

WESTBROOK HAY PREP SCHOOL

October 2018

CHILD PROTECTION AND SAFEGUARDING POLICY

This policy applies to all pupils and staff at Westbrook Hay Prep School including EYFS

### Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body and signed by the Chair of Governors on October 15, 2018.

It is due for formal review in September 2019

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## KEY EXTERNAL CONTACT DETAILS

Local (Hertfordshire) Authority Designated Officer	LAURA ANDREWS TEL: 01992 588182 EMAIL: <a href="mailto:Laura.Andrews@hertfordshire.gov.uk">Laura.Andrews@hertfordshire.gov.uk</a>
Senior Child Protection Liaison Officer	FRAZER SMITH TEL: 01992 588168 EMAIL: <a href="mailto:frazer.smith@hertfordshire.gov.uk">frazer.smith@hertfordshire.gov.uk</a>
LADO Direct Line into unit	TEL: 01992555420
Local Authority Children's Social Services  (SOOHS)	TEL: 0300 123 4043 EMAIL: <a href="mailto:protectedreferrals.cs@hertscc.gcsx.gov.uk">protectedreferrals.cs@hertscc.gcsx.gov.uk</a> <a href="mailto:protectedreferrals.cs@hertfordshire.gov.uk">protectedreferrals.cs@hertfordshire.gov.uk</a>  OUT OF HOURS EMERGENCY DUTY TEAM TEL: 0300 123 4043
Multi-Agency Safeguarding Hub	TEL: 0300 123 4043 EMAIL: <a href="mailto:protectedreferrals.cs@hertscc.gcsx.gov.uk">protectedreferrals.cs@hertscc.gcsx.gov.uk</a> <a href="mailto:protectedreferrals.cs@hertfordshire.gov.uk">protectedreferrals.cs@hertfordshire.gov.uk</a>
Hertfordshire children's social care department and other useful agencies are as follows:	
Consultation Hub for Child Protection Advice	TEL: 01438 737511
Customer Service Centre	TEL: 0300 1234043
UK Social Services (Care line)	TEL: 0800137915
Child Protection and Sexual Crime Unit	TEL: 01628 816935
Support and Advice about Extremism	Police The PREVENT Team, Hertfordshire Police TEL: 999 EMERGENCY: 999 NON EMERGENCY NUMBER: 101 EMAIL: <a href="mailto:prevent@herts.pnn.police.uk">prevent@herts.pnn.police.uk</a>  Local Authority HSCB TEL: 0300 123 4043 EMAIL: <a href="http://hertsscb.proceduresonline.com/chapters/p_prevent_guide.html">http://hertsscb.proceduresonline.com/chapters/p_prevent_guide.html</a>

	<p>Department for Education  NON EMERGENCY NUMBER: 020 7340 7264  EMAIL: <a href="mailto:counter.extremism@education.gsi.gov.uk">counter.extremism@education.gsi.gov.uk</a></p>
NSPCC	<p>TEL: 0800 800 5000</p>
NSPCC whistleblowing advice line	<p>ADDRESS: Weston House, 42 Curtain Road London  EC2A 3NH  TEL: 0800 028 0285  EMAIL: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a></p>
Childline	<p>TEL: 0800 1111</p>
Disclosure and Barring Service	<p>ADDRESS: PO Box 181, Darlington, DL1 9FA  TEL: 01325 953795  EMAIL: <a href="mailto:dbsdispatch@dbs.gsi.gov.uk">dbsdispatch@dbs.gsi.gov.uk</a></p>
National College for Teaching and Leadership	<p>ADDRESS: 53-55 Butts Road, Earlsdon Park, Coventry, CV1 3BH  TEL: 0207 593 5393  EMAIL: <a href="mailto:misconduct.teacher@education.gov.uk">misconduct.teacher@education.gov.uk</a></p>
OFSTED Safeguarding Children	<p>TEL: 0300 123 4666 (Monday to Friday from 8am to 6pm)  EMAIL: <a href="mailto:Whistleblowing@ofsted.gov.uk">Whistleblowing@ofsted.gov.uk</a>   TEL: 08456 014771</p>

KEY SCHOOL CONTACT DETAILS

<p>Designated Safeguarding Lead (DSL) and Deputy Designed Safeguarding Leads (DDSLs)</p>	<p>Main DSL for the School ELIZABETH ASHFIELD TEL: 07825 030426 EMAIL: <a href="mailto:elizabeth_ashfield@westbrookhay.co.uk">elizabeth_ashfield@westbrookhay.co.uk</a></p> <p>Deputy DSL (Admin) SARAH WHITEHEAD TEL: 07809 409344 EMAIL: <a href="mailto:sarah_whitehead@westbrookhay.co.uk">sarah_whitehead@westbrookhay.co.uk</a></p> <p>EYFS DSL VICTORIA GIBBS TEL: 07739 403001 EMAIL: <a href="mailto:victoria_gibbs@westbrookhay.co.uk">victoria_gibbs@westbrookhay.co.uk</a></p> <p>EYFS Deputy DSL PATRICK ROSS TEL: 07375128166 EMAIL: <a href="mailto:patrick_ross@westbrookhay.co.uk">patrick_ross@westbrookhay.co.uk</a></p>
<p>Governors</p>	<p>Chair of Governors ANDREW NEWLAND TEL: 07831 505991 EMAIL: <a href="mailto:andrew_newland@westbrookhay.co.uk">andrew_newland@westbrookhay.co.uk</a></p> <p>Nominated Safeguarding Governor ANDREW NEWLAND TEL: 07831 505991 EMAIL: <a href="mailto:andrew_newland@westbrookhay.co.uk">andrew_newland@westbrookhay.co.uk</a></p>
<p>Designated Teacher for Looked After Children</p>	<p>ELIZABETH ASHFIELD TEL: 07825 030426 EMAIL: <a href="mailto:elizabeth_ashfield@westbrookhay.co.uk">elizabeth_ashfield@westbrookhay.co.uk</a></p>
<p>Head</p>	<p>KEITH YOUNG TEL: 07841 338772 EMAIL: <a href="mailto:keith_young@westbrookhay.co.uk">keith_young@westbrookhay.co.uk</a></p>

## POLICY STATEMENT

This policy applies to Westbrook Hay Prep School ("the School") which includes the EYFS setting. This policy is reviewed and updated annually (as a minimum) and is available on the school website [www.westbrookhay.co.uk](http://www.westbrookhay.co.uk) and in hard copy from the School Office. It can be made available in large print or other accessible format if required.

This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education (September 2018) (*'Keeping Children Safe in Education'*)
  - *What to do if you're worried a child is being abused: advice for practitioners (March 2015)*
- Working Together to Safeguard Children (July 2018)
  - *Information sharing: advice for practitioners providing safeguarding services (July 2018)*
- Revised Prevent Duty Guidance for England and Wales (July 2015)
  - *The Prevent Duty: Departmental advice for schools and childminders (June 2015)*
  - *The use of social media for on-line radicalisation (July 2015)*

This policy also takes into account the procedures and practice of Hertfordshire local authority as part of the inter-agency safeguarding procedures set up by the Hertfordshire Local Safeguarding Children Board (HLSCB).

In this policy 'staff' includes those employed, contracted, peripatetic, governors, agency staff and volunteers.

## CONCERNS ABOUT A CHILD

The School has a duty to consider at all times the best interests of the pupil and take action to enable all pupils to achieve the best outcomes. Safeguarding and promoting the welfare of children is everyone's responsibility.

The School has arrangements for listening to children and providing early help.

If staff have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with the School's DSL to agree a course of action although staff can make a direct referral to children's social care. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. If a child's situation does not appear to be improving, the DSL (or the person that made the referral) should press children's social care for reconsideration. Staff should challenge any inaction and follow this up with the DSL and children's social care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

## Definitions of safeguarding and types and signs of abuse

Safeguarding and promoting the welfare of children 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.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

Abuse can be:

- physical abuse
- emotional abuse
- sexual abuse; and/or
- neglect.

Staff are referred to Appendix 1 of this policy for further detail of the types of abuse and possible signs of abuse.

### **PROCEDURES FOR DEALING WITH CONCERNS ABOUT A CHILD**

If staff suspect or hear an allegation or complaint of abuse or neglect from a child or any third party, they must follow the relevant procedure below. Staff should not assume that somebody else will take action and share information that might be critical in keeping children safe.

All staff should:

- listen carefully
- avoid asking leading questions
- reassure the individual that the allegation/complaint will be taken seriously
- not guarantee absolute confidentiality (as this may ultimately not be in the best interests of the child) and explain that the information needs to be passed to the appropriate person who will ensure that the correct action is taken.

All concerns, discussions and decisions (together with reasons) made under these procedures should be recorded in writing. Staff print and complete the Child Protection Form <https://intranet.westbrookhay.co.uk/documentation-1>. The record should include the date, time and place of the conversation and detail of what was said and done by whom and in whose presence and signed by the person making it. Where the allegation relates to harmful sexual behaviours, if possible the disclosure should be managed with two members of staff present (preferably one of them being the Designated Safeguarding Lead ('DSL') or their deputy).

Where there is a safeguarding concern, the School will ensure the pupil's wishes and feelings are taken into account when determining what action to take and what services to provide. This is particularly important in the context of harmful sexual behaviours, such as sexual harassment and violence. The School manages this by having close links with independent counsellors, NSPCC posters displayed around the school, Need to Talk? boxes displayed around the school, educating the children through assemblies and the curriculum. These systems are in place for children to express their views and give feedback. The School operates its processes with the best interests of the pupil at their heart in a sensitive and confidential manner. The use of a private family room in the lower school and the DSL's office in upper school are dedicated for the use of any matters which arise or private meetings, which need to be dealt with.

## Early Help

Any child may benefit from early help but all staff should be particularly alert to the potential need for early help for a child who:

- Is disabled and has specific additional needs
- Has special educational needs (whether or not they have a statutory education, health and care plan)
- Is a young carer
- 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/goes missing from care or from home
- Is misusing drugs or alcohol themselves
- 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
- Is showing early signs of abuse and/or neglect
- Is at risk of being radicalised or exploited
- Is a privately fostered child.

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 the teenage years.

In the first instance, staff who consider that a pupil may benefit from early help should discuss this with the School's DSL. The DSL will consider the appropriate action to take in accordance with the Hertfordshire Safeguarding Children Board referral threshold document. The DSL will support staff in liaising with external agencies and professionals in an inter-agency assessment, as appropriate. If early help is appropriate, the matter will be kept under review and consideration given to a referral to children's social care if the pupil's situation does not appear to be improving.

### **What staff should do if they have concerns about a child**

If staff have any concerns about a child (as opposed to a child being in immediate danger), they should, where possible, speak with the School's DSL to agree a course of action although staff can make a direct referral to children's social care. As set out above, staff should not assume that somebody else will take action and share information that might be critical in keeping children safe. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. If a child's situation does not appear to be improving, the DSL will press children's social care for reconsideration. Staff should challenge any inaction and follow this up with the DSL and children's social care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

### **What staff should do if a child is in danger or at risk of harm**

If staff believe that a child is in immediate danger or at risk of harm, they should make an immediate referral to children's social care and/or the Police. Anyone can make a referral. Any such referral must be made immediately and in any event within 24 hours (one working day) of staff being aware of the risk. Parental consent is not needed for referrals to statutory agencies such as the police and children's social care. If anyone other than the DSL makes a referral, they should inform the DSL as soon as possible that a referral has been made. Staff should challenge any inaction and follow this up with the DSL and children's social care as



appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

The School's Local Safeguarding Children Board is HSCB. A full copy of their local procedures can be found: <http://hertsscb.proceduresonline.com/chapters/contents.html>

Where children are engaged in close one-to-one teaching e.g. study skills, music lessons, interview practice etc, the school encourages doors without windows to be left open and windows to have clear visibility.

#### **What staff should do if a child is seen as at risk of radicalisation**

Staff should follow the School's normal referral processes when there are concerns about children who may be at risk of being drawn into terrorism, as set out above. This may include a referral to Channel or children's social care depending on the level of risk. However, if staff have concerns that there is an immediate/significant risk of a child being drawn into terrorism they must call 999 or email [prevent@herts.pnn.police.uk](mailto:prevent@herts.pnn.police.uk) Advice and support can also be sought from children's social care. Staff are referred to the Revised Prevent Duty Guidance: for England and Wales (Prevent) (July 2015).

The School, in recognition that pupils may be at risk of being drawn into terrorism or other forms of extremism, carries out appropriate risk assessments (following consultation with local partners, such as the Police) of the potential risk in the local area. Such risk assessments are discussed with the Head, DSL, DDSL and governor responsible for safeguarding to ensure the School's safeguarding arrangements are sufficiently robust to help prevent and protect children from being drawn into terrorism and are regularly revised.

#### **What staff should do if they discover an act of Female Genital Mutilation ('FGM')**

Staff must report to the Police cases where they discover that an act of FGM appears to have been carried out. Unless the member of staff has a good reason not to, they should still consider and discuss any such case with DSL and involve children's social care as appropriate. Staff are referred to Appendix 1 of this policy for the procedure to be followed where they suspect that a pupil may be at risk of FGM.

#### **What staff should do if a child goes missing from education**

Children who go missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect. The School's procedure for unauthorised absence and for dealing with children who go missing from education is to contact the parents directly if a child has not arrived in school and no absence communication has been received. Where a child is consistently absent for no apparent reason or is displaying signs of abuse or neglect a referral will be made. Where a child goes missing whilst in the care of the school the Missing Child Policy and Procedure When a Child is Not Collected on Time can be found in: <https://intranet.westbrookhay.co.uk/policies/staff-policies-june-2018>. Staff are also referred to Children Missing in Education (September 2016).

The School will report to HSCB a pupil who fails to attend school regularly or has been absent from school without the School's permission for a continuous period of 10 school days or more.

#### **What staff should do if they have concerns about another staff member**

If staff have concerns about another staff member, then this should be referred to the Head. Where there are concerns about the Head, this should be referred to the Chair of Governors. In the event of allegations of abuse being made against the Head, staff are referred to the procedures below regarding managing allegations of abuse against staff (including

volunteers) and refer the matter directly to the designated officer(s) at the HSCB. Staff may consider discussing any concerns with the School's DSL and make any referral via them.

### **What staff should do if they have concerns about safeguarding practices in the school**

The School aims to ensure there is a culture of safety and raising concerns and an attitude of 'it could happen here'. Where staff have concerns about poor or unsafe practices and potential failures in the School's safeguarding regimes, these should be raised in accordance with the School's whistleblowing procedures which can be found at:

<https://intranet.westbrookhay.co.uk/policies/staff-policies-june-2018>.

There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

If staff and volunteers feel unable to raise an issue with the School or feel that their genuine concerns are not being addressed, they may use other whistleblowing channels, such as the NSPCC whistleblowing advice line. Contact details for the NSPCC helpline can be found on the Key Contacts page at the start of this policy.

### **ARRANGEMENTS FOR DEALING WITH PEER-ON-PEER ALLEGATIONS**

Peer-on-peer abuse is abuse by one or more pupils against another pupil. It can manifest itself in many ways and can include sexting, sexual assault, gender-based issues and harmful sexual behaviours including sexual violence and sexual harassment. Abusive comments and interactions should never be passed off or dismissed as "banter" or "part of growing up". Nor will harmful sexual behaviours be dismissed as the same or "just having a laugh" or "boys being boys". The School recognises that a child is likely to disclose an allegation to someone they trust: this could be any member of staff. By making such a disclosure the pupil is likely to feel that the member of staff is in a position of trust.

The School recognises that children with special educational needs and disabilities can be more prone to peer on peer group isolation than other children and will consider extra pastoral support for those children on an individual basis.

### **The School takes the following steps to minimise the risk of peer-on-peer abuse**

Pupils Chromebooks and iPads are managed by the school. They are each installed with a keyword detection software called 'Man in the Middle'. The software picks up on keywords e.g. self harm, offensive language, terrorism etc. Once detected, it sends an email to the Head of IT, where a thorough investigation is carried out.

The School's firewall is 'Smoothwall'. All school emails go through a filter called 'Pure Message'. The software carries out the same job as 'Man in the Middle' where it catches keywords and alerts the Head of IT. This includes both adult and child emails.

The Head of IT has software called 'Ranger Tutor' installed on the main teaching PC in the Red IT suite. The software enables him to see everything that is going on on each PC in the IT suite. Therefore everything is closely monitored.

Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures below rather than the School's Anti-Bullying and Behaviour policies.

## **Procedure**

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 HCSB on the investigation of such allegations and will take all appropriate action 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 HCSB 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 HCSB and/ or the Police as appropriate.

Police may be informed of any harmful sexual behaviours which are potentially criminal in nature, such as grabbing bottoms, breasts and genitalia. Rape, assault by penetration and sexual assaults will be passed to the police. If the DSL decides to make a referral to children's social care and/or a report to the police against a victim's wishes, the reasons should be explained to the pupil and appropriate specialist support offered.

## **The School's approach to sexting**

We don't allow personal devices in school, during the school day. Where special allowances have been made to allow personal devices on the school premises e.g. mobile phones, they must be handed into their form tutors/school office, first thing in the morning and then returned at the end of the school day.

If sexting is carried out on any school devices e.g. Chromebooks, iPads, PCs, emails etc, it is picked up by the devices filter software and the Head of IT is immediately notified.

In the event of disclosures about pupil-on-pupil abuse, all children involved (both victim and perpetrator) will be treated, as being at risk and safeguarding procedures in accordance with this policy will be followed. Victims will be supported with complete confidentiality and support from external agencies, as appropriate. Victims will be reassured that they are being taken seriously and that they will be supported and kept safe.

When there has been a report of sexual violence, the DSL or DDSL should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

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

Risk assessments will be recorded and kept under review. In relation to a report of sexual violence or sexual harassment, the DSL will reassure any victim that they are being taken seriously and that they will be supported and kept safe. The victim will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment; nor would a victim ever be made to feel ashamed for making a report. The DSL will consider the risks posed to pupils and put adequate measures in place to protect them and keep them safe. This may include consideration of the proximity of the victim and alleged perpetrator and considerations regarding shared classes, sharing school premises and school transport.

## ARRANGEMENTS FOR DEALING WITH ALLEGATIONS OF ABUSE against teachers and other staff (including the head, governors and volunteers)

The School's procedures for managing allegations against staff who are currently working in the School follows Department for Education statutory guidance and Hertfordshire Local Child Safeguarding Board arrangements and applies when staff have (or are alleged to have):

- Behaved in a way that has harmed a pupil, or may have harmed a pupil
- Possibly committed a criminal offence against or related to a pupil or
- Behaved towards a pupil in a way that indicated that they may pose a risk of harm if they were to work regularly or closely with children

Allegations against a teacher who is no longer teaching should be referred to the Police. Historical (non-recent) allegations of abuse should be referred to the Police and also the Local Authority Designated Officer ("LADO").

If an allegation is made against anyone working with children in the School, the School should not undertake their own investigation of allegations without prior consultation with the LADO or, in the most serious cases, the Police, so as not to jeopardise statutory investigations. In borderline cases, the School may discuss informally with the LADO on a no-names basis.

All allegations should be investigated as a priority to avoid any delay.

1. All allegations which appear to meet the above reporting criteria are to be reported straight away to the 'case manager' who is the Head or DSL. If an allegation is reported to the DSL, the DSL will keep the Head informed. Where the Head or DSL is absent or is the subject of the allegation or concern, reports should be made to the Chair of Governors. Where the Head or DSL is the subject of the allegation or concern, the Head or DSL must not be informed of the allegation prior to contact with the Chair of Governors and LADO. However, staff may consider discussing any concerns with the DSL and make any referral via them.
2. The case manager should immediately discuss the allegation with the LADO and consider the nature, content and context of the allegation and agree a course of action including any involvement of the Police. (Where the case manager deems there to be an immediate risk to children or there is evidence of a possible criminal offence, the case manager may involve the Police immediately.) All discussions should be recorded in writing, and any communication with both the individual and the parents of the child(ren) agreed. The LADO should be informed within one working day of all allegations that come to the School's attention and appear to meet the criteria or that are made directly to the Police and/or children's social care.
3. The case manager will ensure that the individual who is the subject of the allegation is informed as soon as possible and given an explanation of the likely course or action, unless there is an objection by children's social care or the police. The case manager will appoint a named representative to keep the individual informed of the progress of the case and will consider what other support is appropriate for the individual.
4. The case manager should give careful consideration as to whether the circumstances of the case warrant suspension or whether alternative arrangements should be put in place

until the allegation is resolved. The case manager will give due weight to the views of the LADO and *Keeping Children Safe in Education* when making a decision about suspension. Where the individual is suspended, the case manager will ensure they know who their point of contact is in the School and shall provide them with their contact details.

5. Where a member of residential staff is suspended pending an investigation, the case manager will consider whether arrangements for alternative accommodation away from children should be made.
6. The case manager will ensure that parents are informed as soon as possible and kept informed about progress of the case, subject to any advice from children's social care or the Police.
7. The case manager will discuss with the LADO whether a referral to the Disclosure and Barring Service or Teaching Regulation Agency should be made where an allegation is substantiated and the person is dismissed or the School ceases to use their services, or the person resigns or otherwise ceases to provide their services. The School has a legal obligation to report promptly to the Disclosure and Barring Service any person (whether employed, contracted, a volunteer or a student) who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Further, or in the alternative, if an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff specifically, the School must consider making a referral to the Teaching Regulation Agency and a prohibition order may be appropriate (because that teacher has displayed unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence).
8. On conclusion of the case, the case manager should review the circumstances of the case with the designated officer to determine whether there are any improvements to be made to the School's safeguarding procedures or practices to help prevent similar events in the future.

The School will make every reasonable effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered.

Allegations found to be malicious will be removed from the individual's personnel records. In all other circumstances a written record will be made of the decision and retained on the individual's personnel file in accordance with *Keeping Children Safe in Education* and a copy will only be provided to the individual concerned.

Allegations proven to be false, unsubstantiated, unfounded or malicious will not be included in employer references. If an allegation is shown to be deliberately invented or malicious, the Head will consider whether any disciplinary action is appropriate against a pupil who made it; or whether the Police should be asked to consider if action might be appropriate against the person responsible even if they are not a pupil.

In all cases where there are concerns or allegations of abuse, the School will make a serious incident report to the Charity Commission whenever the Commission's guidelines deem it appropriate to do so.

## **STAFF BEHAVIOUR POLICY / CODE OF CONDUCT**

The School's staff behaviour policy can be found in

<https://intranet.westbrookhay.co.uk/policies/staff-policies-june-2018>.

The aim of the staff behaviour policy is to provide clear guidance about behaviour and actions so as to not place pupils or staff at risk of harm or of allegation of harm to a pupil.

## **SAFER RECRUITMENT**

The School is committed to safer recruitment processes. Members of the teaching and non-teaching staff at the School including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work, for example, right to work checks, additional overseas checks (if necessary), verifying identity, taking up references, checking work history and confirming medical fitness for the role. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the School may undertake an online update check through the DBS Update Service.

Full details of the School's safer recruitment procedures for checking the suitability of staff, Governors and volunteers to work with children and young people is set out in the School's Recruitment and Selection Policy which can be found on the school's website. [www.westbrookhay.co.uk](http://www.westbrookhay.co.uk) or in hard copy from the School Office.

## **MANAGEMENT OF SAFEGUARDING**

The School's DSL is Elizabeth Ashfield who is a member of the leadership team. Sarah Whitehead is the DDSL and the person to whom reports should be made in the absence of the DSL. Victoria Gibbs is the EYFS DSL. Patrick Ross is the EYFS DDSL. This ensures there is the required cover for the role at all times.

The DSL and DDSLs' contact details can be found on the Key Contacts page at the start of this policy.

The DSL's role is to take lead responsibility for safeguarding and child protection matters in the School. The DSL's responsibility is to maintain an overview of safeguarding within the School, to open channels of communication with local statutory agencies, support staff in carrying out their safeguarding duties and to monitor the effectiveness of the School's policies and procedures in practice. The DSL works with the governors to review and update the School's safeguarding policy. Where a pupil leaves the School, the DSL will also ensure their child protection file is transferred to the new school (separately from the main pupil file) as soon as possible. The DSL will ensure secure transit and obtain confirmation of receipt.

The DSL regularly reviews the School's and their own practices and concerns about welfare and safeguarding matters. This includes the personal and professional duty of all staff to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to local children's services.

The DSL or Deputy DSL will always be available to discuss safeguarding concerns. During term time, the DSL and/or DDSL's will always be available (during school hours) for staff in the School to discuss any safeguarding concerns. For out of hours/out of term activities, they should be contacted on their mobile number.

Full details of the DSL's role can be found at Annex B of *Keeping Children Safe in Education*.

Ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility should not be delegated.

### **Training**

Induction and training are in line with advice from HCSB and ISSRs

### **All Staff**

All new staff will be provided with induction training that includes:

- the child protection policy;
- the role and identity of the DSLs and DDSLs
- the staff behaviour policy and code of conduct including the School's whistleblowing procedure and the E-Safety (including mobile technology) Policy, Taking, Storing and Using Images of Children Policy, staff/pupil relationships and communications including the use of social media
- the safeguarding response to children who go missing from education;
- a copy of Part one of *Keeping Children Safe in Education*
- School leaders and staff who work directly with children will also be required to read Annex A of *Keeping Children Safe in Education* (and Part five of *Keeping Children Safe in Education*).

Copies of the above documents are provided to all staff during induction.

### **Visitors, temporary staff and volunteers**

Visitors, temporary staff and volunteers are required to sign the visitors book on arrival and departure. They are required to read our safeguarding statement and are provided with an identity lanyard which must be worn at all times they are on site and returned to reception on departure. Temporary staff and volunteers are provided with the same above documents. Visitors are provided with the 'Safeguarding Children Quick Reference which can be found at the end of this policy in Appendix 2. Where an enhanced DBS is not in place) a member of staff will escort and accompany at all times.

All staff are also required to:

- Read Part one of *Keeping Children Safe in Education* and confirm that they have done so. Each time Part one of *Keeping Children Safe in Education* is updated by the Department for Education, staff will be updated on the changes via email or hard copy for those without computer access.
- Understand key information contained in Part one of *Keeping Children Safe in Education*. The School will ensure staff understanding by completing online certified training.
- Receive training in safeguarding and child protection regularly, in line with advice from the HCSB. Training will include online safety and harmful sexual behaviours. It will also include Prevent awareness training to equip staff to raise concerns appropriately by ensuring all staff have the knowledge and confidence to identify children at risk of being drawn into terrorism; are able to challenge extremist ideas; and know how to refer children and young people for further help.

- Undertake regular informal updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. The School provides these via, for example, emails, e-bulletins, staff meetings and Inset training.

### **DESIGNATED SENIOR LEADS FOR CHILD PROTECTION (DSLs)**

The DSLs receive updated child protection training annually to provide them with the knowledge and skills required to carry out the role. This includes local inter-agency working protocols, participation in child protection case conferences, supporting children in need, identifying children at risk of radicalisation, record keeping and promoting a culture of listening to children, training in the HCSB's approach to Prevent duties and harmful sexual behaviours. Further details of the required training content for the DSL are set out in Annex B of *Keeping Children Safe in Education*.

In addition to their formal training, the DSLs' knowledge and skills are updated at least annually to keep up with any developments relevant to their role.

The DDSLs are trained to the same level as the DSLs.

### **OVERSIGHT OF SAFEGUARDING, including arrangements for reviewing policies and procedures**

Andrew Newland is the board-level lead designated to take a lead in relation to responsibility for the safeguarding arrangements in the School. He is a member, and Chair, of the governing body. He meets termly with the DSL.

A review of the School's child protection policies takes place at least annually, including an update and review of the effectiveness of procedures and their implementation. The HSCB's Annual Safeguarding Report and Safeguarding checklist are completed by the DSL and the relevant sections of the AGBIS Governors Compliance Checklist are consulted to ensure compliance is met. The HSCB's documents are forwarded to the LADO for review prior to being circulated to the Governing body for discussion at the first of the Autumn Board Meetings. The School draws on the expertise of staff, including the DSL(s), in shaping the School's safeguarding arrangements and policies.

If there has been a substantiated allegation against a member of staff, the School will work with the Local Authority designated officer to determine whether there are any improvements to be made to the School's procedures or practice to help prevent similar events in the future.

## **THE SCHOOL'S ARRANGEMENTS TO FULFIL OTHER SAFEGUARDING RESPONSIBILITIES**

### **Teaching children how to keep safe**

The governing body ensures that all pupils are taught about safeguarding, including online, through the curriculum and PSHCEE to help children to adjust their behaviours in order to reduce risks and build resilience, including to radicalisation. This includes teaching pupils about the safe use of electronic equipment and the internet and the risks posed by adults or young people, who use the internet and social media to bully, groom, abuse or radicalise other people, especially children, young people and vulnerable adults.

Internet safety is an integral part of the School's IT curriculum and also embedded in PSCHEE and sex and relationships education (SRE).

The School has appropriate filters and monitoring systems in place to safeguard children from potentially harmful and inappropriate material online. The School's systems are Smoothwall,



Pure Message, Man in the Middle and Ranger Tutor. Such systems aim to reduce the risk of children being exposed to illegal, inappropriate and harmful materials online; reduce the risk of children being subjected to harmful online interaction with others; and help manage online behaviour that can increase a child's likelihood of, or causes, harm. Further detail of the School's approach to online safety can be found in the School's E-Safety Policy which also includes detail on the use of mobile technology in school (and accessing 3G and 4G technology on school premises) and the School's IT arrangements to ensure that children are safe from terrorist and extremist material when accessing the internet through the School's systems.

### **Looked after children**

The governing body ensures that staff have the skills, knowledge and understanding necessary to keep safe any children on roll who are looked after by a local authority.

Elizabeth Ashfield is the designated member of staff who has responsibility for their welfare and progress. The School ensures that the designated member of staff receives appropriate training in order to carry out their role.

The School has clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The School's responsibility to pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

The School is required to undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.

### **Arrangements for visiting speakers**

The School has clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. The School's responsibility to pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

The School is required to undertake a risk assessment before agreeing to a Visiting Speaker being allowed to attend the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant.

Visiting speakers will be expected to understand that, where appropriate, their session should actively promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and at no point undermine these. In some cases, the School may request a copy of the Visiting Speaker's presentation and/or footage in advance of the session being provided.

Visiting Speakers, whilst on the School site, will be supervised by a school employee. On attending the School, Visiting Speakers will be required to show original current identification documents including a photograph such as a passport or photo card driving licence. The School shall also keep a formal register of visiting speakers retained in line with its Data Protection Policy.

Arrangements for additional measures taken to safeguard pupils, for example in one-to-one or off-site tuition and performances away from the school are as follows:

- All adults are DBS checked

- All adults have up to date training in child protection and safeguarding
- When the children are on a school trip or offsite, no child/children are allowed to go unsupervised to the toilet without an adult.

## **EARLY YEARS PROVISION SAFEGUARDING ARRANGEMENTS**

### **Use of mobile phones and cameras**

The School's policy on the use of mobile phones and cameras in the setting can be found in the School's E-safety (including mobile technology) Policy and Taking, Storing and Using Images of Children Policy. For example, 'Staff are not permitted to use their personal mobile devices or cameras in school. Staff who wish to take photographs or video of pupils (whether on a personal or school device) must first speak with the Head to obtain their approval before taking any image of a pupil. Staff who wish to use their personal mobile devices or cameras in school for any other reason must first speak with the Head. Staff who act in breach of this may be subject to disciplinary action. Parents are not permitted to use their mobile phones or camera in or around the EYFS setting.

### **DESIGNATED LEAD(S) FOR THE EYFS**

The practitioner designated to take lead responsibility for safeguarding children in the early years settings is Victoria Gibbs, Head of Lower School. Her Deputy is Patrick Ross.

### **Duty to notify Ofsted**

The School will inform Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children on the premises where childcare is provided. For example, where the School is satisfied that a person working in a relevant setting falls within one of the disqualification criteria. Any significant event must be notified to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the School became aware (or ought reasonably to have become aware) of it.

The School will notify Ofsted within 14 days of any allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere).

## APPENDIX 1 –SIGNS AND TYPES OF ABUSE

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

**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.

**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 unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual abuse also includes sexual violence and sexual harassment 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 offences under the Sexual 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 and sharing sexual images and videos (both often referred to as sexting); 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.

**Neglect:** 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.

**Specific safeguarding issues:** behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger. Safeguarding issues can also manifest themselves via peer-on-peer abuse, such as bullying (including cyberbullying), gender-based violence/sexual assaults and sexting. Safeguarding issues can also be linked to, for example, children missing education; child sexual exploitation; domestic violence; fabricated or induced illness; faith abuse; female genital mutilation; forced marriage; gangs and youth violence; gender-based violence / violence against women and girls; hate; mental health; preventing radicalisation; relationship abuse; sexting; and trafficking.

**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 online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education.

**So called 'honour based' violence:** 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.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can also be found on pages 38-41 of the Multi-agency statutory guidance on FGM. To give an example of indications that a girl has already been subjected to FGM:

- A pupil may have difficulty walking, sitting or standing and may even look uncomfortable.
- A pupil may have frequent urinary, menstrual or stomach problems or spend longer than normal in the bathroom due to difficulties urinating.
- There may be prolonged or repeated absences from school and/or noticeable behaviour changes (e.g. withdrawal or depression) on the pupil's return.
- A pupil is reluctant to undergo medical examination.

**If staff have a concern that a pupil may be at risk of FGM, they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with Police and Children's Social Care. If in any doubt, staff should speak to the DSL.**

There is a statutory duty on teachers to personally 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. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve children's social care as appropriate. If the teacher is unsure whether this reporting duty applies, they should discuss their concerns with the DSL in accordance with this policy. Where a teacher suspects that a pupil is at risk (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) teachers should follow the School's local safeguarding procedures.

**Forced marriage:** Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage. There are a range of potential indicators that a child may be at risk of forced marriage, details of which can be found on pages 13-14 of the Multi-agency guidelines: Handling cases of forced marriage. School staff can also contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk).

**Radicalisation:** Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It can also call for the death of members of the 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 have become major factors in the radicalisation of young people. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

**Special educational needs and/or disabilities:** Pupils with SEND may not outwardly show signs of abuse and/or may have difficulties in communication about abuse or neglect.

These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

**Lesbian, gay, bi or trans (LGBT):** Children who are LGBT can be targeted by their peers. In some cases, a pupil who is perceived by their peers to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

**Children who go missing from school:** A child going missing from school is a potential indicator of abuse or neglect. Staff must follow the School's procedures for dealing with children who go missing, particularly on repeat occasions. The Missing Child Policy and Procedure When a Child is Not Collected on Time can be found in: <https://intranet.westbrookhay.co.uk/policies/staff-policies-june-2018>.

Staff are also referred to Children Missing in Education (September 2016).

The School shall inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended). This will assist the local authority to:

- a) fulfil its duty to identify children of compulsory school age who are missing from education; and
- b) follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation.

School attendance registers are carefully monitored to identify any trends. The School will inform the local authority of any pupil who fails to attend school regularly, or 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.

Action should be taken in accordance with this policy if any absence of a pupil from the School gives rise to a concern about their welfare.

## What should I do if the alleged abuser is a member of the school staff?\*

If your concern is about a staff member or volunteer, you should report this to the Head Teacher. If your concern is about the Head Teacher, you should report such allegations to the Chair of Governors. You can also report to the Deputy DSPs. Contact details can be found on the back of this leaflet.

The NSPCC Whistleblowing Advice Line is also available on 0800 028 0285.

## How do I ensure my behaviour is always appropriate?

Please ask a member of the Senior Leadership Team for school guidance regarding Safer Working Practice. The Safer Recruitment Consortium have also produced guidance entitled '*Safer Working Practice for Adults who work with Children and Young People in Education Settings*' (2015). This publication can be found on the Hertfordshire Grid for Learning.

## CONTACTS

The school has a Child Protection Policy and a copy is available from [www.westbrookhay.co.uk](http://www.westbrookhay.co.uk) and the School Office.

In line with this, regardless of the source of harm, you **MUST** report your concern.

### Head

Keith Young 078413 38772

### Designated Senior Person (DSP)

Elizabeth Ashfield 07825 030426

EYFS Victoria Gibbs 07739 403001

### Deputy DSP

Sarah Whitehead 07809 409344

EYFS Patrick Ross 07375 128166

### Chair of Governors

Andrew Newland 07831 505991

WESTBROOK HAY, LONDON ROAD  
HEMEL HEMPSTEAD, HERTS HP1 2RF  
Telephone: (01442) 256143  
[westbrookhay@westbrookhay.co.uk](mailto:westbrookhay@westbrookhay.co.uk)



## SAFEGUARDING CHILDREN

### Quick Reference for New School Staff or Volunteers

Everyone in the education service shares an objective to help keep children and young people safe by contributing to: providing a safe environment, identifying children and young people who are suffering or likely to suffer significant harm and taking appropriate action.

This leaflet has been given to you to make sure you understand what is expected of you. Please seek advice from your **Designated Senior Person** for Child Protection if you are unclear about anything in this leaflet and keep it in a safe place.

## When and what might I be concerned about?

At any time you may be concerned about information which suggests a child is being neglected or experiencing physical, emotional or sexual harm.

You may observe physical signs, notice changes in the child's behaviour or presentation, pick up signs of emotional distress or have a child disclose a harmful experience to you.

### Harm to a child can be caused by:

A parent/carer

A family member/friend

Another child

A stranger

A member of staff/volunteer\*



## What should I do if a child discloses that they are being harmed?

### 1. Listen

Listen carefully to what is being said to you, do not interrupt.

### 2. Reassure

Reassure the pupil that it is not their fault. Stress that it was the right thing to tell. Be calm, attentive and non-judgemental. Do not promise to keep what is said a secret. Ask non-leading questions (TED) to clarify if necessary:

**T**ell me more...

**E**xplain that to me...

**D**escribe what happened...

Then follow the steps in the flowchart to the right.

The information you have may not be enough on its own for a Child Protection referral, however it will help your DSP to make a decision about risk of harm to the child.

## What must I do?

**Recognise your concern**

**Respond**  
**inform your DSP/Deputy DSP without delay**  
(or Head Teacher/ Chair of Governors where appropriate\*)

**Make a written record**  
(using the child's own words )  
sign and date it

**Pass the record to the DSP/deputy DSP**  
(where appropriate\*)





\*Anyone can make a referral to Children's  
Services on **0300123 4043**