



# Child Protection & Safeguarding Policy

## 2021-22

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\*Policy is updated and reviewed in line with DfE safeguarding update

## Child Protection & Safeguarding Policy

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## POLICY STATEMENT

All DSLs and DDSLs are fully DSL trained.

This policy applies to all staff, supply staff and volunteers working in the School, including those in the Early Years Foundation Stage (EYFS) provision. It also applies to all pupils at the School. This policy will be made available to parents on request and is available on the School website.

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best possible outcomes.

**Child Protection** is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Safeguarding is everyone's responsibility and anyone can make a referral to external agencies.

This policy has regard to the following guidance and advice:

- Keeping Children Safe In Education (September 2021) ("*KCSIE*")
  - Disqualification under the Childcare Act 2006 (August 2018)
  - What to do if you're worried a child is being abused: advice for practitioners (March 2015)
- Working Together to Safeguard Children (2018) ("*WT*")
  - 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 child care providers (June 2015)
  - The use of social media for on-line radicalisation (July 2015)
- The DDCMS / UKIS guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" (December 2020)
- Sexual Violence and Sexual Harassment between children in schools and colleges (September 2021)

This policy also takes into account the procedures and practice of Leicestershire & Rutland Safeguarding Children Partnership (LRSCP).

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## 1. SUMMARY OF KEY POLICY CHANGES

These are the key changes in this version of the policy, compared to the previous version dated 2020-21.

- Changes to reflect the updated version of Keeping Children Safe in Education 2021 including:
  - changes in wording regarding peer-on-peer (child on child) abuse to reflect the greater emphasis placed on this topic
  - Removal of the School's Safeguarding Policy Addendum for Covid-19
  - The addition of commerce as an area of online safety risk
  - Greater emphasis on supporting children when they make a disclosure
  - Inclusion of low-level concerns regarding staff conduct
  - Inclusion of the school's Low-level concerns policy
  - Changes to reporting process for allegations against staff

## 2. STATEMENT OF INTENT

Brooke Priory School fully recognises its moral and statutory responsibilities for safeguarding and promoting the welfare of children.

At Brooke Priory School we are committed to safeguarding children and young people and we expect everyone who works in our school to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.

The School's duty is to ensure that safeguarding permeates all activity and functions. This policy therefore adheres to the statutory guidance Keeping Children Safe in Education (Department for Education, current version September 2021), and complements and supports other school policies.

## 3. 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.

Parents are encouraged to raise any concerns directly with the School, if necessary, using this safeguarding policy for concerns about the safety and/or welfare of children. Parents may contact the ISI directly if they wish.

The School has arrangements for listening to children and providing early help. Early Help is offered in consultation with [Rutland County Council Early Help](#) external support agency. Safeguarding arrangements consider the procedures and practice of the local authority.

All school staff are prepared to identify children who may benefit from early help, be aware of the early help process and understand their role in it. If early help is appropriate, the designated safeguarding lead will support staff in liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff will be included as appropriate. If early help or other support is appropriate, the case will be kept under constant review in weekly safeguarding meetings and consideration given to a referral to children's social care if the child's situation does not appear to be improving.

### **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 mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and acting 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.



## 4. PROCEDURES FOR DEALING WITH CONCERNS ABOUT A CHILD

Every member of staff, including volunteers working with children at our School, is advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. If staff suspect or hear an allegation or complaint of abuse or neglect from a child or any third party, they must act immediately and follow the relevant procedure below. Staff should not assume that somebody else will act and share information that might be critical in keeping children safe.

The guidance, Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers, supports staff who have to make decisions about sharing information. Fears regarding sharing information under the Data Protection Act 2018 and the GDPR should not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children. If in doubt about what information can and should be shared, staff should speak to the Designated Safeguarding Lead ("DSL").

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.
- reassure the child that they are being taken seriously and that they will be supported and kept safe. A child should never be given the impression that they are creating a problem by making a disclosure. Nor should a child ever be made to feel ashamed for making a disclosure.

All concerns, discussions, and decisions (together with reasons) made under these procedures should be recorded in writing, using the School's Disclosure Form where possible. The record should include the date and time 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 DSL or their deputy).

Where there is a safeguarding concern, the School will ensure the pupil's wishes and feelings are considered when determining what action to take and what services to provide. This is particularly important in the context of harmful behaviours, such as sexual harassment and sexual violence. The School manages this by listening to the children rather than directly questioning them, keeping written notes, which will be shared with the DSL. The School operates processes with the best interests of the pupil at their heart.

### Contextual Safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside the School and can occur between children outside School. All staff, but especially the DSL and any deputies, should consider the context within which such incidents and/or behaviours occur. The School will as part of the wider assessment of children, consider whether environmental factors are present in a child's life that are a threat to their safety and/or welfare. The School will share as much information with Children's Social Care as possible as part of the referral process to enable consideration of all the available evidence and the full context of any abuse.

### Early Help

BPS P1/019 - Updated June 2022. Review date: September 2022

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 experiencing, or is at risk of experiencing family ostracism
- 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 [Leicestershire and Rutland Safeguarding Children Partnership](#) and [Rutland County Council Early Help](#). 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 (including supply staff and volunteers) 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 the DSL is unavailable, they should, where possible, speak to a DDSL to agree a course of action. 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 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.

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

If staff (including supply staff and volunteers) 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. The local authority social worker should acknowledge receipt to the referrer within 24 hours and decide about the next steps and type of response required. 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.

[Leicestershire and Rutland Safeguarding Children Partnership \(LRSCP\)](#). A full copy of local procedures can be found [here](#).

### **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 Prevent referral or referral to 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 Children's Social Care directly. Advice and support can also be sought from children's social care.

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 and DDSL 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.

The School's particular training requirements are to complete the Channel General Awareness course. The technical details of the filters used by the School are as follows: we monitor the filtering of online traffic through on and off-site means. Off-site, all traffic is monitored through a proxy server managed by Exa Networks, which scans both encrypted and non-encrypted traffic. On-site, we use a Cisco router as our server fire wall, monitoring both incoming and outgoing traffic, individual devices all use the installed Windows fire wall. Our school email provider is currently RM, which uses a strict educational filtering system. This service is currently being migrated to Office 365. Every machine runs E Set antivirus, which is kept up to date and managed by Mark1 IT Solutions. This has a three-tiered process, scanning first off-site then on the server and finally on the individual machine.

### **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 they have concerns that children are at risk from or involved with serious violent crime**

All staff should be aware of indicators which may signal that children are at risk from, or are involved with serious violent crime. These may include increased absence from School, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, signs of assault or unexplained injuries.

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.

### **How should staff respond to an incident of nudes and semi-nudes being shared by pupils**

All members of staff in an education setting have a duty to recognise and refer any incidents involving nudes and semi-nudes and will be equipped with the necessary safeguarding training and support to enable them to recognise concerns.

For this purpose, 'sharing nudes/semi-nudes' means the sending or posting of nude or semi-nude images, videos or live streams by children under the age of 18 online. This could be via social media (including Snapchat), gaming platforms, chat apps (including WhatsApp and iMessage) or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. The sharing of nudes and semi-nudes may happen publicly online, in 1:1 messaging or via group chats and/or via closed social media accounts. The images, videos or live streams may include more than one child.

Any direct disclosure by a child will be taken seriously and staff will ensure the child is feeling comfortable and will only ask appropriate and sensitive questions, in order to minimise further distress or trauma to them.

If staff are notified or become aware of an incident of nudes or semi-nudes being shared by a pupil or of a pupil, they should refer the incident to the DSL as soon as possible.

The DSL will follow the DDMSC / UKIS guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" (December 2020) when responding to a report of sharing nudes and/or semi-nudes. This will include:

- Holding an initial review meeting with appropriate staff. This may include the staff member(s) who heard the disclosure and the safeguarding team.
- Carrying out interviews with the children involved (if appropriate).
- Informing parents and carers at an early stage and keep them involved in the process in order to best support the pupil unless there is good reason to believe that involving them would put the child at risk of harm. Any decision not to inform them should be made in conjunction with other services such as children's social care and/or the police, who would take the lead in deciding when they should be informed.
- Carrying out a risk assessment to determine whether there is a concern that a child has been harmed or is at risk of immediate harm at any point in the process
- If not, the incident can be handled in school in accordance with the "sharing nudes" guidance and the School's Behaviour Policy.
- If it is determined that there is a risk of harm, the DSL must make a referral to children's social care and/or the police immediately.

All incidents relating to nudes and semi-nudes being shared need to be recorded, whether they have been referred externally or not. Schools must record the reason for not reporting incidents externally and ensure it is signed off by the Head. Records will be kept in line with statutory requirements set out in KCSIE and local safeguarding procedures. No copies of imagery will be taken or retained.

This guidance does not apply to the sharing of images of children under 18 by an adult over 18 as this constitutes child sexual abuse. In the event that staff become aware of such an

incident, they should notify the DSL immediately, who should always inform the Police as a matter of urgency.

### **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. Unauthorised absences from school will be managed in accordance with the School's Missing Child Policy. The School will monitor all pupil absences from school and promptly address concerns about irregular attendance with the parent/carer. 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 will be reported to the local authority (Children Missing from Education Officer: 01572 722577 inclusion@rutland.gov.uk). For further details on when the School has a duty to report to the local authority, please see the Missing Child Policy and Procedures when a Child is not Collected on Time.

Where reasonably possible, the School will hold more than one emergency contact number for each pupil to provide the School with additional options to contact a responsible adult particularly when a child missing from education is also identified as a welfare and/or safeguarding concern.

### **What staff should do if a child needs a social worker (Children in Need and Child Protection Plans)**

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour, and mental health.

Local authorities should share the fact a child has a social worker, and the DSL should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare, and educational outcomes. This should be considered as a matter of routine.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

### **What staff should do if a child requires mental health support**

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff however, are well placed to observe children day to day and identify those whose behaviour suggest that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood adolescence and into adulthood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour and education.

Staff know that if they have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or DDSL.

The department has published the following advice and guidance on [Preventing and Tackling Bullying and Mental Health and Behaviour in Schools](#). In addition, Public Health England has a range of resources to support schools in the aim of promoting positive health, wellbeing and resilience among young people in [Promoting Children and Young People's Emotional Health and Wellbeing](#). [Every Mind Matters](#) from Public Health England also includes materials and lesson plans.

Support networks at Brooke Priory include:  
Well-being Co-ordinator: Katy McNaughtan  
ELSA: Sarah Johnson  
SENCo: Claire Sillett (Staff Well-Being Co-ordinator)  
For further information, refer to the School's Well-Being Policy

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

If staff have safeguarding concerns about another staff member (including supply staff and volunteers), then this should be referred to the Headteacher. Where there are concerns about the Head, this should be referred to the LADO (informing the Proprietor). In the event of allegations of abuse being made against the staff, staff are referred to the procedures below regarding managing allegations of abuse against staff (including volunteers) or may refer the matter directly to LADO.

### **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 systems, these should be raised in accordance with the School's Whistleblowing Policy. 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.

## **5. ARRANGEMENTS FOR DEALING WITH PEER-ON-PEER ALLEGATIONS (INCLUDING SEXUAL VIOLENCE AND SEXUAL HARASSMENT)**

Peer-on-peer abuse is abuse by one or more pupils against another pupil. It can manifest itself in many ways and can include bullying (including cyber bullying), physical abuse, initiation/hazing violence and rituals, upskirting, sexting (also known as youth produced sexual imagery), consensual and non-consensual sharing of nudes and/or semi-nudes, sexual assault, gender-based issues and harmful sexual behaviours including sexual violence and sexual harassment. It also includes causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party. 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". All staff must challenge abusive behaviours between peers. 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. Any concerns of peer-on-peer abuse must be reported to the DSL. The school equally recognises that peer-on-peer abuse may still be occurring even if no disclosures are forthcoming and will remain vigilant at all times.

The School has an Anti-Bullying and Behaviour Policies which outline how peer-on-peer abuse incidents are recorded, investigated and handled.

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

The school has a zero-tolerance approach to abuse. We will ensure, through training, that staff (including supply staff) and volunteers will have an understanding of the range of peer-on-peer abuse, including sexual violence and sexual harassment, and will be made aware of how to recognise and manage such issues. Staff will be given the skills to identify and manage harmful sexual behaviour using resources such as the [Brook Traffic Light Tool](#). The school recognises that girls are more likely to be victims of peer-on-peer abuse, with boys more likely perpetrators. However, all peer-on-peer abuse is wholly unacceptable. 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. The school also recognises that certain children may face additional barriers in telling someone because of their disability, sex, ethnicity and/or sexual orientation.

Staff are deployed to supervise children during breaks and any periods of free time to minimise the risk of peer-on-peer abuse.

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:

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 [LRSCP](#) [three safeguarding partners] 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 LRSCP [three safeguarding partners], 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 LRSCP [three safeguarding partners] 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 also 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 DSL is to be informed of any incidents involving sexting. While pupils are not permitted to bring mobile phones into school, all incidents of sexting or youth produced sexual imagery must be referred to the DSL who will follow the guidance produced by the UK Council for Child Internet Safety (UKCCIS). The DSL will meet with any pupils involved. The DSL will not view images unless it is unavoidable and may discuss any incident with the parents of the children involved. Once the DSL has sufficient information, a decision will be made to either deal with the matter in school, refer it to the Police or to social care.

In the event of disclosures about peer on peer (child on child) abuse, all children involved (both victim(s) and perpetrator(s)) will be treated as being at risk and safeguarding procedures in accordance with this policy will be followed. Victims will be supported by the Head, the DSL, DDSLs or other appropriately trained members of staff and support from external agencies will be sought, as appropriate.

When there has been a report of sexual violence, the DSL will 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. Reports of incidents of sexual violence or sexual harassment will be responded to in line with Part 5 of Keeping Children Safe in Education 2021 and the DfE guidance '[Sexual violence and sexual harassment between children in schools and colleges](#)'. The risk and needs assessment should consider:

- the victim(s);
- the alleged perpetrator(s); 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.

The DSL should consult with the Police and agree on what information can be disclosed to staff and in particular the alleged perpetrator(s) and parents or carers.

## **6. ARRANGEMENTS FOR DEALING WITH SAFEGUARDING CONCERNS OR ALLEGATIONS OF ABUSE ABOUT TEACHERS AND OTHER STAFF (INCLUDING THE HEAD, GOVERNORS, SUPPLY STAFF AND VOLUNTEERS)**

The School's procedures for managing allegations against staff (including supply staff and volunteers) who are currently working in the School follows DfE statutory guidance and [Leicestershire and Rutland Safeguarding Children Partnership](#) [three safeguarding partners] arrangements and applies when staff (including volunteers) 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
- 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 or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.



There is also a school 'Low-level concerns policy' (Appendix 2) which should be followed if the concern does not meet the allegations threshold above or is not considered serious enough to make a referral to the LADO.

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 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 Local Authority 'designated officer' 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 'designated officer' on a no-names basis.

Concerns including allegations about a staff member should be investigated as a priority to avoid any delay.

**If staff have safeguarding concerns or an allegation is made about another member of staff (including supply staff, volunteers, and contractors) posing a risk of harm to children, then:**

- this should be referred to the headteacher;
- where there are concerns/allegations about the headteacher or Proprietor (or a situation where there is a conflict of interest in reporting the matter to the headteacher), this should be reported directly to the local authority designated officer (LADO).

1. Concerns including allegations which appear to meet the above reporting criteria are to be reported straight away to the 'case manager' who is the Headteacher. Where the Head is the subject of the allegation or concern, the Head must not be informed of the allegation prior to contact with the school proprietor and designated officer. Anyone may refer their concerns direct to the LADO/LRSCP/Police.
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. The procedure for investigation is outlined below.
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, *WT* and *KCSIE* 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. 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.
6. 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).
7. On conclusion of the case, the case manager should review the circumstances of the case with the LADO 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.

**Procedure for investigation:**

- Case manager to contact LADO for advice and to discuss course of action
- Consideration given to suspension of staff member
- Determine Investigating officer (Senior member of staff)
- Identify potential witnesses
- Identify key questions
- Written invitation to interview to member of staff concerned (They have right to be accompanied). Specific allegation should be made clear to the member of staff to allow opportunity for response/preparation.

**Interview protocol:**

- Investigating officer to be accompanied by a scribe
- All statements to be signed
- Witness statements to not have to be shared with staff member at this stage

**Next steps:**

- Assessment of information made and decision made. Decision shared in writing with staff member

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 *KCSIE* and a copy will only be provided to the

individual concerned.<sup>80</sup> Schools have an obligation to preserve records which contain information about allegations of sexual abuse for the duration of the inquiry in accordance with the guidelines of the Independent Inquiry into Child Sexual Abuse ("IICSA"). All other records should be retained until the accused has reached pension age, or for a period of 10 years from the date of the allegation, whichever is longer.

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.

## **7. ARRANGEMENTS FOR DEALING WITH SAFEGUARDING CONCERNS OR ALLEGATIONS OF ABUSE ABOUT SUPPLY TEACHERS**

The School's procedures for managing allegations against staff above also apply to staff not directly employed by the School, for example, supply teachers provided by an employment agency or business ('the agency'). The School will usually take the lead but agencies should be fully involved and co-operate in any enquiries from the LADO, police and/or children's social services.

In no circumstances will the School decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. The School will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.

The School will advise supply teachers being investigated to contact their trade union representative if they have one, or a colleague for support. The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by the School during the investigation.

When using an agency, the School should inform the agency of its process for managing allegations. This should include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

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

The School's Staff Behaviour Policy (code of conduct) can be found on the Department Drive. 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.

### **Physical Intervention and the use of reasonable force**

Staff must only ever use physical intervention as a last resort (following de-escalation strategies), and that at all times it must be the minimal force necessary (reasonable and proportionate) to prevent injury or damage to property. The School understands that physical intervention of a nature that causes injury or distress to a child may be considered under safeguarding children or disciplinary procedures. We acknowledge that when applying reasonable force in response to risks presented by incidents involving children with SEN or

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disabilities or with medical conditions, it is important to recognise their additional vulnerability and make every effort to reduce the occurrence of challenging behaviour and the need to use reasonable force.

A record of all incidents of physical intervention that occur in the school will be maintained by the DSL. The School recognises that touch is appropriate in the context of working with children and all staff are given 'safe working practice guidance' to ensure that they are clear about their professional boundaries.

We recognise that the adoption of a 'no contact' policy could leave staff unable to fully support and protect our pupils.

**Joseph Bancroft and Duncan Flint have both completed Team Teach Level 3.**

## **9. 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, school Proprietor and volunteers to work with children and young people is set out in the School's Recruitment and Selection Policy.

The School's protocols for ensuring that any visiting speakers, whether invited by staff or pupils themselves, are suitable and appropriately supervised is set out below and can be found in the Visiting Speaker Policy.

## **10. MANAGEMENT OF SAFEGUARDING**

The School's DSL is Joseph Bancroft who is a member of the leadership team.

Duncan Flint (Head) and Vicki Sanders (EYFS) are the DDSL and the people to whom reports should be made in the absence of the DSL. This ensures there is the required cover for the role at all times. The DDSL are trained to the same level as the DSL.

The DSL and DDSL's 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 Head and Proprietor to review and update the School's safeguarding policy. Where a pupil leaves the School, including for in-year transfers, 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 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, the DSL/DDSL can be contacted using the Key Contacts page of this policy.

The DSL or Deputy DSL should liaise with the three safeguarding partners and work with other agencies in line with *Working Together to Safeguard Children*. "[NPCC - When to call the police](#)" can assist the DSL or Deputy DSL understand when they should consider calling the police and what to expect when they do.

Full details of the DSL's role can be found at Annex B of *KCSIE*.

Whilst the Proprietor is ultimately responsible for ensuring staff are competent, supported and regularly reviewed in relation to safeguarding, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility should not be delegated.

## 11. TRAINING

Induction and training are in line with advice from the [Leicestershire and Rutland Safeguarding Children Partnership](#) [three safeguarding partners].

### All Staff

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

- the child protection policy;
- the role and identity of the DSL and any DDSL
- the behaviour policy
- the staff behaviour policy or code of conduct including the School's whistleblowing procedure and the acceptable use of technologies 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 *KCSIE*
- School leaders and staff who work directly with children will also be required to read Annex B of *KCSIE*.

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

Temporary staff and volunteers are provided with appropriate training to suit the role (as set out in the School's Induction and Training Policy)

All staff are also required to:

- Read Part one of *KCSIE* and confirm that they have done so. Each time Part one of *KCSIE* is updated by the Department for Education, staff will be updated on the changes via internal training delivered by the DSL.
- Understand key information contained in Part one of *KCSIE*. The School will ensure staff understanding by the completion of induction training for new staff and an annual check for all staff through online questioning (2021 – Microsoft Forms)

- Receive training in safeguarding and child protection regularly, in line with advice from the LRSB [three safeguarding partners]. Training will include online safety and harmful sexual behaviours (including peer on peer sexual violence and harassment). 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 and staff meetings.
- Complete an online staff radicalisation training of general awareness:  
<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html#>  
[www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk)

## 12. DSL

The DSL receives updated child protection training at least every two years 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 LRSB's [three safeguarding partners'] 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 *KCS/E*. The DSL/DDSL training log is updated regularly as part of the Safeguarding Review.

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

The DDSL are trained to the same level as the DSL.

## 13. OVERSIGHT OF SAFEGUARDING, INCLUDING ARRANGEMENTS FOR REVIEWING POLICIES AND PROCEDURES

Mark Thomas is the board-level lead designated to take a lead in relation to responsibility for the safeguarding arrangements in the School.

The School considers its obligation to review safeguarding practices a matter of its everyday concerns. 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. Once the annual review has taken place the policy and all information will be shared with the board-level lead. The annual review will take place in the summer holidays each year where an audit, commentary, changes and training requirements will be presented and recorded. Joseph Bancroft, who is the Designated Safeguarding Lead (DSL), will carry out an annual review of the School's safeguarding policy and procedures and is also responsible for all day-to-day issues with support from Senior Management and the Deputy DSL. Elizabeth Bell, Proprietor, is responsible for:

- reviewing the procedures for and the efficiency with which the safeguarding duties have been discharged;
- ensuring that any deficiencies or weaknesses in safeguarding arrangements are remedied without delay; and
- approving amendments to safeguarding arrangements in the light of changing Regulations or recommended best practice.

The School draws on the expertise of staff, including the DSL and DDSLs, 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.

## 14. THE SCHOOL'S ARRANGEMENTS TO FULFIL OTHER SAFEGUARDING RESPONSIBILITIES

### Teaching children how to keep safe

The school proprietor ensures that all pupils are taught about safeguarding, including online, through the curriculum and PSHE to help children to adjust their behaviours, both inside and outside of school, 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.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group.

Internet safety (including when children are online at home) is an integral part of the School's Computing curriculum and also embedded in PSHE and Relationships Education.

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: we monitor the filtering of online traffic through on and off-site means. Off-site, all traffic is monitored through a proxy server managed by Exa Networks, which scans both encrypted and non-encrypted traffic. On-site, we use a Cisco router as our server fire wall, monitoring both incoming and outgoing traffic, individual devices all use the installed Windows fire wall. Our school email provider is currently RM, which uses a strict educational filtering system. This service is currently being migrated to Office 365. Every machine runs E Set antivirus, which is kept up to date and managed by Mark1 IT Solutions. This has a three-tiered process, scanning first off-site then on the server and finally on the individual machine.

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 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.

### **Relationships Education AND/OR Relationships and Sex Education ("RSE")**

Relationships Education and / or RSE is compulsory from September 2020 although the School has flexibility to decide how it discharges its duties within the first year of compulsory teaching. The School will have regard to the DfE's statutory guidance *Relationships Education, Relationships and Sex Education (RSE) and Health Education* when making arrangements for and teaching Relationships Education.

Relationships Education and RSE will form part of the School's PSHE programme, and information can be found in the School's RSE policy.

### **Looked after children**

The School Proprietor 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.

Joseph Bancroft (DSL) 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.

### **Arrangements for visiting speakers**

The School has clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable as set out in the Visiting Speaker Policy and the Guidelines for Visiting Speakers information. 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 (Visiting Speaker at BPS form) 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 document 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.

### **Additional Measures**



All staff, including full time, part time, temporary and permanent members of staff, and volunteers, must adhere to the School's relevant staff code of conduct. Staff are obliged to keep the School informed of any reason why they should not work with children.

Staff should be mindful of the need to consider safeguarding arrangements where children are engaged in close one to one teaching, particularly in music, performing arts and sports activities. Specific guidance can be provided on a case-by-case basis by consulting with the DSL or Head as required.

Trip-specific safeguarding risks are assessed as part of the trip's risk assessment.

## **15. EARLY YEARS PROVISION SAFEGUARDING ARRANGEMENTS**

### **Disqualification from working in childcare**

Where staff work in, or are involved in the management of, the School's early years or provision of care of pupils under the age of eight, the School will take steps to check whether those staff are disqualified under the Childcare Act 2006. These checks will be undertaken pre-appointment, and from time to time during employment. This forms part of the School's safer recruitment practices, further details of which can be found in the School's Recruitment and Selection Policy.

The School records all checks of staff employed to work in or manage relevant childcare on the Single Central Register. This includes the date disqualification checks were completed.

Where a member of staff is found to be disqualified or if there is doubt over that issue then, pending resolution, the School will remove them from the work from which they are or may be disqualified. Suspension or dismissal will not be an automatic response; the School will consider if there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risks and taking advice from the LADO when appropriate.

### **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 Policy. Mobile phones are prohibited in the EYFS setting.

### **DSL for the EYFS**

The practitioner designated to take lead responsibility for safeguarding children in the early years settings is Vicki Sanders (overseen by Joseph Bancroft – DSL).

### **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).



## 16. 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.

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the DSL and deputies, should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

**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 (including through corporal punishment). 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). They may include causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children (Peer-on peer abuse). 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 the sharing of nudes/semi-nudes, or 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.

**Sharing of nudes and/or semi-nudes (Peer on Peer abuse):** the sending or posting of nude or semi-nude images, videos or live streams online by young people under the age of 18. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple's AirDrop which works offline. The sharing of nudes and semi-nudes can happen publicly online, in 1:1 messaging or via group chats and closed social media accounts and may include images or footage of more than one child or young person.

Alternative terms used by children and young people may include 'dick pics' or 'pics', or may be referred to by adults or professionals as 'youth produced/involved sexual imagery', 'indecent imagery', 'image based sexual abuse' or 'sexting'.

The motivations for taking and sharing nude and semi-nude images, videos and live streams are not always sexually or criminally motivated. Such images may be created and shared consensually by young people who are in relationships, as well as between those who are not in a relationship. It is also possible for a young person in a consensual relationship to be coerced into sharing an image with their partner. Incidents may also occur where:

- children and young people find nudes and semi-nudes online and share them claiming to be from a peer
- children and young people digitally manipulate an image of a young person into an existing nude online
- images created or shared are used to abuse peers e.g. by selling images online or obtaining images to share more widely without consent to publicly shame

For this reason, incidents can either be classified as 'aggravated' or 'experimental'. The DDCMS / UKIS guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" sets out the classification of incidents, and how each should be handled.

*The sharing of nudes and semi-nudes of under 18s by adults (18 and over) constitutes child sexual abuse and police will be contacted as a matter of urgency.*

**Upskirting:** is a criminal offence and typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender can be a victim.

**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.

**Serious violence:** indicators which may signal that children are at risk from, or are involved with serious violent crime include increased absence from School, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs. All staff should be aware of the associated risks and understand the measures in place to manage these.

**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 abuse within intimate partner relationships, bullying (including cyberbullying), gender-based violence/sexual assaults, sexting and upskirting. Safeguarding issues can also be linked to, for example, children missing education; child sexual exploitation; domestic violence; fabricated or induced illness; faith abuse (including ostracism of families); 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; child abduction; modern slavery and trafficking.

**Child sexual exploitation (CSE):** CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

The above CCE indicators can also be indicators of CSE, as can:

- children who have older boyfriends or girlfriends, and
- children who suffer from sexually transmitted infections or become pregnant.

The DfE has published guidance on this entitled Child sexual exploitation: guide for practitioners.

**Child criminal exploitation (CCE):** CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines, see below), forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions

- children who associate with other young people involved in exploitation
- 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.

**County lines:** County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children’s homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as ‘plugging’, where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

Further information on the signs of a child’s involvement in county lines is available in guidance published by the Home Office.

**Mental health:** all staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children’s experiences can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this policy and speaking to the DSL or a deputy.

The DfE has published advice and guidance on Preventing and Tackling Bullying, and Mental Health and Behaviour in Schools. In addition, Public Health England has produced a range of resources to support secondary and senior school teachers to promote positive health, wellbeing and resilience among young people including its guidance Promoting Children and

Young People's Emotional Health and Wellbeing. Its resources include social media, forming positive relationships, smoking and alcohol.

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

Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take.

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.<sup>181</sup> 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. Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home). 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 Prevent referral. Staff should contact the DSL or the Deputy DSL, who should be aware of the local procedures in place, before making a Prevent referral

**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.

**Domestic abuse:** Domestic abuse includes any incident or pattern of incidents of controlling, coercive, threatening behaviours, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to psychological, physical, sexual, financial and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have serious, long lasting emotional and psychological impact on children. The School should be mindful that children can often blame themselves for the abuse or may have had to leave the family home as a result of the abuse. Domestic Abuse may lead to other safeguarding concerns, and should therefore be managed under this policy.

**Homelessness:** Being homeless, or at risk of homelessness presents a real risk to a child's welfare. The School should be aware of potential indicators of homelessness including: household debt, rent arrears, domestic abuse and anti-social behaviour, as well as a family



being asked to leave a property. If staff are made aware, or suspect that a pupil may be at risk of homelessness they should talk to the DSL in the first instance. Whilst referrals to the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not and should not replace a referral to the LADO where a child has been harmed or is at risk of harm, in accordance with this policy.

**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 School's procedure for dealing with children who go missing can be the School's Missing Child Policy. All unexplained absences will be followed up in accordance with this Missing Child Policy.

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 (and the local authority where the child is normally resident) 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. For further details on when the School has a duty to report to the local authority, please see the Missing Child Policy and Procedures when a Child is not Collected on Time.

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.

**Children and the court system:** Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11year olds and 12-17 year olds available on the gov.uk website.

The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. The School may refer some parents and carers to this service where appropriate.

**Children with family members in prison:** Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 17. APPENDIX 2 – LOW-LEVEL CONCERNS POLICY

### 1.0 Purpose

1.1 This policy sets out a framework whereby staff are expected to report concerns, no matter how small, about their own behaviour or that of another member of staff, volunteer, supply teacher, contractor or other person working in school. Its purpose is to help create and embed a culture of openness, trust and transparency in which the clear values and expected behaviour set out in the “Guidance for safer working practice for those working with children and young people in education settings” (May 2019) (sometimes called the safeguarding code of conduct) are lived, monitored, and reinforced.

1.2 The policy should be read in conjunction with the current statutory guidance – “Keeping Children Safe in Education” Part 4, Section 2.

### 2.0 Who does the policy apply to?

2.1 This policy applies to all staff and other individuals who work or volunteer in school.

### 3.0 Definition of a low-level concern

3.1 A low-level concern is any concern, no matter how small, even if no more than causing a sense of unease or a ‘nagging doubt’, that a person working in or on behalf of the school may have acted in a way that:

- is inconsistent with the “Guidance for safer working practice” (May 2019), including inappropriate conduct outside of work, and
- does not meet the allegations threshold or is otherwise not considered serious enough to make a referral to the LADO

3.2 Examples of low-level concerns:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

### 4.0 Reporting low-level concerns

4.1 Where a low-level concern has been identified this will be reported as soon as possible to the **headteacher**. However, it is never too late to share a low-level concern if this has not already happened.

4.2 Where the headteacher is not available, the information will be reported to the Designated Safeguarding Lead or Deputy (ie the most senior member of SMT acting in this role).

4.3 Low-level concerns about the Designated Safeguarding Lead will be reported to the headteacher and those about the headteacher will be reported to the Proprietor.

4.4 Where the low-level concern has been reported to the Designated Safeguarding Lead, they will inform the headteacher of the details as soon as possible.

## **5.0 Recording concerns**

5.1 A summary of the low-level concern should be written down, signed, timed, dated and shared by the person bringing the information forward.

5.2 Where concerns are reported verbally to the headteacher a record of the conversation will be made by the headteacher which will be signed, timed, and dated.

5.3 Records are kept in secure staff low-level concerns files.

## **6.0 Responding to low-level concerns**

6.1 Where a low-level concern has been raised this will be taken seriously and dealt with promptly. The headteacher will:

- Speak to the person reporting the concern to gather all the relevant information
- Speak to the individual about the concern raised to ascertain their response, unless advised not to do so by the LADO or Police (HR advice may also need to be taken).
- Where necessary further investigation will be carried out to gather all relevant information. This may involve speaking to any potential witnesses.
- Take wider cultural issues into account.
- The information reported and gathered will then be reviewed to determine whether the behaviour,

i) is consistent with the “Guidance for safer working practice for those working with children and young people in education settings” (May 2019): no further action will be required,

ii) constitutes a low-level concern: no further action is required, or additional training/guidance/support may be required to rectify the behaviour via normal day to day management processes. The employee should understand that failure to improve or a repeat of the behaviour may lead to further action being taken, e.g. either via the Performance Management Policy or Disciplinary Policy.

iii) is serious enough to consult with or refer to the LADO: a referral should be made to the LADO and advice taken from HR. In this case the school's Managing Allegations procedure within the Safeguarding Policy and Disciplinary Policy will be followed.

iv) when considered with any other low-level concerns that have previously been raised about the same individual, should be reclassified as an allegation and referred to the LADO or Police: a referral should be made to the LADO and advice taken from HR. In this case the school's Managing Allegations procedure within the Safeguarding Policy and Disciplinary Policy will be followed.

- Records will be made of, i) all internal conversations including any relevant witnesses, ii) all external conversations eg with the LADO iii) the decision and the rationale for it, iv) any action taken

## **7.0 Can the reporting person remain anonymous?**

7.1 The person bringing forward the concern will be named in the written record. Where they request to remain anonymous this will be respected as far as possible. However, there may be circumstances where this is not possible e.g. where a fair disciplinary investigation is needed or where a later criminal investigation is required.

## **8.0 Should staff report concerns about themselves (i.e. self-report)?**

8.1 It may be the case that a person finds themselves in a situation which could be misinterpreted, or might appear compromising to others; or they may have behaved in a manner which on reflection they consider falls below the standard set out in the "Guidance for safer working practice". In these circumstances they should self-report. This will enable a potentially difficult situation to be addressed at an early opportunity if necessary.

## **9.0 Where behaviour is consistent with the "Guidance for safer working practice" (May 2019)**

9.1 Feedback will be given to both parties to explain why the behaviour was consistent with the "Guidance for safer working practice".

## **10.0 Should the low-level concerns file be reviewed?**

10.1 The records will be reviewed periodically, and whenever a new low-level concern is added, so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and referred to the LADO if required. A record of these reviews will be retained.

## **11.0 References**

11.1 Low-level concerns will not be included in references unless a low-level concern, or group of concerns, has met the threshold for referral to the LADO and found to be substantiated.

## **12.0 What is the role of the Governing Body?**

12.1 The headteacher will regularly inform the Governing Body about the implementation of the low-level concerns policy including any evidence of its effectiveness eg with relevant data. The Safeguarding Governor may also review an anonymised sample to ensure that these concerns have been handled appropriately.

## 18. APPENDIX 3 – DSL/DDSL JOB DESCRIPTIONS

### JOB DESCRIPTION FOR DESIGNATED SAFEGUARDING LEAD (to include all elements of KCSIE Appendix C)

Job purpose	<p>To Take responsibility for safeguarding in the at Brooke Priory School including online safety</p> <p>To embrace and demonstrate the characteristics of Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners.</p> <p>To demonstrate high standards of professional conduct at all times.</p>
Accountable to:	The Headmaster and Proprietor
Responsible for:	Safeguarding at Brooke Priory School including training
Accountabilities:	<p><b>Manage Referrals</b></p> <ol style="list-style-type: none"> <li>1. The DSL is expected to: <ul style="list-style-type: none"> <li>Refer cases of suspected abuse to the local authority children’s social care as required;</li> <li>Support staff who make referrals to local authority children’s social care;</li> <li>Refer cases to the Channel programme where there is a radicalisation concern as required;</li> <li>Refer cases for guidance to the LADO involving staff misconduct</li> <li>Refer cases where a person is dismissed, or leaves owing to risk/harm to a child, to the Disclosure and Barring Service as required;</li> <li>Refer cases where a crime may have been committed to the police as required.</li> </ul> </li> <li>2. The DSL has direct referral links with the Rutland and Leicestershire Social Care (or other relevant local authority Children’s Social Care). For avoidance of doubt the DSL or deputy DSL should be the point of contact with regard to referring a child if there are concerns about possible abuse</li> <li>3. The DSL must make child protection and safeguarding protocols clear to staff.</li> </ol> <p><b>Records</b></p> <ol style="list-style-type: none"> <li>4. The <b>DSL keeps all written records of concerns about a child</b> even if there is no need to make an immediate referral for action; this will include any online misuse issues that may cause indirect abuse to a child. Online safety will be treated as any other form of abuse and recognition that bullying can transgress across all four defined categories of abuse including bullying and harassment;</li> </ol>

	<p>5. The DSL will ensure that <b>all such records are kept confidentially and securely</b> and are separate from pupil records, ensuring that an indication of further record keeping in terms of child protection is marked on the pupil's records.</p> <p><b>Work with others</b></p> <p>6. The DSL will form part of the management team at Brooke Priory School present in monthly leadership meetings.</p> <p>7. The DSL will have a directed slot to lead safeguarding updates and where appropriate training at staff meetings.</p> <p>8. To monitor the education outcomes of any child with a Social Worker.</p> <p><b>9. The DSLs will liaise with the Headmaster</b> to inform him of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations; The DSL will, as required, liaise with the 'case manager' (i.e. the person who initially holds the information from whatever source) and the LADO (termed Designated Officer in KCSIE 2020) in cases which concern a member of staff;</p> <p>10. The DSL will liaise with staff on matters of safety and safeguarding (including e-safety and online safety) and when deciding whether to make a referral by liaising with relevant agencies;</p> <p>11. The DSL will be responsible for updating the child protection, e-safety (With support) and acceptable use policy.</p> <p>12. The DSL will update all teaching staff on relevant updates as appropriate.</p> <p>13. The DSL will keep his/her training up to date.</p> <p>14. The DSL will ensure whole school training takes place every two years.</p>
General requirements	<p><b>All teaching staff are expected to:</b></p> <ol style="list-style-type: none"> <li>Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.</li> <li>Adhere to school policies, as amended from time to time, and as set out in the school handbook and website.</li> <li>Contribute towards organising, participating in or delivering on the school's programme of extracurricular activities.</li> <li>In accordance with school policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.</li> </ol>

	<ul style="list-style-type: none"> <li>f. Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.</li> <li>g. Carry out lunchtime duties – supervising pupils at lunch, as reasonable.</li> <li>h. Attend all relevant parents’ meetings, which may take place in the evening.</li> <li>i. Support children and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.</li> <li>j. Carry out such other associated duties as are reasonably assigned by the Headmaster.</li> </ul>
Review and amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.



**JOB DESCRIPTION FOR DEPUTY DESIGNATED SAFEGUARDING LEAD  
(RESPONSIBILITY FOR EYFS) (to include all elements of KCSIE Appendix C)**

Job purpose	<p>To take responsibility for safeguarding in Brooke Priory School under the leadership of the DSL. To lead under the supervision of the DSL safeguarding concerning children in the EYFS. The DDSL EYFS will take on all duties/responsibilities listed below, but will be involved in all matters in EYFS.</p> <p>To embrace and demonstrate the characteristics of Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners.</p> <p>To demonstrate high standards of professional conduct at all times.</p>
Accountable to:	The DSL, Headmaster and Proprietor
Responsible for:	Supporting safeguarding at Brooke Priory School.
	<p><b>Manage Referrals in the absence of the DSL or with the authority of the DSL</b></p> <ol style="list-style-type: none"> <li>1. The DDSL is expected to: <ul style="list-style-type: none"> <li>Refer cases of suspected abuse to the local authority children’s social care as required;</li> <li>Support staff who make referrals to local authority children’s social care;</li> <li>Refer cases to the Channel programme where there is a radicalisation concern as required;</li> <li>Refer cases for guidance to the LADO involving staff misconduct</li> <li>Refer cases where a person is dismissed, or leaves owing to risk/harm to a child, to the Disclosure and Barring Service as required;</li> <li>Refer cases where a crime may have been committed to the police as required.</li> </ul> </li> <li>2. The DDSL has direct referral links with the Rutland and Leicestershire Social Care (or other relevant local authority Children’s Social Care). For avoidance of doubt the DSL or deputy DSL should be the point of contact with regard to referring a child if there are concerns about possible abuse</li> <li>3. The DDSL must make child protection and safeguarding protocols clear to staff in support of the DSL.</li> </ol> <p><b>Records</b></p> <ol style="list-style-type: none"> <li>4. The <b>DDSL keeps all written records of concerns about a child</b> even if there is no need to make an immediate referral for</li> </ol>

	<p>action; this will include any online misuse issues that may cause indirect abuse to a child. Online safety will be treated as any other form of abuse and recognition that bullying can transgress across all four defined categories of abuse including bullying and harassment;</p> <p>5. The DDSL will support the DSL to ensure that <b>all such records are kept confidentially and securely</b> and are separate from pupil records, ensuring that an indication of further record keeping in terms of child protection is marked on the pupil's records.</p> <p><b>Work with others</b></p> <p>6. <b>All DSL/DDSL will liaise with the Headmaster</b> to inform him of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;</p> <p>7. The DDSL will liaise with staff on matters of safety and safeguarding (including e-safety and online safety) and when deciding whether to make a referral by liaising with relevant agencies;</p> <p>8. The DDSL will be responsible for supporting the updating the child protection, e-safety (With support) and acceptable use policy.</p> <p>11. The DDSL will keep his/her training up to date.</p> <p>12. To monitor the education outcomes of any child with a Social Worker.</p>
<p>General requirements</p>	<p><b>All teaching staff are expected to:</b></p> <ol style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with students, colleagues, parents and any external personnel.</li> <li>c. Adhere to school policies, as amended from time to time, and as set out in the school handbook and website.</li> <li>d. Contribute towards organising, participating in or delivering on the school's programme of extracurricular activities.</li> <li>e. In accordance with school policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.</li> <li>f. Participate in meetings at the school which relate to the curriculum or the administration or organisation of the school, including pastoral arrangements, or for any purpose as reasonably decided by the Head.</li> <li>g. Carry out lunchtime duties – supervising pupils at lunch, as reasonable.</li> <li>h. Attend all relevant parents' meetings, which may take place in the evening.</li> <li>i. Support children and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.</li> </ol>

	j. Carry out such other associated duties as are reasonably assigned by the Headmaster.
Review and amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**JOB DESCRIPTION FOR DEPUTY DESIGNATED SAFEGUARDING LEAD (to include all elements of KCSIE Appendix C)**

<p><b>Manage Referrals in the absence of the DSL or with the authority of the DSL</b></p>
<p>1. The DDSL is expected to:  Refer cases of suspected abuse to the local authority children’s social care as required;  Support staff who make referrals to local authority children’s social care;  Refer cases to the Channel programme where there is a radicalisation concern as required;  Refer cases for guidance to the LADO involving staff misconduct  Refer cases where a person is dismissed, or leaves owing to risk/harm to a child, to the Disclosure and Barring Service as required;  Refer cases where a crime may have been committed to the police as required.</p>
<p>2. The DDSL has direct referral links with the Rutland and Leicestershire Social Care (or other relevant local authority Children’s Social Care). For avoidance of doubt the DSL or deputy DSL should be the point of contact with regard to referring a child if there are concerns about possible abuse</p>
<p>3. The DDSL must make child protection and safeguarding protocols clear to staff in support of the DSL.</p>
<p><b>Records</b></p>
<p>4. The <b>DDSL keeps all written records of concerns about a child</b> even if there is no need to make an immediate referral for action; this will include any online misuse issues that may cause indirect abuse to a child. Online safety will be treated as any other form of abuse and recognition that bullying can transgress across all four defined categories of abuse including bullying and harassment;  5. The DDSL will support the DSL to ensure that <b>all such records are kept confidentially and securely</b> and are separate from pupil records, ensuring that an indication of further record keeping in terms of child protection is marked on the pupil’s records.</p>
<p><b>Work with others</b></p>
<p>6. <b>All DSL/DDSL will liaise with the Headmaster</b> to inform him of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;  7. The DDSL will liaise with staff on matters of safety and safeguarding (including e-safety and online safety) and when deciding whether to make a referral by liaising with relevant agencies;  8. The DDSL will be responsible for supporting the updating the child protection, e-safety (With support) and acceptable use policy.  11. The DDSL will keep his/her training up to date.  12. To monitor the education outcomes of any child with a Social Worker.</p>