The Prebendal School

CHILD PROTECTION AND SAFEGUARDING POLICY

This policy covers the whole school including the Early Years Foundation Stage

KEY EXTERNAL CONTACT DETAILS

| Local Authority Designated Officer | Lindsey Tunbridge-Adams  
|                                  | TEL: 0330 2223339 / 07710965209  
|                                  | EMAIL: Lindsey.Tunbridge-Adams@westsussex.gov.uk |
| Local Authority Children’s Social Services (West Sussex Safeguarding Children Board) | TEL: 0330 2227799  
|                                  | EMAIL: lscb@westsussex.gov.uk  
|                                  | OUT OF HOURS EMERGENCY DUTY TEAM TEL: 0330 222 6664 |
| Multi-Agency Safeguarding Hub | TEL: 01403 229900  
|                                  | OUT OF HOURS: 0330 222 6664  
|                                  | EMAIL: MASH@westsussex.gcsx.gov.uk |
| Support and Advice about Extremism | Police  
|                                  | Sussex Police Prevent Team  
|                                  | NON EMERGENCY TEL: 101, ext. 531355  
|                                  | EMERGENCY: 999 |
|                                  | Local Authority  
|                                  | West Sussex Safeguarding Children Board  
|                                  | TEL: 0330 222 4223  
|                                  | EMAIL: Beverly.knight@westsussex.gov.uk  
|                                  | PREVENT LEAD: Beverly Knight |
|                                  | Department for Education  
|                                  | NON EMERGENCY NUMBER: 020 7340 7264  
|                                  | EMAIL: counter.extremism@education.gsi.gov.uk |
| NSPCC whistleblowing advice line | ADDRESS: Weston House, 42 Curtain Road London |

30.11.2018/03.09.2019/DHP/P
EC2A 3NH
TEL: 0800 028 0285
EMAIL: help@nspcc.org.uk

Disclosure and Barring Service
ADDRESS: PO Box 181, Darlington, DL1 9FA
TEL: 01325 953795
EMAIL: dbsdispatch@dbs.gsi.gov.uk

Teaching Regulation Agency
ADDRESS: Ground Floor (South), Cheylesmore House, 5 Quinton Road, Coventry, CV1 2WT
TEL: 0207 593 5393
EMAIL: misconduct.teacher@education.gov.uk

OFSTED Safeguarding Children
TEL: 0300 123 4666 (Monday to Friday from 8am to 6pm)
EMAIL: Whistleblowing@ofsted.gov.uk

Diocese of Chichester Adviser for Safeguarding Children and Adults
Mr Colin Perkins
ADDRESS: Church House, 211 New Church Road, Hove, East Sussex, BN3 4ED
TEL: 01273 421021
EMAIL: colin.perkins@diochi.org.uk

Chichester Cathedral Safeguarding Officer
Morag Keane
ADDRESS: Church House, 211 New Church Road, Hove, BN3 4ED
TEL: 01273 425793
EMAIL: morag.keane@chichester.anglican.org

KEY SCHOOL CONTACT DETAILS

Governors
Chair of Governors
The Very Reverend Stephen Waine
TEL: c/o 01243 772220
EMAIL: deansec@chichestercathedral.org.uk

Nominated Safeguarding Governor
Mr Andrew Wilkinson
TEL: c/o 01243 772220
EMAIL: swanmore.wilkinsons@gmail.com

Designated Safeguarding Lead (DSL) [and Deputy Designed Safeguarding Lead (DDSL)]
Main DSL for the School, including EYFS
Mr Ian Richardson (Deputy Head Pastoral)
TEL: 01243 772226
EMAIL: irichardson@prebendalschool.org.uk

30.11.2018/03.09.2019/DHP/P
POLICY STATEMENT

This policy applies to The Prebendal School (“the School”), which includes the EYFS setting. This policy is reviewed and updated annually (as a minimum) and is available on the School website, on the Staff Shared Drive and in the Staff Room.

This policy has regard to the following guidance and advice:

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

This policy also takes into account the procedures and practice of West Sussex County Council as part of the inter-agency safeguarding procedures set up by the West Sussex Safeguarding Children Board.

CONCERNS ABOUT A CHILD

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

The School has arrangements for listening to children and providing early help. Details of the following contacts, in line with “A6_Pupil Access to Independent Person Policy”, are displayed throughout the school in classrooms, communal areas, and in the Boarding House:

- The School Doctor – 01243 782266
- The School Chaplain – 07980 617 584

30.11.2018/03.09.2019/DHP/P
Definitions of Safeguarding and Types and Signs of Abuse

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

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

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

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

PROCEDURES FOR DEALING WITH CONCERNS ABOUT A CHILD

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

All staff should:

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

All concerns, discussions and decisions (together with reasons) made under these procedures should be recorded in writing. Initially, this record may be hand-written notes, which should include:

- the date,
- time and place of the conversation
- detail of what was said and done by whom and in whose presence, using the child’s own words wherever possible.
It should then be written up in a Consultation Form and emailed to the Designated Safeguarding Lead ('DSL') directly, with the 'Child Protection' code marked. Staff are also required to sign and date their consultation forms when they relate to child protection. Any other evidence should be safeguarded and preserved.

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 ensuring that children are constantly reminded about the availability of an Independent Listener with whom they can share concerns. Children also know that there is open door policy for reporting concerns to staff, such as to the Head, Senior Leadership Team and Pastoral Team. These issues are also discussed in PSHE and SRE lessons. The School operates its processes with the best interests of the pupil at their heart.

Early Help

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

- Is disabled and has specific additional needs;
- Has special educational needs (whether or not they have a statutory education, health and care plan);
- Is a young carer;
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- Is frequently missing/goes missing from care or from home;
- Is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- Has returned home to their family from care;
- Is showing early signs of abuse and/or neglect;
- Is at risk of being radicalised or exploited;
- Is a privately fostered child.

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

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

30.11.2018/03.09.2019/DHP/P
What staff should do if they have concerns about a child

If staff (including governors, agency 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. 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 governors, agency 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. Staff should challenge any inaction and follow this up with the DSL and children’s social care as appropriate. All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.

The School’s Local Safeguarding Children Board is the West Sussex Safeguarding Children Board. A full copy of their local procedures can be found at http://www.westsussexscb.org.uk/

Specific arrangements are made for the Chichester Cathedral choristers who are central members of the School community. Chichester Cathedral’s Safeguarding Policy can be found in the Staff Room. In addition to this, the School and Cathedral have a joint Safeguarding Policy, Appendix 2, setting out specific arrangements.

As a city centre school, site security requires specific arrangements. The School site is protected by biometric access, with specific restrictions in place for resident and non-resident staff, for choristers and their parents, and for day children and their parents. We also have a clear policy in place for the signing-out of children at the end of the school day (AD19_Registration Policy), with both parent and child required to see the duty member of staff before signing out. Special arrangements are made for some children who have received written permission from parents to be allowed to sign out and go home alone.

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

Staff should follow the School’s normal referral processes when there are concerns about children who may be at risk of being drawn into terrorism, as set out above. This may include a referral to Channel or children’s social care depending on the level of risk. However, if staff have concerns that there is a significant risk of a child being drawn into terrorism they must call MASH directly, or 999 if the risk is immediate. Advice and support can also be sought from children’s social care.

30.11.2018/03.09.2019/DHP/P
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, Deputy DSL and the governor responsible for safeguarding to ensure the School’s safeguarding arrangements are sufficiently robust to help prevent and protect children from being drawn into terrorism and are regularly revised.

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

What staff should do if a child goes missing from education  
Children who go missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect. The School’s procedures for unauthorised absence are outlined in AD19_Registration Policy, and for dealing with children who go missing from education in A6_Missing Child Procedure. Further detail can also be found at Appendix 1 of this policy.

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

What staff should do if they have concerns about another staff member  
If staff have concerns about another staff member, then this should be referred to the Head. Where there are concerns about the Head, this should be referred to the Chair of Governors. In the event of allegations of abuse being made against the Head, staff are referred to the procedures below regarding managing allegations of abuse against staff (including volunteers) and refer the matter directly to the designated officer(s) at West Sussex County Council.

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 procedures which can be found outlined in A6_Whistleblowing Policy, which is on the Staff Shared Drive and in the Staff Room. There will be no disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

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

ARRANGEMENTS FOR DEALING WITH PEER-ON-PEER ALLEGATIONS

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

The School recognises that children with special educational needs and disabilities can be more prone to peer on peer group isolation than other children and will consider extra pastoral support for those children through meetings with Form Tutor, with the SENCO and Head of PSHCE, or with the Deputy Head Pastoral.

The School recognises that children can be particularly vulnerable in residential settings and are alert to the potential for peer-on-peer abuse. Any issues in boarding accommodation should be raised with the DSL or Deputy DSL (who are both resident), or to a Matron who will report to the DSL, and the procedure as set out below will be followed.

The School takes the following steps to minimise the risk of peer-on-peer abuse. These include but are not restricted to:

- our ethos and values which prioritise respect and dignity;
- high expectations of behaviour as set out in the School Code of Conduct and the A5 Online Safety Policy for pupils;
- encouragement of open relationships with staff, especially those in pastoral roles;
- developmentally-appropriate curriculum content delivered via ICT and PSHE lessons.

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 West Sussex Safeguarding Children Board 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 West Sussex Safeguarding Children Board, 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 West Sussex Safeguarding Children Board and/or the Police as appropriate.

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

- If a member of staff becomes aware of an incident involving sexting, they should follow the child protection procedures and refer to the DSL as soon as possible.
- The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. It should then be handed to the DSL.
- Staff should not view, copy or print the youth-produced sexual imagery. If the situation does not require police involvement, the DSL will return the device but ask the child/parent to delete the image(s).
- The DSL will investigate by speaking to child involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving them would put the child at risk of harm. At any point in the process if there is concern that a young person has been harmed or is at risk of harm, or if an adult is involved, a referral should be made to the MASH or the police as appropriate.
- The DSL may use their professional judgement to assess the risk to the child involved and may decide to respond to the incident without escalation to the MASH or the police. If any of these circumstances outlined below are present the situation will be escalated according to our child protection procedures, including reporting to the police or children’s social care.

Otherwise, the situation will be managed within the School:

- the child is under 13
- there is a significant age difference between the sender/receiver;
- there is any coercion or encouragement beyond the sender/receiver;
- the imagery was shared and received with the knowledge of the child in the imagery;
- the child is more vulnerable than usual i.e. at risk;
- there is a significant impact on the children involved;
- the image is of a severe or extreme nature;
- the child involved understands consent;
- the situation is isolated or if the image been more widely distributed;
- there other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
- the child has been involved in incidents relating to youth-produced imagery before.

In the event of disclosures about pupil-on-pupil abuse, all children involved (both victim and perpetrator) will be treated as being at risk and safeguarding procedures in accordance with this policy will be followed. Victims will be supported by members of the Pastoral Team, 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. The risk and needs assessment should consider:

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

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

ARRANGEMENTS FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHERS AND OTHER STAFF (INCLUDING THE HEAD, GOVERNORS AND VOLUNTEERS)

The School’s procedures for managing allegations against staff who are currently working in the School follows Department for Education statutory guidance and West Sussex Safeguarding Children Board 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; or
- Behaved towards a pupil in a way that indicated that they may pose a risk of harm if they were to work regularly or closely with children.

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

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

- All allegations which appear to meet the above reporting criteria are to be reported straight away to the ‘case manager’ who is the Head. Where the Head is absent or is the subject of the allegation or concern, reports should be made to the Chair of Governors. 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 Chair of Governors and designated officer. However, staff may consider discussing any concerns with the DSL and make may any referral via them.

- The case manager should immediately discuss the allegation with the designated officer 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 designated officer 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.

- The case manager will ensure that the individual who is 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 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 designated officer 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.

- Where a member of boarding staff is suspended pending an investigation, the case manager will consider whether arrangements for alternative accommodation away from children should be made.

- 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.

- The case manager will discuss with the designated officer whether a referral to the Disclosure and Barring Service or Teachers 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 Teachers 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).

- On conclusion of the case, the case manager should review the circumstances of the case with the designated officer to determine whether there are any improvements to be made to the School’s safeguarding procedures or practices to help prevent similar events in the future.

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

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

Allegations proven to be false, unsubstantiated, unfounded or malicious will not be included in employer references. If an allegation is shown to be deliberately invented or malicious, the Head will consider whether any disciplinary action is appropriate against a pupil who made it; or whether the Police should be asked to consider if action might be appropriate against the person responsible even if they are not a pupil.
In all cases where there are concerns or allegations of abuse, the School will make a serious incident report to the Charity Commission whenever the Commission's guidelines deem it appropriate to do so.

**STAFF BEHAVIOUR POLICY / CODE OF CONDUCT**

The School’s code of conduct for staff can be found in Section 3 of A16_Prep Staff Handbook. The aim of the code of conduct is to provide clear guidance about behaviour and actions so as to not place pupils or staff at risk of harm or of allegation of harm to a pupil.

**SAFER RECRUITMENT**

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

Full details of the School’s safer recruitment procedures for checking the suitability of staff, Governors and volunteers to work with children and young people is set out in B12_Recruitment, Selection and Disclosures Policy and Procedure.

**MANAGEMENT OF SAFEGUARDING**

The School’s DSL is Ian Richardson who is a member of the Senior Leadership Team.

Chris Pilgrim is the Deputy DSL and the person 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 DSL and Deputy DSL’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 governors to review and update the School’s safeguarding policy. Where a pupil leaves the School, the DSL will also ensure their child protection file is transferred to the new school (separately from the main pupil file) as soon as possible. The DSL will ensure secure transit and obtain confirmation of receipt.

The DSL regularly reviews the School’s and their own practices and concerns about welfare and safeguarding matters. This includes the personal and professional duty of all staff to report welfare and safeguarding concerns to the DSL, or in the absence of action, directly to local children’s services.
The DSL or Deputy DSL will always be available to discuss safeguarding concerns. Both the DSL and Deputy DSL are resident staff, and as such will always be available for staff in the School to discuss any safeguarding concerns, both during school hours, and for out of hours and out of term activities.

Full details of the DSL’s role can be found at Annex B of KCSiE.

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

**TRAINING**

Induction and training are in line with advice from West Sussex Safeguarding Children Board

**All Staff**

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

- the child protection policy;
- the role and identity of the DSL(s) and Deputy DSL;
- the behaviour policy;
- the staff 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 A of KCSiE (and Part Five of KCSiE).

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

Temporary staff and volunteers are provided with Safeguarding Training before they begin work, including identification of the DSL and the Deputy DSL. They also provided with a member of staff who will provide support should it be required and will remain under constant supervision at all times that they are on the school site.

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 INSET training.
- Understand key information contained in Part one of KCSiE. The School will ensure staff understanding by creating an online questionnaire that checks knowledge.
- Receive training in safeguarding and child protection regularly, in line with advice from the West Sussex Safeguarding Children Board. Training will include online safety and harmful sexual behaviours. It will also include Prevent awareness training to equip staff to raise concerns appropriately by ensuring all staff have the knowledge and confidence to identify children at risk of being drawn into terrorism; are able to challenge extremist ideas; and know how to refer children and young people for further help.
• Undertake regular informal updates, at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. The School provides these via regular INSET training.

**DSL(s)**

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 West Sussex Safeguarding Children Board’s approach to Prevent duties and harmful sexual behaviours. Further details of the required training content for the DSL are set out in Annex B of KCSiE.

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 Deputy DSL is trained to the same level as the DSL.

**OVERSIGHT OF SAFEGUARDING, INCLUDING ARRANGEMENTS FOR REVIEWING POLICIES AND PROCEDURES**

Andrew Wilkinson is the board-level lead designated to take a lead in relation to responsibility for the safeguarding arrangements in the School. He is a member of the governing body.

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. This takes place at the Full Board governors meeting near the start of the academic year. A safeguarding update for Governors, of School-specific issues, takes place once each term. The School draws on the expertise of staff, including the DSL and Deputy DSL, in shaping the School’s safeguarding arrangements and policies.

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

**THE SCHOOL’S ARRANGEMENTS TO FULfil OTHER SAFEGUARDING RESPONSIBILITIES**

**Teaching children how to keep safe**

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

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

The School has appropriate filters and monitoring systems in place to safeguard children from potentially harmful and inappropriate material online. School systems aim to reduce the risk of 30.11.2018/03.09.2019/DHP/P
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 systems and approach to online safety can be found in A5_Online Safety Policy, which includes details on the use of mobile technology in school (and accessing 3G and 4G technology on school premises) and the School’s IT arrangements to ensure that children are safe from terrorist and extremist material when accessing the internet through the School’s systems.

**Looked after children**

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

Miss Helen Sutcliffe 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. The School’s responsibility to pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is aligned to the ethos and values of the School and British values.

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

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

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

**EARLY YEARS PROVISION SAFEGUARDING ARRANGEMENTS**

**Use of mobile phones and cameras**

The School’s policy on the use of mobile phones and cameras in the setting is detailed within A6_Use of Personal Camera Policy. Staff are not permitted to use their personal mobile devices or cameras in the EYFS setting. Parents are not permitted to use their mobile phones or camera in or around the EYFS setting without prior approval from the Head.

**DSL for the EYFS**

30.11.2018/03.09.2019/DHP/P
The member of staff designated to take lead responsibility for safeguarding children in the early years setting is Ian Richardson, the Deputy Head Pastoral.

**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).

**Date of Last Review:** September 2018
APPENDIX 1 – SIGNS AND TYPES OF ABUSE

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

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

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

**Sexual abuse**: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Sexual abuse also includes sexual violence and sexual harassment which can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence are sexual offences under the Sexual Offences Act 2003, such as rape, sexual assault and assault by penetration. Sexual harassment is ‘unwanted conduct of a sexual nature’ that can occur online and offline. Sexual harassment is likely to violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Sexual harassment can include sexual comments, such as telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names; sexual “jokes” or taunting; physical behaviour, such as deliberating brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment, which might include non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as sexting); inappropriate sexual comments on social media; exploitation; coercion and threats. Online sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

**Neglect**: the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or
abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

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

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

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

So Called ‘Honour Based’ Violence: encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

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

- A pupil may have difficulty walking, sitting or standing and may even look uncomfortable.
- A pupil may have frequent urinary, menstrual or stomach problems or spend longer than normal in the bathroom due to difficulties urinating.
- There may be prolonged or repeated absences from school and/or noticeable behaviour changes (e.g. withdrawal or depression) on the pupil’s return.
- A pupil is reluctant to undergo medical examination.
If staff have a concern that a pupil may be at risk of FGM, they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with Police and Children’s Social Care. If in any doubt, staff should speak to the DSL.

There is a statutory duty on teachers to personally report to the Police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve children’s social care as appropriate. If the teacher is unsure whether this reporting duty applies, they should speak to the DSL in accordance with this policy. Where a teacher suspects that a pupil is at risk (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) teachers should follow the School’s local safeguarding procedures.

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

**Radicalisation:** Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. It can also call for the death of members of the armed forces, whether in this country or overseas.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular have become major factors in the radicalisation of young people. As with other safeguarding risks, staff should be alert to changes in children’s behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

**Special Educational Needs and/or Disabilities:** Pupils with SEND may not outwardly shown 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.

30.11.2018/03.09.2019/DHP/P
Staff will support such pupils in expressing any concerns they may have and will be particularly vigilant to any signs or indicators of abuse, discussing this with the DSL as appropriate.

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

Children who go missing from school: A child going missing from school is a potential indicator of abuse or neglect. Staff must follow the School’s procedures for dealing with children who go missing, particularly on repeat occasions. The School’s procedure for dealing with children who go missing can be found in A6_Missing Child Procedure. All unexplained absences will be followed up in accordance with this 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. These intervals are one per half term.

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.