties and is similar in nature to protecting pupils from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. We understand that, during the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. We consider the level of risk of pupils identified as being at 'risk of radicalisation' and make an appropriate referral, which can include Channel or Children's Services. Our prevent strategy demonstrates a specific understanding of the risks affecting children and young people and identifying pupils who may be at risk of radicalisation, including the support we can give.

Prevent Duty: The DSL receives appropriate training, in accordance with Annex B of KCSIE (including higher level Prevent Awareness training) at least every two years in order to:

- provide advice and support to members of staff on protecting pupils from radicalisation;
- equip staff through Prevent, Channel and other appropriate training to identify and assess pupils at risk of being drawn into terrorism and to challenge extremist ideas;
- liaise with those responsible for Personal, Social, Health and Economic Education (PSHEE), Spiritual, Moral, Social and Cultural (SMSC) assembly and other appropriate curricular programmes to actively promote British values and to teach pupils about the dangers of radicalisation and extremism and
- liaise with those responsible for the School's electronic systems to seriously limit, through appropriate filtering mechanisms, the scope for access through these systems to any website or Internet source deemed problematic from a Prevent perspective.

Teaching pupils how to Keep Safe (Educating pupils about safeguarding and radicalisation including the delivery of the Prevent Strategy). Our School ensures that pupils develop a clear understanding both of safeguarding issues and what they may do to play their part in ensuring their welfare and safety and in building resilience against the dangers of radicalisation: our programme for PSHEE supports this process as part of a broad and balanced curriculum. Within our PSHEE curriculum, we have a program for Sex and Relationship Education (SRE), which includes topics such as "sexting", "banter", sexual assault between young people and gender-based issues; None of these are acceptable behaviour and children should not have to grow up experiencing any of them. Please also refer to the Anti-Bullying Policy. We ensure that our pupils are aware of the dangers of these safeguarding issues and promote positive relationships based on mutual respect. Through our School values, we encourage pupils to respect others. Age appropriate anti-bullying assemblies are held in all phases of the School, each half-term and include the risks of cyber-bullying and on-line safety and peer on peer abuse, including how victims will be supported. Additionally, whenever appropriate, subjects in the curriculum and co-curriculum activities will be used to reinforce the messages given.

If a member of staff becomes aware of an allegation or suspected case which involves sexting, inappropriate banter or sexual assault between young pupils, gender-based or otherwise, this will be considered as a safeguarding concern and reported to the DSL who will consider the allegation on a case-by-case basis. Depending on the severity, this may involve the School's Anti-Bullying Procedures or the parents of the pupils involved. In the case of serious harm, NCS is informed from the outset.

The School recognises that children are capable of abusing their peers (See our separate Peer on Peer Abuse Policy)The School's approach to sexting and how this is approached by the School is one of educating the pupils as to what is

acceptable whilst, at the same time, having a strict Anti-Bullying Policy in which there are clear directives within the E-Safety and Acceptable Use of ICT Policy. The School also recognises that the different gender issues that can be prevalent in peer-on-peer abuse, for example, girls being sexually touched or boys being subjected to initiation/hazing type violence. All peer-on-peer abuse will be managed in accordance with these policies and a bullying incident will be treated as a child protection concern; where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, it will warrant a response under these procedures rather than the School's Behaviour and Discipline Policy. A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation. The School will take advice from the LADO on the investigation of such allegations and will take all appropriate steps to ensure the safety and welfare of all pupils involved, including the alleged victim and perpetrator. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the pupils involved are supported during the interview by an appropriate adult and until the investigation is completed. Confidentiality will be an important consideration for the School and advice will be sought as necessary from the LADO or police as appropriate. Victims and perpetrators of peer on peer abuse will be offered support by the School, as appropriate. This will either be conducted by the child's Form teacher or a member of staff with whom the child feels particularly secure.

The Internet and the use of social media (Please see our E-safety Policy for more details). This has become a major factor in the radicalisation of young people. We ensure that pupils are safe from potentially harmful and inappropriate content including terrorist and extremist material when accessing the Internet on School systems through appropriate levels of filtering, Internet safety rules and e-safety education with the curriculum in line with our **E-safety and Cyber Bullying policies**. However, we are careful to ensure "over-blocking" does not lead to unreasonable restrictions. We have a whole School approach to on-line safety, including a clear policy on the use of mobile technology. We ensure staff are appropriately trained in on-line safety and we carefully consider how to measure 3G and 4G usage on the School premises through our Behaviour Management Policy. Pupils understand the risks posed by adults or young people who use the Internet and social media to bully, groom, abuse or radicalise young people, especially pupils and vulnerable adults. We support parents in providing links to up-to-date advice and guidance on internet-safety, social media and on-line radicalisation through

CEOP's *Thinkuknow* website: www.thinkuknow.co.uk and the

Google Legends project along with: <https://www.google.co.uk/safetycenter/families/legends>

Within Spiritual, Moral, Social and Cultural (SMSC) development, we instil within pupils' values that build resilience and prevent pupils' being drawn into radicalisation and extremism. We explore what extremism might look like and how this poses a threat to peace and we build resilience to radicalism by providing a safe environment for debating controversial issues. We actively promote British Values within our SMSC, and create an environment in which pupils know they are listened to and valued. We educate our pupils to reject violence and cruelty in whatever forms they take, whether it be from animal rights activists, Al Qaeda-influenced groups, racist and fascist organisations or any other extremist group.

Disqualification by Association - Early Years and Later Years provision: Any member of staff working with children aged under eight during pre or after-School childcare will be required to make a 'disqualification by association' declaration, indicating that no one living or working in their households has any disqualification from unsupervised access to children. These checks are recorded in the SCR.

EYFS – Additional requirements (also please refer to EYFS Child Protection Additional Guidance)

This Safeguarding Policy, which applies to the whole School, also applies to the EYFS and details our procedures for safeguarding in the EYFS. We inform Ofsted immediately (on the same day), or as soon as is reasonably practicable, but certainly within 24 hours, of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether that allegation relates to harm or abuse committed on the premises or elsewhere). This could include any other abuse which is alleged to have taken place on the premises and of the action taken in respect of these allegations. Safeguarding training for staff in the EYFS will include guidance on identifying signs of possible abuse and neglect (such as significant changes in a pupil's behaviour, deterioration in well-being, physical indications, or comments which give cause for concern), and on how to respond in a timely and appropriate way to such signs or to inappropriate behaviour by other members of staff or any other person working with children.

Induction and On-going Training for all staff, temporary staff, volunteers,

Head and Proprietor in line with NSCB advice: Our arrangements for the level and focus of role-appropriate and refresher training is in accordance with NSCB criteria, as required by KCSIE (DfE: September 2018). All staff are provided with copies of key documents which they are required to understand. For staff who cannot read English, our School takes steps to

ensure that they understand key information. This includes the active promotion of British values and an understanding of extremism and radicalisation and child exploitation. All our staff are made aware of the systems which supports safeguarding in our School and these are explained to them as part of their staff induction. This includes:

- The Child Protection Policy (Safeguarding Policy); the identity of the DSL and Deputy DSL and information about their roles (such as the implications for mental health and pastoral care and how to identify pupils at risk of radicalisation);
- The Staff Code of Conduct (which covers, as a minimum, acceptable use of technologies, staff pupil relationships and communications, including via social media and whistleblowing) Part One of KCSIE (DfE: September 2018) and 'Annex A' (which includes some types of abuse formerly mentioned in Part One of KCSIE) and copies of policies (such as Behaviour Management Policy, Anti-Bullying Policy, Children Missing in Education Policy , Whistleblowing Policy and E-Safety including Cyber Bullying);
- ensuring all staff are sensitised to act when any incident may be referred to as bullying, tyrannize, terrorise, intimidate, harass, etc., even if the alleged person has no history of that behaviour.

We assist staff in understanding and undertaking their roles and responsibilities as set out in Part One of KCSIE. This includes talking new staff through the content of Part One in a level and depth appropriate and proportionate to the person and/or to the particular role for which they are being inducted. There is also in-service training and staff meetings. All staff undertake Prevent Awareness training and are able to refer pupils to the DSL for further help. Staff are informed of arrangements to listen to pupils by the use of counsellors, listeners, helplines and other systems to gain views and insight. We work in partnership with local Prevent coordinator. When available in our local authority, WRAP (Workshop to Raise Awareness of PREVENT) training will be provided for all staff.

In addition, all staff receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings) as required but at least annually, to provide them with the relevant skills and knowledge to safeguard pupils effectively. Our Staff are also made aware of the Early Help process, and understand their role in it. This includes identifying emerging problems, liaising with the Designated Safeguarding Leads, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an Early Help assessment.

Our staff are made aware of the process for making referrals to Children's Services and statutory assessments under the Children Act of 1985 that may follow a referral, along with the role they might be expected to play in such assessments. The DSL makes it clear in induction, in other training, and in guidance provided for staff, that they have a responsibility to speak up about safeguarding and welfare matters within the School and to external agencies where necessary. This is one part of establishing a positive safeguarding culture. This applies not only to new staff but also those already in post.

All staff members and the Proprietor will undertake appropriate child protection / safeguarding training on a minimum of a two-yearly basis. The DSL and Deputy DSL will attend one day update training every 2 years in line with current requirements. All staff will undergo relevant training (including Prevent) on an annual basis (to be delivered by Educare where possible).

Disabled pupils and pupils with medical conditions: Our staff are aware that disabled pupils experience greater risks, vulnerability and unequal access to services and resources. They may have additional needs relating to physical, sensory, cognitive and/or communication impairments. Some disabled pupils may be more vulnerable to abuse because they may have fewer outside contacts than other pupils, receive intimate, personal care, have an impaired capacity to resist or avoid abuse; have communication difficulties; fear losing services; be more vulnerable to peer abuse (e.g. bullying, sexual assault, intimidation). Our staff are alert to the medical needs of pupils, including those with longer term medical conditions

Listening to the wishes of pupils and young people: If Riddlesworth Hall feels that a child is at '*risk of harm*' or '*in need*', a referral to the MASH will be completed regardless of the child's or parent's wishes; parents will not be contacted prior to referral if there are reasonable grounds to believe that a child is at risk of significant harm. We believe it is critical that our pupils have an adult whom they can trust and Riddlesworth Hall ensures that there are appropriate systems so pupils know who they can turn to and that staff will listen to them. These include: the School Council; Teachers; Boarding Staff and Ancillary Staff, Therapists and Helplines such as NSPCC and the Child line. Riddlesworth Hall actively encourages a sensitive and open 'listening' environment in which staff and pupils feel free to discuss general matters relating to safeguarding and to raise specific concerns. Members of staff should use the School's Whistleblowing Policy if they have any concerns about the handling of safeguarding matters either in general or in specific cases, should they feel unable to raise concerns regarding child protection failures internally.

Looked After pupils: The Head acting on behalf of Proprietor will ensure staff have the skills, knowledge and understanding necessary to keep safe pupils who are looked after by a Local Authority, if they have such pupils on roll. This includes ensuring that there is a designated member of staff with responsibility for their welfare and progress and educational achievement and ensuring this person has up-to-date assessment information from the relevant Local Authority. This includes the pupil's social worker and Virtual Head of School, the most recent care plan and contact arrangements with parents, and delegated authority to carers including the pupil's legal status. In our School, this person is the DSL. See <https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>.

Pupil Mental Health: (please also refer to the Riddlesworth Hall Mental Health Policy). Riddlesworth Hall takes its responsibilities towards pupils who may be experiencing mental health difficulties seriously. We provide support, including having links with therapists, psychiatrists and the NHS. Our School Counsellors meet with, and support, pupils throughout their Riddlesworth Hall journey. The staff/ and boarding staff team are responsible for the safety and wellbeing of pupils and operate an 'open door' policy to encourage pupils to seek help themselves and for staff to refer any concerns so they are dealt with quickly and appropriately. We work closely with these professionals to maintain the pupil's safety within School and adhere to any advice and guidance we are given. We want to make sure our pupils are happy, healthy and thrive and understand we all need a little help from time to time with the busy and stressful lives we have today.

Missing pupils (please also refer to Lost and Missing Children Policy). Our staff will follow the School's separate procedures for dealing with pupils who go missing, particularly on repeat occasions. They should act to identify any risk of abuse and neglect, including sexual abuse or exploitation. Riddlesworth Hall will put in place appropriate safeguarding policies, procedures and responses for pupils who go missing from education, particularly on repeat occasions. Staff are 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 travelling to conflict zones, FGM and forced marriage. More information can be found in 'Statutory guidance on pupils who run away or go missing from home or care' and KCSIE (DfE: September 2018).

We will follow-up unexplained absences of any pupil with a telephone call from the School on the morning of the first day of absence and notify Social Services if there is an unexplained absence of more than two days of a pupil who is on the Pupil Safeguarding Register. The DSL will also inform the applicable Local Authority of any pupil who has been absent without the School's permission for a continuous period of 10 School days or more, at such intervals as are agreed between the School and the Local Authority. Additionally, the DSL will notify the applicable Local Authority (within which the pupil resides) when not at Riddlesworth Hall of any pupil who is going to be deleted from the Admission Register where he or she:

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

The applicable Local Authority must be notified as soon as the grounds for deletion are met but no later than the date of deletion of the pupil's name from the register. This will assist the Local Authority to fulfil its duty to identify pupils of compulsory School age who are missing in education and to follow up with any pupil who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Mobile phones, cameras. Staff should not use personal mobile telephones in the presence of pupils and they must never be used for taking or storing images or recordings of pupils. Any images or recordings should only be taken, edited or stored on School computers unless with the express permission of the Head. Photographs or recordings should only be made where there is a legitimate School purpose. A pupil's privacy and dignity must be preserved at all times. Images or recordings should not be transmitted to third parties without permission of the Head or parents of the pupil involved. The School's Acceptable Use Policy sets out the expectations for pupils and parents on the use of mobile phones and cameras whilst at the School. Staff should not use any other electronic device capable of capturing images of pupils other than a School camera. This is in line with the whole School policy on the use of mobile phones and cameras. The Staff Induction Policy for EYFS reminds staff that they must lodge their mobile phones in the School Office (where they may be used during the School day) and only cameras provided by the School may be used to capture images of children (for use in the Learning Journey and other legitimate record-keeping). The LADO is to be informed if there is any contravention of the School policy regarding the use of personal mobile phones, cameras or other electronic and communication devices by adults working or volunteering at the School.

Notifiable Incidents: This is an incident involving the care of a pupil which meets any of the following criteria:

- a pupil has died (including cases of suspected suicide) and abuse or neglect is known or suspected;
- a looked after pupil has died (including cases where abuse is **not** known or suspected);
- a pupil has been seriously harmed and abuse or neglect is known or suspected;
- a pupil in a regulated setting or service has died (including cases where abuse is **not** known or suspected).

Any such incident should be reported to Norfolk Safeguarding Children Board (SSCB) Child Death Overview Panel (CDOP) coordinator whose contact details are by telephone 01372 833319 and by Email CDOP@norfolkcc.gov.uk and to Ofsted and the DfE following the guidance of the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) in accordance with the regulations of 2013.

Physical chastisement: Where a pupil has been, or alleges they have been, subject to chastisement through the use of an implement or substance, this will immediately be reported for investigation to the LADO.

Physical restraint: Our policy on physical restraint is compliant with the Local Authority's 'Physical Restraint in Schools' guidance along with guidance from the DfE. Events are recorded and signed by a witness. Staff who are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a pupil may be considered under child protection or disciplinary procedures.

Pupils being withdrawn from School: If a pupil is withdrawn from the School, all efforts will be made to identify the School to which the pupil is being admitted and their confidential educational and pupil protection records will be sent separately. If the parent/guardian/carer fails to provide information regarding the new School, an urgent referral will be made to Children's Services. If educational records are sent to our School concerning a pupil who is not registered by the parent, they will be returned and the School advised to refer to their Local Authority Education Welfare Service. A pupil's name will only be removed from the School's Admission Register in accordance with the Child Registration Regulations. Further information is contained in our Admissions Policy.

Records and the sharing of information with relevant agencies. Written notes will be kept of all incidents relating to individual pupils; these may be shared with other agencies. All contact with parents and external agencies relevant to Child Protection will be logged and kept in confidential records which are kept separate from educational records and can only be accessed by designated people within the School. The content of Child Protection reports will be shared with the parents/guardians/carers in advance of any meetings. Referrals made to Riddlesworth Hall are recorded on the Inter-Agency Referral Form. All concerns, discussions and decisions made and the reason for those decisions should be recorded in writing. If in doubt about recording requirements, staff should discuss this with the DSL. As part of meeting a pupil's needs, we recognise the importance of information-sharing between our professionals and local agencies and we follow procedures set out in *Working Together to Safeguard Children* (HM Government 2015). Although inter agency working and information sharing are vital in identifying and tackling all forms of abuse, it is clear they are especially important to identify and prevent child sexual exploitation.

School website safeguarding statement. To ensure the privacy and safety of pupils where children are named, only their first names are given. Where a pupil is named, no photograph of that pupil is displayed. Where a photograph is used which shows a pupil, no name is displayed. By observing these points, the School ensures that visitors to the website cannot link images of pupils to names of pupils. When choosing photographs for the website, the School is mindful of the way pupils may appear in them and will not include images which are in any way inappropriate. Riddlesworth Hall follows a policy of seeking parent, guardian or carer's permission before using images which show pupils on the website or in the local press. The list showing pupils who are barred from appearing in the press, or on the website, is kept in the School Office and is available whenever photographers are present. No private information about pupils is published on the website such as surnames or contact details.

Staff Code of Conduct - power, positions of trust and staff behaviour. Guidance is provided in the Riddlesworth Hall *Staff Code of Conduct and Teachers' Standards* on how adults can ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil (for example, in one-to-one tuition, sports coaching, conveying a pupil by car, counselling and so on). The Staff Code of Conduct is wide-ranging and covers staff/pupils relationships (including working alone with pupils) and communications including use of social media, "breach of trust" and expands on the whistle-blowing statement in this policy.

Staff taking medication or other substances. Staff must seek medical advice if they are taking medication which may affect their ability to care for pupils, and any staff medication must be securely stored and out of the reach of pupils at all times.

Vulnerable pupils. Particular vigilance will be exercised in respect of pupils who are the subjects of Child Protection Plans and any incidents or concerns involving these pupils will be reported immediately to the allocated Social Worker (and confirmed in writing). If a pupil discloses that he/she has witnessed domestic violence or it is suspected that he/she may be living in a household which is affected by family violence, this will be referred to the DSL as a safeguarding issue. Where it comes to our notice that a pupil under the age of 13 is, or may be, sexually active, this will result in an immediate referral to Children's Services and advice being given to the DSL. This will determine how and when information will be shared with parents/guardians/carers and the investigating agencies.

Whistleblowing. Our Whistleblowing Policy, which is on the School website, is integrated into training and codes of conduct. We make it clear, both in induction and other training and in guidance provided for staff, that they have a responsibility to speak up about safeguarding and welfare matters within our School and to external agencies where necessary. This is one part of the way in which we establish in our School a positive safeguarding culture. The School also has a culture of valuing staff and of reflective practice. There are procedures for reporting and handling concerns, including poor or unsafe practice and potential failures in the safeguarding regime, provision for mediation and dispute resolution where necessary. Training and support are provided for staff, including transparency and accountability in relation to how concerns are received and handled. Our School has regard to KCSIE (DfE: September 2018) and, as a result, has clear processes for reporting and recording allegations. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 or Email: help@nspcc.org.uk

Working in partnership and responding to parents and carers. Our School works in partnership with parents/guardians/carers and Local Authorities communicating as clearly as possible with them (in particular with parents for whom English is not their first language) for the best outcomes for pupils. Parents are welcome to approach the DSL if they have any concerns about the welfare of any pupil in the School. If preferred, parents may discuss concerns in private with the pupil's form teacher or the Head in accordance with these procedures.

Young carer. A young carer is a person under 18 who provides or intends to provide care for another person (of any age, except generally where that care is provided for payment, pursuant to a contract or as voluntary work).

Our School operates these safeguarding procedures in line with locally agreed inter-agency procedures. Our Integrated Safeguarding Portfolio consists of following legal status documents, related documents and references which have been used in formulating our approach, along with the forms required to be completed when referring to Children's Services and the LADO.

Cooperation with the Local Authority. We cooperate entirely with any investigation carried out by the Local Authority, including those involving the LADO, in conjunction with the Police. Our policy is in accordance with the guidance provided in KCSIE (DfE: September 2018) paragraphs 141 – 147.

Confidentiality. We regard all information relating to individual pupil or adult protection issues as confidential and we only pass information on to appropriate persons. The School will cooperate with Children's Services and Police to ensure that all relevant information is shared for the purposes of child protection investigations under Section 47 of the Children Act 1989 and in accordance with the requirements of Working Together to Safeguard Children (March 2015). Our staff know they cannot promise confidentiality and that there are other agencies to which pupils can turn e.g. Childline: 0800 1111.

APPENDIX 1

TYPES AND SIGNS OF ABUSE AND NEGLECT INCLUDING POSSIBLE INDICATORS WHICH ARE IDENTIFIED IN KEEPING CHILDREN SAFE IN EDUCATION (SEPTEMBER 2018)

Types of Abuse and Neglect Including Specific Safeguarding Issues. We are 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 and could include:

Abuse and Neglect; Neglect (Physical or Emotional); Physical Abuse; Emotional Abuse; Peer Abuse; Extremism/Radicalisation; Domestic Violence; Drug/Alcohol Abuse; Emotional Abuse; Abuse of Trust; Sexual Abuse; Children who Sexually Abuse; Witnessing Domestic Abuse or Violence; Child Sexual Exploitation (CSE); Child Exploitation and E-Safety; Pupil Sexual Exploitation; Pupil Exploitation and E-Safety; Female Genital Mutilation (FGM); Forced Marriages; Fabricated or Induced Illness; Faith Abuse; Safeguarding Disabled Children; Disability and Vulnerability; Honour-Based Violence Vulnerable Groups; Bullying including Cyber Bullying; Vulnerable Pupils; Children in Need; Child Missing Education (Children who run away or go missing); Child Missing from Home or Care; Missing Children and Adults Strategy; Young Carers; Cared for Children and Significant Harm; Gangs and Youth Violence; Gender-Based Violence/Violence Against Women and Girls (VAWG); Hate; Mental Health; Private Fostering; Preventing Radicalisation; Teenage Relationship Abuse; Sexting; Trafficking. Expert and professional organizations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, NSPCC offers information for Schools and colleges on the TES website and also on its own website www.nspcc.org.uk/preventing-abuse/ and other government websites.

PHYSICAL ABUSE: The nature of physical abuse. A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life; clearly it is not necessary to be concerned about most of these minor injuries. But accidental injuries normally occur on the *bony prominences* e.g. shins. Injuries on the *soft* areas of the body are more likely to be inflicted intentionally. If a body map is to be used to record physical abuse, they should only be used to record observed injuries and no child should be asked to remove clothing by a member of staff of the School.

Indicators of physical abuse/factors that should increase concern include:

- multiple bruising or bruises and scratches/bi-lateral injuries (especially on the head and face including around the mouth); clusters of bruises – e.g. fingertip bruising (caused by being grasped); bruises around the neck and behind the ears – the most common abusive injuries are to the head;
- marks indicating injury by an instrument – e.g. linear bruising (stick), parallel bruising (belt), marks of a buckle;
- bite marks; deliberate burning may also be indicated by the pattern of an instrument or object - e.g. electric fire, cooker, cigarette; scalds with upward splash marks or *tide marks*; untreated injuries; injuries to genital areas;
- recurrent injuries, burns or bald patches; having broken bones or unexplained bruising, burns or welts in different stages of healing; being unable to explain an injury, or providing explanations that are inconsistent, vague or unbelievable.

EMOTIONAL ABUSE: Definition of emotional abuse. The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or 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. 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. This can also occur when a child is a young carer for a parent who is disabled, has mental health problems or misuses alcohol or drugs. It may involve seeing or hearing the ill treatment of another, for example where there is fighting or violence in the home. 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.

The nature of emotional abuse: Most harm is produced in *low warmth, high criticism* homes, not from single incidents. Emotional abuse is chronic and cumulative and has a long-term impact. All kinds of abuse and neglect have emotional effects although emotional abuse can occur by itself. Witnessing someone harming another person – as in domestic violence - can harm children. It is sometimes possible to spot emotionally abusive behaviour from parents and carers to their children, by the way that the adults are speaking to, or behaving towards, children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later on.

Indicators of Emotional Abuse: Developmental issues include delays in physical, mental and emotional development, poor School performance and speech disorders, particularly sudden disorders or changes.

Behavioural indicators of neglect include: Constant tiredness; frequent absence from School or lateness; missing medical appointments; becoming isolated among peers; being frequently unsupervised; stealing or scavenging, especially for food, and having destructive tendencies, poor relationships with peers; running away.

Behaviour: Acceptance of punishment which appears excessive; over-reaction to mistakes; continual self-deprecation (I'm stupid, ugly, worthless etc.); neurotic behaviour (such as ricking, hair-twisting, thumb sucking); self-mutilation; suicide attempts; drug/solvent abuse; running away; compulsive stealing, scavenging; acting out; poor trust in significant adults; regressive behaviour – e.g. wetting; eating disorders; destructive tendencies; neurotic behaviour; arriving early at School, leaving late.

Social issues: withdrawal from physical contact or from social interaction; over-compliant behaviour or insecure, clinging behaviour; poor social relationships.

Emotional responses: extreme fear of new situations; inappropriate emotional responses to painful situations (“I deserve this”); fear of parents being contacted; self-disgust; unusually fearful with adults; lack of concentration, restlessness, aimlessness; extremes of passivity or aggression; excessive need for approval, attention and affection.

SEXUAL ABUSE: The nature of sexual abuse. Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g. relatives, family friends, neighbours, babysitters, and people working with the child in School, faith settings, clubs or activities. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Adult males do not solely perpetrate sexual abuse. Women can also commit acts of sexual abuse, as can other children.

Sexual abuse also includes sexual violence and sexual harsaament which can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence are sexual offenses the Seual Offences Act 2003, such as rape, sexual assault and assault by penetration. Sexual harassment is ‘unwanted conduct of a sexual nature’ that can occur online and offline. Sexual harassment is likely to violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Sexual harassment can include sexual comments, such as telling sexual stories, making lewd comments, ,making sexual remarks about clothes and appearance and calling someone sexualised names; sexual “jokes” or taunting; physical behaviour, such as deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment, which might include non-consensual sharing of sexual images and videos, inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone or part of a wider pattern of sexual harassment and/or sexual violence.

Child Sexual Exploitation:

Child Sexual Exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen on-line. Some of the following signs may be indicators of sexual exploitation:

- children who appear with unexplained gifts or new possessions; who associate with other young people involved in exploitation; have older boyfriends or girlfriends;

- children who suffer from sexually transmitted infections or become pregnant; who suffer from changes in emotional wellbeing; children who misuse drugs and alcohol;
- children who go missing for periods of time or who regularly come home late; and regularly miss School or education or do not take part in education; staying away from certain people or avoiding being alone with someone; displaying sexual behaviour that is inappropriate for their age;
- inappropriate masturbation or self-harm (including eating disorders) and an unwillingness to remove clothes when changing for PE etc.

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including Cyber-Bullying and grooming. It is also important to recognise that some young people who are being sexually exploited or abused do not exhibit any external signs of this abuse.

Characteristics of Child Sexual Exploitation and abuse: it is often planned and systematic – people do not sexually abuse children by accident although sexual abuse can be opportunistic; grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent; grooming the child’s environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives.

Indicators of sexual abuse: Physical observations include damage to genitalia, anus or mouth; sexually transmitted diseases; unexpected pregnancy, especially in very young girls; soreness in genital area, anus or mouth and other medical problems such as chronic itching; unexplained recurrent urinary tract infections and discharges or abdominal pain. The concerns listed are not exhaustive. Staff can and should also record and report other concerns about a child, such as general welfare concerns.

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. Far more children are registered to the category of neglect on Child Protection Plans than any other category. Neglect is a difficult form of abuse to recognise and is often seen as less serious than other categories. It is, however, very damaging: children who are neglected often develop more slowly than others and may find it hard to make friends and fit in with their peer group. Neglect is often noticed at a stage when it does not pose a risk to the child. The duty to safeguard and promote the welfare of children would suggest that an appropriate intervention or conversation at an early stage could address the issue and prevent a child continuing to suffer until it reaches a point when they are at risk of harm or in significant need. Neglect is often linked to other forms of abuse, so any concerns School staff have should at least be discussed with the DSL.

Indicators of neglect. The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm. It is important to recognise that indicators alone cannot confirm whether a child is being abused. Each child should be seen in the context of their family and wider community and a proper assessment carried out by appropriate persons. What is important to keep in mind is that, if you feel unsure or concerned, do something about it. Don’t keep it to yourself.

Physical indicators of neglect include. Constant hunger and stealing food; poor personal (including dental) hygiene – unkempt, dirty or smelly; being underweight; wearing dress unsuitable for weather; poor state of clothing; illness or injury untreated and looking sad; false smiles.

Specific safeguarding issues. Our staff are aware of safeguarding issues - some of which are listed below. They are aware that behaviours linked to drug taking, alcohol abuse, truancy and sexting put children in danger. Our staff are aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including Cyber-Bullying), gender based violence/sexual assaults and sexting. Our staff are clear as to the School’s policy and procedures with regards to peer on peer abuse.

FEMALE GENITAL MUTILATION (FGM). This 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.

Circumstances / symptoms that may point to FGM happening include:

- a child talking about getting ready for a special ceremony; a child’s family taking a long trip abroad

- a child's family being one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistani, Indonesian and Pakistani);
- knowledge that a sibling has undergone FGM; a child talking about going abroad to be 'cut' or to prepare for marriage;
- Difficulty in walking, sitting or standing; spending lengthier time in the bathroom/toilet than usual;
- unusual behaviour after a School absence/reluctance to undertake usual medical examinations and
- asking for help, but not detailing the problem in full due to fear or embarrassment.

Mandatory reporting duty: Section 5B of the Female Genital Mutilation Act 2003 (as inserted by Section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers** along with regulated health and social care professionals in England and Wales, to report to the Police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

Teachers **must** personally report to the Police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the School DSL and involve Children's Services as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

HONOUR-BASED VIOLENCE. So-called 'honour-based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubts staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Indicators of Honour-based violence: Guidance on the warning signs that FGM or forced marriage may be about to take place, or may have already taken place, can be found on pages 38-41 of the Multi Agency Statutory Guidance on FGM (pages 59-61 focus on the role of Schools and colleges) and pages 13-14 of the Multi-Agency Guidelines: Handling Cases of Forced Marriage.

Actions if HBV is suspected: If staff have a concern regarding a child that might be at risk of HBV, they should activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with Police and Children's Services.

In the social context of the School, it is normal to ask about a noticeable injury. The response to such an enquiry is generally light-hearted and detailed. So concern should be increased when: the explanation given does not match the injury; the explanation uses words or phrases that do not match the vocabulary of the child (adults' words); no explanation is forthcoming; the child (or the parent/carer) is secretive or evasive or the injury is accompanied by allegations of abuse or assault. **We become concerned if the child or young person** is reluctant to have parents/carers contacted; runs away or shows fear of going home; is aggressive towards themselves or others; flinches when approached or touched; is reluctant to undress to change clothing for sport; wears long sleeves during hot weather; is unnaturally compliant in the presence of parents/carers; has a fear of medical help or attention or admits to a punishment that appears excessive.

FORCED MARRIAGE: Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children in respect of forced marriage. The Forced Marriage Unit has published Multi-Agency guidelines, with pages 32-36 focusing on the role of Schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fmu@fco.gov.uk.

DOMESTIC ABUSE: The Home Office defines domestic abuse as: *“Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality”*.

Significant harm from domestic abuse can include physical violence, emotional abuse, sexual abuse, and financial abuse. If a member of staff is concerned that domestic abuse is occurring within a family or relationship, they should inform the DSL who will consider a referral to Children’s Services and/or the Police as necessary. In circumstances where there have been 3 known incidents of domestic abuse, a referral must be made to Children’s Services. In December 2015 a new criminal offence of coercive and controlling behaviour came into force in England and Wales. This means that repeated patterns of non-physical behaviour (emotional abuse and control) within relationships are now considered a criminal offence, capable of prosecution. For the offence to apply, criteria must be met.

BULLYING - Please also refer to our Anti-Bullying Policy which sets out our procedures in order to prevent bullying and to deal with it if and when it occurs within the School. This may be defined as deliberate, repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons. Very often bullying is the act of oppressing or dominating by threat or force where the aggressor may persecute or tease physically or morally in order to frighten into action or inaction. Bullying can include:

- physical: pushing, hitting, kicking, pinching etc.
- verbal: name-calling, spreading rumours, constant teasing and sarcasm
- emotional: tormenting, ridiculing, humiliating, ignoring
- racial: taunts, graffiti and gestures; religious / cultural
- sexual, sexist or homophobic: unwanted physical contact or abusive comments
- cyber-bullying: through social networking websites, mobile phones and text messages, photographs and email.

Signs that may indicate bullying:

- behavioural changes such as reduced concentration, becoming withdrawn, depressed, tearful, emotionally up and down, reluctance to go to School etc.; a marked drop off in performance at School
- physical signs such as stomach aches, headaches, difficulties in sleeping, bingeing on food, cigarettes or alcohol and a shortage of money or frequent loss of possessions.

SELF-HARM AND SUICIDAL BEHAVIOUR. Self-harm can be deliberate. with the aim of a child just causing themselves an injury, attempted suicide which does not result in end of life or a successful attempt to end life resulting in death. The majority of self-harmers keep it a secret that goes undiscovered, finding it is the only way to express their feelings. Children self-harm for many reasons including being bullied both at School or online, mental health issues, eating disorders, domestic abuse, any type of child abuse, parental conflict and bereavement. The signs of the distress the child may be under can take many forms and can include:

- cutting behaviours and self-poisoning, other forms of self-harm, such as burning, scalding, banging, hair-pulling, not looking after their needs properly emotionally or physically;
- direct injury such as scratching, cutting, burning, hitting oneself, swallowing or putting things inside;
- staying in an abusive relationship, taking risks too easily, eating distress (anorexia and bulimia);
- addiction, for example, to alcohol or drugs and low self-esteem and expressions of hopelessness.

During a disclosure of self-harm, staff should check whether the pupil has ingested anything or has anything on their person that could cause damage or harm. Any concerns from staff members should be referred to the DSL. An early help assessment may need to be completed to involve Services that can help, or, in the case of significant harm, a referral can be made to Children’s Services.

RADICALISATION: KCSIE define radicalisation as ‘the process by which a person comes to support terrorism and forms of extremism. 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.’ There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The Internet and the use of social media in particular has become a major factor in the radicalisation of young people

APPENDIX 2

MAIN RESPONSIBILITIES OF STAFF INCLUDING THE DSL AND DEPUTY DSL

Designated Safeguarding Lead (DSL) and Deputy DSL: They are members of the School's Senior Leadership Team (SLT) with the status and authority to carry out the duties of the posts of DSL/Deputy DSL and /Deputy Prevent Officers. The Deputy DSL will act as DSL in her absence and otherwise will carry out safeguarding tasks and duties as specified by the DSL in accordance with the details set down below

The core responsibility of the DSL, who is a member of the SLT, is to take **lead responsibility** for safeguarding and child protection, to maintain an overview of safeguarding within the School, to open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in practice. This is explicit in the job description. The DSL, who has the status and authority within the School to carry out the duties of the post is given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings – and/or to support other staff to do so – and to contribute to the assessment of children. If the DSL is unavailable, these duties will be carried out by the Deputy DSL:

Managing Referrals includes: The DSL is expected to refer cases of suspected abuse to the Local Authority Children's Services as required;

- The LADO for child protection allegations which concern a member of staff or volunteer,
- The Disclosure and Barring Service where a person is dismissed or left due to risk/harm to a child and/or the Police if a crime may have been committed;
- Support staff who make referrals to Local Authority Children's Services and the Channel programme;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Liaise with the Proprietor on Safeguarding Issues and keep links with Norfolk CSC and the LADO;
- Keep staff aware of child protection procedures and ensure staff are alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Work with others: The Deputy Designated Safeguarding Lead is expected to:

- liaise with the DSL to inform her of issues especially on-going enquiries under section 47 of the Children Act 1989 and Police investigations.
- as required, liaise with the "Case Manager" (as per Part four) and the Designated Officer(s) at the Local Authority for child protection concerns (all cases which concern a staff member); and liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

Undertake training, which includes: The DSL and Deputy DSLs undergo training specific to be updated every 2 years. In addition, they refresh their knowledge and skills in order to keep up with any developments relevant to their role (this might be through e-bulletins, meeting other DSLs or reading new safeguarding developments) in order to:

- 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 case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- ensure each member of staff has access to and understands the School's Child Protection Policy and procedures, especially new and part time staff; are alert to the specific needs of children in need, those with special needs and young carers; are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the School with regards to the requirements of the Prevent Duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- obtain access to resources and attend any relevant or refresher training courses and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them.

Raise Awareness, which includes:

- 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, and work with the Proprietor regarding this;
- Ensuring the policy is made available publicly and parents being made aware of the fact that referrals about suspected abuse or neglect may be made and the role of the School in this;
- Linking with the local NSCB to make sure staff are aware of training opportunities and the latest local policy of safeguarding;
- Following up unexplained absences of any child with a telephone call from the School on the morning of the first day of absence and raising awareness of the needs of pupils including those with special educational needs or disabilities, lesbian, gay, bisexual and transgender (LGBT) pupils.

Child Protection File

Where children leave our School, we ensure their child protection file is transferred to the new School as soon as possible. This will be transferred separately from the main pupil file, ensuring secure transit and a conformation of receipt should be obtained

All staff and volunteers: Safeguarding is everyone's responsibility. It applies to all who work, volunteer, learn, or supply services to our School. All staff and volunteers have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal School hours including activities away from School. This includes a duty to act upon any suspicion, concern or disclosure that may suggest that a pupil is at risk of significant harm or in need of support services. All staff and volunteers should be alert to pupils at risk of being Radicalised or drawn into Extremism or Child Sexual Exploitation whether from an adult or another pupil (further details of these signs are in Appendix 2).

They are required to report instances of actual or suspected child abuse or neglect to the DSL or Deputy DSL. Additionally they are expected to make themselves available for appropriate training and to read both this policy and Part 1 and annexe A of the latest edition of KCSIE and 'What to do if you are worried a pupil is being abused' latest edition. Special arrangements, through translators, will be put in place for anyone working in the School whose command of English is insufficient to enable to read and digest the contents of this policy and Part 1 of KCSIE. School leaders and staff working directly with children will also be required to read Part 5 of KCSIE.

Designated Safeguarding Lead (DSL) and Deputy DSL: (Also please refer to Appendix 2 for the job role). They are members of the School's senior leadership (SLT) with the status and authority to carry out the duties of the posts. The Deputy DSL will act as DSL in their absence carrying out safeguarding tasks and duties in accordance with Appendix 2. The DSL AND deputy DSL also oversee Safeguarding / Child protection responsibilities within the EYFS department.

Proprietor: The Proprietor, on appointment, receive safeguarding induction training, which is refreshed in accordance with the NSCB criteria. The Proprietor, who receives from the DSL a safeguarding report at each Proprietors Meeting has corporate responsibility for all safeguarding matters relating to the pupils of the School. This includes specific responsibilities for ensuring that all who are employed, supply services or volunteer at the School, are informed of the content of this policy and any reviews and updates. To these ends the Proprietor shall:

- liaise with the senior leadership of the School, the DSL and Deputy DSL, holding them to account on matters relating to safeguarding and to liaise with the SSCB and LADO as and when required by this policy;
- ensure that the annual review and report are jointly put together by the named Head and the DSL with the minutes being sufficiently detailed to demonstrate both the breadth and the depth of the review;
- check the staff's understanding and implementation of the policy, ensuring that all staff are aware of the referral process and how to implement safeguarding protocols;
- monitor the policy, procedures and the efficiency with which they are implemented;
- ensure that there are clear job specifications for the DSL and Deputy DSL;

- find out on each visit to the School if the policy is known in practice by talking to a number of staff and volunteers right across the School to see if they would know who to go to in the case of a suspected abuse and what they would do in terms of comments they might make to the child;
- ensure that the DSL has the knowledge, skills and understanding necessary to keep safe children who are looked after by a local authority;
- review how children are taught about safeguarding, including online, through the curriculum and PSHEE;
- ensure that the School contributes to interagency working in line with the Working Together to safeguard children (HM Government, 2015) through effective communication and good cooperation with local agencies.

The Head will:

- ensure that the Safeguarding and Child Protection Policy and procedures adopted by the Proprietor are implemented and followed by all staff to include:
- allocate sufficient time and resources to enable the DSL and Deputy DSL to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings;
- ensure that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively.
- reporting wrongdoing by staff in the workplace that does not involve safeguarding and welfare of pupils is dealt with in accordance with the School's Whistleblowing procedures;
- provide immunity from retribution or disciplinary action against staff in the event of them 'whistleblowing' in good faith;
- ensure that pupil's safety and welfare are addressed through the curriculum and
- be able to understand safer recruitment procedures and processes and deal with allegations against members of staff and volunteers.

APPENDIX 3

WHAT TO DO IF YOU ARE WORRIED A CHILD IS BEING ABUSED OR NEGLECTED

Member of staff has concerns about a child's welfare (including children in need and children at risk)

Where a young person discloses abuse or neglect

- Listen; take their allegation seriously; reassure that you will take action to keep them safe.
- Inform them what you are going to do next.
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Discuss concerns with Sally Judd (Designated Safeguarding lead)

The **Safeguarding Lead** will consider further actions required, including consultation with Norfolk Children's Services (NCS), immediately (number below) or the **Police if a crime has been committed, immediately**. Concerns and discussion, decisions and reasons for decision should be recorded in writing by agency /organisation. In **exceptional** circumstances or in the absence of a safeguarding lead the individual may contact Children's Services directly.

Still have concerns: refer to SCS

No longer has safeguarding concerns

Norfolk Children's Service (NCS) during office hours, Monday – Friday. If the child is at immediate risk dial 999: and ask for Police assistance

Out of hours contact emergency duty

Additional / unmet needs

Norfolk Children's Service

1. Acknowledge receipt of referral
2. Decide on next course of action (within one working day)
3. Feedback decision to referrer e.g.:
 - Further Assessment including
 - Child protection enquiries/Strategy Discussion
 - No further action required for Children's Services and Early Help assessment recommended
 - Referred to other agency for service provision

Consult with family and relevant agencies and undertake a Common Assessment (Early Help CAF) and Team around the Child meetings.

APPENDIX 4

WHERE A YOUNG PERSON DISCLOSES ABUSE OR NEGLECT, THE FOLLOWING SEQUENCE OF EVENTS SHOULD BE ADHERED TO

Create a safe environment

Create a safe environment by offering the child a private and safe place if possible. Stay calm and reassure the child and stress that he/she is not to blame. Tell the child that you know how difficult it must have been to confide in you.



Listen

Listen to what the child has to say and take them seriously; reassure the child but advise that you cannot promise to keep a secret. Do not make promises you cannot keep. If there is a requirement for immediate medical intervention, assistance should be called for. Tell the child what you are going to do next after the disclosure.



Talking to the child

When talking to the child, do not interview the child and keep questions to a minimum. Do not display shock or disbelief. Encourage the child to use his/her own words and do not ask leading questions, interrupt their dialogue, or make assumptions which might give particular answers. Do not repeat the disclosure over and over. Seek consent from the child to share any information disclosed but should consent not be given, an explanation can be given as to why the DSL must be told.



Record

Record in detail the circumstances and timings of the disclosure including the nature and extent of any injuries, explanations given by the child (as much as possible in the child's own words) and the action taken (which may be used in any subsequent court proceedings), within 24 hours of the disclosure. Record in writing the child's name, address and date of birth along with the child's behaviour and emotional state, who else was present at the time of the disclosure. Sign (with time and date) all notes made and give them to the DSL. When the child has finished speaking, do not leave the child alone. Call for immediate assistance from the DSL or deputy DSL or follow the procedures for allegations against staff, volunteers, and Principal acting on behalf of Proprietor. The DSL (or other responsible person within the scope of this policy) will then deal with the matter. The official School safeguarding form should also be completed by the person who receives the allegation and forwarded to the DSL.



Do not take responsibility

Only tell those people that it is necessary to inform.
Do not try to investigate the allegation yourself.
Immediately consult our Designated Safeguarding Lead so that any appropriate action can be taken to protect the student if necessary.
Do not approach or inform the alleged abuser.

APPENDIX 5

ALLEGATIONS AGAINST ADULTS/SCHOOL STAFF/VOLUNTEERS

Risk of Harm to Students

If you become aware that a member of staff/volunteer may have:

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 they may pose a risk of harm to a child



**Report immediately to Pete Agate
Head**

Any concern or allegation against the Head will be reported to the Proprietor, Col. K. Boulter unless there is clear evidence to prove that the allegation is incorrect.



Report the allegation within one working day to the Local Authority Designated Officer (LADO) team:

- The LADO team: **01603 223473**
- Email: LADO@norfolk.gov.uk



The LADO will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
2. Decide on next course of action - usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.



If the allegation threshold is NOT met, the LA Designated Officer will agree with you an appropriate response

(E.g. for the agency to undertake further enquiries or undertake an internal investigation)

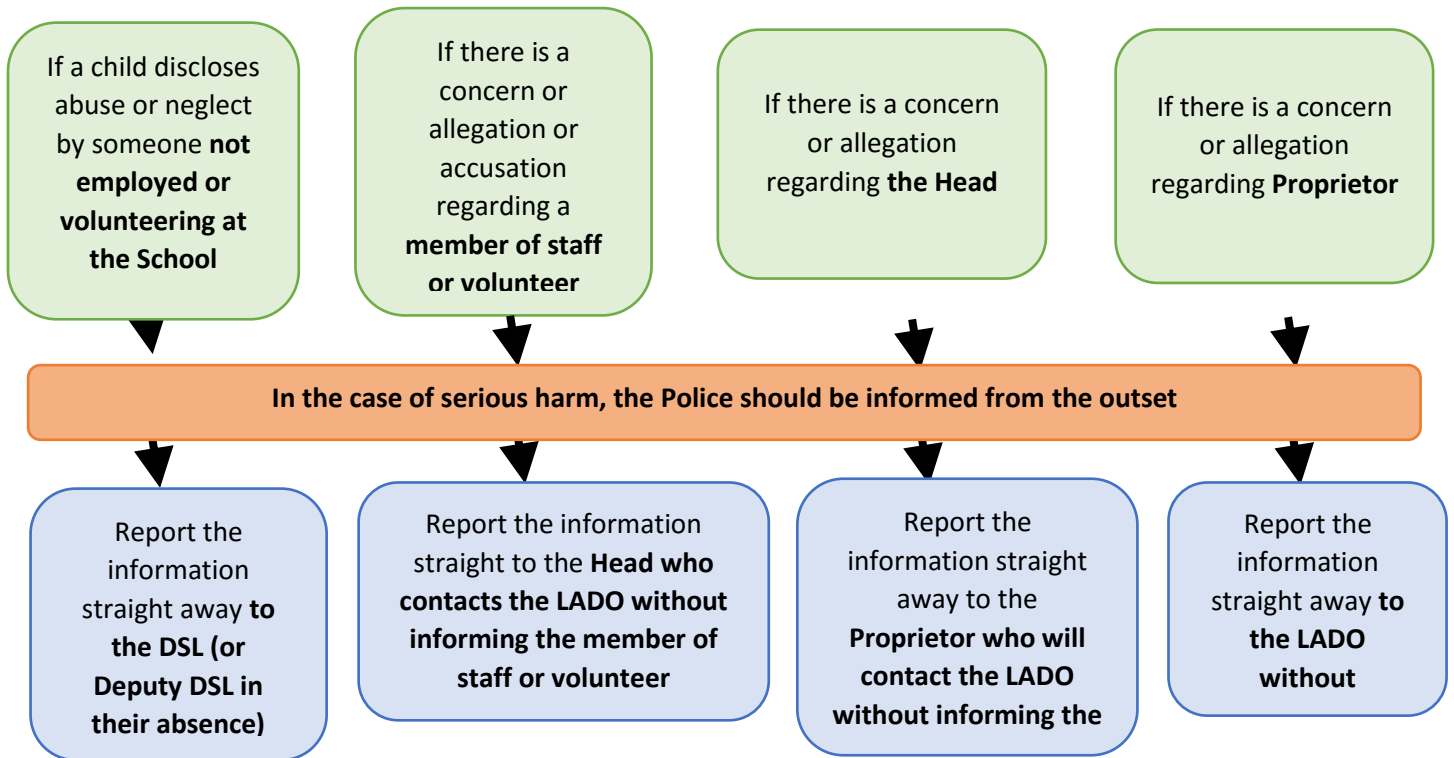
If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager / safeguarding lead, the LA Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed –e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

Keeping Children Safe in Education (DfE: September 2018) makes it clear that anybody can make a direct referral to Children's Services including the LADO and other external agencies.

APPENDIX 6

SAFEGUARDING CONCERNS OR ALLEGATION OF ABUSE ON A CHILD

The following safeguarding procedures apply where you become aware a member of staff/volunteer has, or a child discloses to you that an adult has behaved in a way that has, or may have harmed a child; possibly committed a criminal offence against or related to a child or behaved towards a child or children in a way that indicates they may pose a risk of harm to a child.



Head Contact Details: -

Pete Agate Telephone: 01953 681246 head@riddlesworth-hall.com

Designated Safeguarding Lead (DSL) and Prevent Officer for the whole School Contact Details: -

Sally Judd Telephone: 01953 681246 s.judd@riddlesworth-hall.com

Deputy Designated Safeguarding Lead (DSL) and Prevent Officer for Whole School/Boarding is:

Maggie Putt Telephone: 01953 681246 m.putt@riddlesworth-hall.com

Proprietor Contact Details: -

Keith Boulter Telephone: 01953 681246

Local Authority Designated Officers for Allegations: Children's Services 01603 223473

APPENDIX 7

A CHILD PROTECTION GUIDE - CUE CARD

A Child Protection Guide - A Cue Card

We are committed to safeguard and promoting the welfare of all at our School.

A code of good practice for staff and volunteers designed for you to keep with you – Carry it.

A Code of Practice is intended to provide a readily accessible reference promoting the principle of our Child Protection Policy.

What happens if:

You suspect a child is being abused or neglected:

1. Immediately inform the Designated Safeguarding Lead (DSL).
2. Record and date any facts which are relevant to your concern and pass these onto the DSL.
3. Do not investigate the issue yourself.

A child discloses to you abuse by someone else

1. Allow the child to speak without interruptions, accepting what is said and without investigating further or asking leading questions.
2. Reassure the child that 'it is not their fault' and that they were right to tell you.
3. Record in the child's own words details of the disclosure and refer this immediately to the DSL. Do not investigate the issue yourself.

You receive an allegation about a member of staff or yourself

1. Immediately inform the DSL of the allegation.
2. Record and date the details of the allegation in writing.

Do treat everyone with respect

Do provide an example of behaviour you wish others to follow

Do plan activities, which involve more than one other person being present, or at least which are within sight or hearing of others

Do respect a young person's right to personal privacy

Do provide access for young people to talk to others about any concerns they may have.

Do recognise, and allow for, the special needs of young people with disabilities and learning difficulties

Do encourage young people with disabilities and learning difficulties

Do encourage children and adults to point out attitudes and behaviour that they do not like

Do avoid inappropriate physical or verbal contact with young people

Do remember that someone else might misinterpret your actions

Do respect the cultural, religious and ethnic backgrounds of others

Do recognise that caution is required even in sensitive moments of counselling

Do avoid situations that compromise your relationship with young people

Do NOT permit abusive peer activities (e.g. bullying racism or others)

Do NOT judge or jump to conclusions about others

Do NOT show favouritism to any individual

Do NOT be drawn into attention seeking behaviour, such as crushes/tantrums

Do NOT make inappropriate remarks or gestures

Do NOT rely on good reputation

Do NOT believe 'it could never happen to me'

Do NOT interview or meet with children in private or outside of School

Do NOT let concerns or allegations of abuse go unrecorded

Do NOT play physical contact games with young people