

**7a Child Protection (Safeguarding) Policy – Including EYFS**
**Joint Heads – Mrs Amanda Kirby, Mr John Sample**
**Named personnel with designated responsibility for Child Protection:**

<b>Academic year 2016-17</b>		<b>Contact Details</b>
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**STATEMENT OF INTENT**

The safety and welfare of all our pupils at Cundall Manor School is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil can learn in safety. In all matters relating to child protection the school will follow the procedures laid down by our own (or where appropriate the relevant child's) Local Safeguarding Children Board (LSCB) which is the North Yorkshire Safeguarding Children's Board (NYSCB) in accordance with locally agreed interagency procedures together with DfE guidance contained in Working Together to Safeguard Children (2015) and Keeping Children Safe in Education (KCSIE) (July 2015) including supplementary advice in October, March 2015, July 2015 and The Counter-Terrorism and Security Act 2015  
[www.gov.uk/government/publications/keeping-children-safe-in-education](http://www.gov.uk/government/publications/keeping-children-safe-in-education)

This policy is applicable to the whole school community, including those pupils in the Early Years Foundation Stage (EYFS).

All members of staff have a duty to safeguard our pupils' welfare and must therefore familiarise themselves and comply at all times with this policy. All staff in school should be aware that safeguarding incidents can happen at any time and anywhere and are required to be alert to any possible concerns. Safeguarding is everyone's responsibility and anyone can make a referral to Children's Social Care; a referral does not need to be made by the DSL. Although the risk of radicalisation has been assessed as low, Cundall Manor School has a due regard to the need to prevent people from being drawn into terrorism or being radicalised.

**This policy also covers broader safeguarding duties such as making reports to the Disclosure and Barring Service (DBS) and pre-appointment checks (on volunteers, staff of contractors and other individuals that are not school staff or supply staff) which are completed according to the requirements set out in KCSIE.**

**RELATED CHILD PROTECTION POLICIES**

- Anti-Bullying Policy
- Behaviour Policy
- Health and Safety Policy
- Induction of New Staff in Child Protection
- Missing Child Policy
- Recruitment Policy
- Confidentiality Policy
- Acceptable Use Policy
- Photographic Images Policy
- Staff handbook

All policies together form the 'suite' of child protection policies that the Regulations require. In accordance with those Regulations, all of them are available to parents on the school's website. The Safeguarding and additional policies are reviewed annually by governors.

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

The school treats the safeguarding of the pupils in its care as the highest priority and recognises the important role it has to play in the recognition and referral of children who may be in need or at risk. All our school staff are made aware of their duty to safeguard and promote the welfare of children in the school's care. Staff members are alerted, when appropriate, to the particular potential vulnerabilities of looked after children.

Every member of staff, including part-timers, temporary, visiting, permanent contract and volunteer staff working in school is required to report instances of actual or suspected child abuse or neglect to the Designated Safeguarding Lead (DSL) who will normally manage referrals, however anyone can refer concerns about a child. This includes alleged abuse by one or more pupils against another pupil.

### **If a member of staff is made aware of any allegation of abuse, or if knowledge of possible abuse comes to their attention they must:**

- Not promise confidentiality, if the pupil does not disclose then the member of staff should still refer the information to the DSL or deputy
- Listen to the child, to provide re-assurance
- Record the child's statements, but not to probe nor put words into the child's mouth.
- Limit questioning to the minimum necessary for clarification.
- Do not ask leading questions
- Report directly and without delay to the DSL or deputy
- Extensive information is available in the document *What to do if you're worried a child is being abused* published in March 2015 (a copy of which is displayed in the Staff Room).

Where an allegation is made of abuse by one or more pupils against another and there is a reasonable cause to suspect that a child is suffering or likely to suffer significant harm, then the case should be referred to the Children's Social Services, in which case all children involved will be treated as being 'at risk'. A bullying incident should be treated as a child protection concern when there is 'reasonable cause to suspect that a child is suffering or likely to suffer, significant harm'. Where there is no reason to suspect significant harm the Anti-Bullying policy should be consulted.

The member of staff should make and submit an accurate written record and inform the DSL immediately so that appropriate agencies can be informed within 24 hours and the matter resolved without delay. If appropriate the DSL will contact the designated officer for advice or direction and will inform Ofsted if appropriate. The designated officer will provide advice and preside over the investigation of any allegation or suspicion of abuse directed against anyone working in the school. If at any time there is a risk of immediate serious harm to a child referral should be made to Children's Social Care immediately. In relation to our nursery/EYFS setting, the school will inform 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 that allegation relates to harm or abuse committed on the premises or elsewhere) or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations.

Where a serious allegation is made against a member of staff or other adult the Joint Heads or DSL will refer allegations or suspicions of abuse or cases where there is reasonable cause to suspect a child is suffering, or is likely to suffer significant harm, to the designated officer immediately or within one working day at the latest.

Borderline cases will be discussed with the designated officer without identifying individuals in the first instance, and following discussions, the designated officer will judge whether or not an allegation or concern meet the relevant threshold. The designated officer and the Joint Heads will decide in the circumstances what further steps should be taken. This could involve informing parents and calling the police. It is vitally important that children receive the right help at the right time to address risks and prevent issues escalating. Early signs of abuse and neglect will be acted upon without delay and clear records kept.

It is very important that children receive the right to help at the right time to address risks and prevent issues escalating. Information should be shared quickly and in-action challenged. It is of vital importance that any early signs are acted upon and clear records are kept. Throughout the process the views of the child should be listened to and concerns should be re-assessed when situations do not improve.

There is a need to differentiate between the safeguarding of children who have suffered or are likely to suffer significant harm, who should be reported to Children's Social care, and those who are in need of additional support from one or more agencies. Inter-Agency assessment using processes and guidance from the NYSCB may use the Common Assessment Framework (CAF) or Team Around the Child (TAC) approaches. Although decisions to seek support for a child would normally be taken in consultation with parents and pupils, there is no consent required where there are reasonable grounds to believe that a child is at risk of significant harm. The designated officer is happy to act as an advisor in such situations. In the case of serious harm the police should be informed from the outset.

A child going missing from education is a potential indicator of abuse or neglect. Staff should be aware of children who may be at risk of running away and of families that may have children that may be missing from education (especially where it follows a pattern or happens on repeat occasions). Concerns about attendance should be discussed as a matter of urgency with the relevant Head. It is essential that all staff are alert to safeguarding concerns such as Child Sexual Exploitation, travelling to conflict zones, FGM and forced marriage.

### **Prevent and the Channel process**

The school has a duty to protect children and to prevent radicalisation. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. As with managing 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 professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme. This concern may be made by any member of staff. NYSCB have decided to follow the same structure for referrals to Channel as for other safeguarding issues.

The DSL has attended WRAP training and disseminated information to staff. All staff including the DSL are expected to complete the on-line Channel awareness training. In addition the DSL is a member of the Harrogate (Bronze) Prevent Group as a representative Independent School.

### **MANDATORY REPORTING OF KNOWN CASES OF FGM**

The Serious Crime Act 2015 introduced a new duty on teachers, social workers and healthcare professionals to report to the police known cases of female genital mutilation (FGM) involving victims aged under 18; this duty came into force on 31 October 2015, and has published procedural information and advice about the duty. This can be found at <https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>. A copy of this is kept in the staff room.

### **PROCEDURES FOR DEALING WITH ALLEGATIONS OR CONCERNS ABOUT STAFF**

Allegations of abuse against teachers and other staff will be dealt with according to the statutory guidance set out in part four of KCSIE and referred to the designated officer within 24 hours. This part of the guidance relates to members of staff who are currently working in the school regardless of whether the school is where the alleged abuse took place. All allegations are must be reported straight away, normally to the DSL however should the allegation of abuse concern the Joint Head who acts as the DSL the member of staff should inform the Joint who is the deputy to the DSL who will act in their place. Should the allegation be against both of the Joint Heads the member of staff will immediately inform the Chairman of Governors without the Joint Heads being informed first who will liaise with the designated officer. Allegations against a teacher who is no longer teaching or historical allegations of child abuse will be referred to the police. The designated officer will be informed within one working day of all allegations that come to our attention or that are made directly to the police. Allegations of abuse may be made against a member of staff, a volunteer, a governor, a pupil, parent or other person connected to the school; either to the DSL or directly to the designated officer.

If an allegation, either written or verbal, is made against anyone working with children in the school all unnecessary delays should be eradicated. The school must not undertake our own investigations of allegations without prior consultation with the designated officer or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases, discussions with the designated officer can be held informally without naming either the school or individual.

If the allegation concerns a member of staff or a volunteer, they would normally be informed as soon as possible after the result of any initial investigation authorised or conducted by the designated officer is known. Advice will always be sought from the designated officer first. The school will normally appoint a member of staff to keep the person informed of the likely course of action and the progress of the case.

The outcome of investigation of an allegation will record whether it is substantiated (sufficient evidence either to prove or disprove it), unsubstantiated (insufficient evidence either to prove or disprove it), false (sufficient evidence to disprove it) or malicious (sufficient evidence to disprove it and that there has been a deliberate act to deceive). If it is established that the allegation is malicious, no details of the allegation will be retained on 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 DfE advice.

If the designated officer or any of the statutory child protection authorities decides to take the case further, any staff member concerned may be suspended if this is felt appropriate. The reasons and justification for suspension will be recorded and the staff member informed of them. In the case of staff the matter will be dealt with in accordance with the Disciplinary Procedure. Where a member of the residential staff is suspended pending an investigation of a child protection nature, suitable arrangements must be put in place for alternative accommodation away from children. In the case of a pupil the matter will be dealt with under the Behaviour Policy.

During the course of the investigation the school in consultation with the designated officer will decide what information should be given to parents, staff and other pupils and how press enquiries are to be dealt with. In reaching their decision due consideration will be given to the provisions in the Education Act 2011 relating to reporting restrictions identifying teachers who are the subject of allegations from pupils.

Any pupils who are involved will receive appropriate care. If an investigation leads to the dismissal or resignation prior to dismissal of a member of teaching staff, the school will make a referral to the DBS and National College for Teaching and Leadership; 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). Where a dismissal does not reach the threshold for DBS referral, separate consideration must be given to an NCTL referral. The school will make a serious incident report to the Charity Commission whenever the Commission's guidelines deem it appropriate to do so.

From 1st October 2012, there are restrictions on the reporting or publishing of allegations against teachers and Cundall Manor School must make every effort to maintain confidentiality and guard against unwanted publicity. These restrictions apply up to the point where the accused person is charged with an offence, or the DfE/NCTL publish information about an investigation or decision in a disciplinary case.

We follow Disclosure and Barring Services (DBS) guidance and procedures regarding referrals and barring decisions and the Safeguarding Vulnerable Groups Act 2006 and the Safeguarding Vulnerable Groups Act (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009. The school will report to the DBS, within one month of leaving the school any person (whether employed, contracted, a volunteer or a student) whose services are no longer used because he or she is considered unsuitable to work with children including; dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other Page 4 of 8 trainee; no longer using staff employed by contractors; no longer using volunteers; resignation; voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. This includes dismissal, non-renewal of a fixed term contract, no longer using a supply teacher engaged directly or supplied by an agency, terminating the placement of a trainee or volunteer, no longer using staff employed by a contractor and resignation and voluntary withdrawal from any of the above.

Reports to the DBS will include as much evidence about the circumstances of the case as possible. 'Compromise agreements' cannot apply in this connection, or where the individual refuses to cooperate with an investigation. Cundall Manor School will also make a referral to the NCTL where a teacher had been dismissed, or would have been dismissed had they not resigned, and a prohibition order may be appropriate.

Where there has been a substantiated allegation against a member of staff CMS will work closely with the designated officer to determine whether any improvements should be made to the school's procedures or practise to help prevent similar events in the future.

*Where the allegation(s) concern the DSL the staff member should report the matter to the Joint Head. Staff may report their concerns directly to the designated officer. Contact details are at the end of this document.*

## **SAFER EMPLOYMENT PRACTICES**

Cundall Manor School follows the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Independent School Standards Regulations. One member of the selection panel for staff appointments must have completed either the on-line or face-to-face safer recruitment training. This is currently Mrs Amanda Kirby.

In addition to carrying out safe recruitment procedures as set out in the DfE's guidance 'Keeping Children Safe in Education', 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. All governors, volunteers, contractors working regularly during term-time are also subject to the relevant statutory checks. Confirmation is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils at school or on another site. Any other visitors to site are accompanied at all times. Our policies are reviewed by governors annually, generally at the December meeting. Please refer to the school's Recruitment Policy for further details.

## **INDUCTION AND TRAINING - STAFF**

Every new member of staff, including part-timers, voluntary, peripatetic and temporary staff working in the school receives appropriate induction training on their responsibilities in being alert to the signs of abuse and bullying and on the procedures for recording and referring any concerns to the DSL and her deputies. A useful tool, the North Yorkshire Safeguarding Children Board protection training, is also available to new governors and volunteers. Everyone attends regular refresher training in line with advice from the North Yorkshire Safeguarding Children Board with the designated persons receiving training every two years. The required training content for the designated person is set out in Annex B of KCSIE. Training in child protection is an important part of the induction process. More detail is set out in our policy on 'Induction of New Staff'. Training includes scrutiny of the school's child protection policy which includes the staff code of conduct policy/behaviour policy, the identity of the DSL and the importance of the need to identify how children and young people are at risk from radicalisation. Staff must read KCSIE part 1 and sign to confirm this. Training also promotes staff awareness of child sexual exploitation, forced marriage and female genital mutilation. Staff are made aware of the signs, symptoms and indicators of such practices and are required to take action without delay if such a practice is suspected. Specific attention should be given to arrangements by the sports and music departments where close one-to-one teaching is engaged. Music rooms should be visible, and a clear dialogue between sports staff and children regarding close contact should be established.

## **TRAINING – PUPILS**

The school will proactively provide a range of opportunities throughout the academic year to enable the pupils to develop an understanding of the continuing need to stay safe. This will be through a range of workshops and visiting speakers, the use of Crucial Crew training and the continued development of the PSHEE curriculum. The school will also, where appropriate, offer guidance and support with individual situations as and when they arise.

## **BOARDING**

KCSIE notes that children can be particularly vulnerable in residential settings therefore we actively promote the development of co-operative, mutually respectful and supportive relationships between boarders and between boarders and staff. The staff are available to boarders at all times and an independent listener available from outside the school setting. Staff must be routinely vigilant in supervising inter-personal relationships within the boarding house but should never intrude into individual relationships unless there is material cause for concern, with any such approach being made confidentially and discreetly. Staff must be vigilant and aware at all times where relationships may deteriorate and that within the boarding environment there exists the potential for abuse by peers. Pupils are actively encouraged to talk to the staff about their concerns.

## **DESIGNATED SAFEGUARDING LEAD**

Amanda Kirby is our Designated Safeguarding lead (DSL). She has been fully trained for the demands of this role in child protection and inter-agency working. Being the Joint Head she is a member of the senior leadership team at our school. John Sample who is also the school's Joint Head deputises and Kathryn Creed who is Head of Pre Prep deputises for EYFS. Both the DSL and her deputies attend courses with child support agencies to ensure that they remain conversant with best practice. They undergo higher level update training every two years, last update training was April 2015. Their training meets the requirements of the DfE's 'Keeping Children Safe in Education' (KCSIE).

A job description for the DSL is kept with the Bursar's Office

The school's records on child protection are kept securely in the Heads' Study, and are separated from routine pupil records. Access is restricted to the DSL and her deputies.

## **Role of the designated safeguarding lead**

The DSL has the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
- The designated officer for child protection concerns (all cases which concern a staff member),
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).
- Liaise with the Chair of Governors to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

## **Training**

- The designated safeguarding lead receives appropriate training carried out every two years in order to:
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's Safeguarding policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

## **Raising Awareness**

- The designated safeguarding lead should ensure the school's policies are known and used appropriately:
- Ensure the school's Safeguarding policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this.
- Ensure the Safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

### **APPOINTMENT OF A NEW DSL**

Should a new DSL be appointed the process will be as follows:

Invitations will be made to the staff for applications from interested parties.

Skills and experience will be explored through an interview process conducted by the Joint Heads and the Governor with Responsibility for Safeguarding.

### **RAISING AWARENESS**

Staff are regularly offered update training which is made compulsory at least every 3 years (2 years for EYFS) or sooner if deemed necessary.

Rachel Powell is the liaison governor for child protection issues. The governors carry out an annual review of the school's child protection policy and procedures. The governing body is responsible for:

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

Child abuse may take the following forms:

**abuse:** 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. They may be abused by an adult or adults or another child or children.

**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.

**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.

### **LOOKED AFTER CHILDREN**

There are currently no looked after children on the school roll. This policy will be amended accordingly should this situation change.

### **EARLY YEARS – DISQUALIFICATION BY ASSOCIATION**

In line with the supplementary advice issued by the DfE in addition to KCSIE, all staff working with children under the age of 8 or employees directly concerned in the management of the provision, even if they do not work there, will be expected to declare that they are not subject to being disqualified by association. Cundall Manor School asks all new employees to sign a self-declaration that they are not disqualified by association. Staff are charged with updating the school should their circumstances change.

### **WHISTLEBLOWING**

If a teacher or member of staff has concerns about the behaviour of another member of staff towards a pupil, he or she should report it at once to the Head and to the DSL (or to the Chairman of Governors where the concern relates to the Head). Any concern will be thoroughly investigated under the school's whistleblowing procedures. Where there are allegations of criminal activity, the statutory authorities will always be informed. Wherever possible, and subject to the rights of the pupil, the member of staff will be informed of the outcome of the investigation. No one who reports a genuine concern in good faith needs to fear retribution. Under the Public Interest Disclosure Act 1998 the member of staff may be entitled to raise a concern directly with an external body where the circumstances justify it. The importance of Whistleblowing is stressed during the Induction meeting.

NSPCC Whistleblowing Advice Line 0800 028 0285

### **STAFF BEHAVIOUR AND CODE OF CONDUCT**

In general, pupils should be encouraged to discuss with their parents or guardians issues that are troubling them. Staff need to ensure that their behaviour does not inadvertently lay them open to allegations of abuse. Expectations of staff are clearly laid out in the Staff handbook.

### **PROMOTING AWARENESS**

The School's curriculum and pastoral systems are designed to foster the spiritual, moral, social and cultural development of all our pupils. All teaching staff play a vital role in this process, helping to ensure that all pupils relate well to one another and feel safe and comfortable within the school. We expect all the teaching and medical staff to lead by example and to play a full part in promoting an awareness that is appropriate to their age amongst all our pupils on issues relating to health, safety and well-being, this includes current guidance on the prevention of terrorism and radicalisation. All staff, including all non-teaching staff, have an important role in insisting that pupils always adhere to the standards of behaviour set out in our behaviour policy and in reinforcing our anti-bullying policy.

Time is allocated in PSHEE to discussions of what constitutes appropriate behaviour and on why bullying and lack of respect for others is never right. Assemblies, Drama and RS lessons are frequently used to promote tolerance and mutual respect and understanding.

All pupils know that there are adults to whom they can turn to if they are worried, including the independent listener and matron. If the school has concerns about a child there is always a recognised requirement for sensitive communication and designated staff members are aware of the need to avoid asking leading questions. Our support to pupils includes the following:

- All pupils have access to a telephone helpline enabling them to call for support in private.
- Our school and classroom notice boards display advice on where pupils can seek help.
- We provide leadership training to our Prefects which specifically covers child protection issues and the importance of offering support and assistance to younger and to vulnerable pupils.
- We provide lessons to pupils on e-safety and ensure that all pupils understand and adhere to the school's guidelines in this area. Internet safety is paramount and the IT Manager ensures filter systems are kept up to date. For more details on cyber-bullying please refer to the school's anti-bullying policy.

Our prefect system is supervised by senior staff. The Prefects have been trained to ensure that they are suitable for their duties and do not abuse their roles, which are specified clearly in writing. In particular, prefects are given induction on appointment which includes how to contribute to the school's anti-bullying practice, how to respond to allegations of serious bullying or abuse and how to act if they hear allegations of abuse.

## **PARENTS**

In general, we believe that parents should be informed about any concerns regarding their children. It is important that we are honest and open in our dealings with parents. However, concerns of this nature must be referred to the DSL or Joint Heads who will seek advice from the designated officer. In a very few cases, it may not be right to inform them of our concerns immediately as that action could prejudice any investigation, or place the child at further risk.

## **POSITION OF TRUST**

As a result of their knowledge, position and/or the authority invested in their role, all adults working with children and young people in education settings are in positions of trust in relation to the young people in their care. Expectations of staff are clearly set out in the Staff Handbook.

Wherever possible, staff should avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential.

## **ACTION IF A PUPIL IS MISSING**

Please refer to the school's missing child policy and procedures which include the requirements for a day pupil, EYFS or boarder in its content.

## **EQUAL TREATMENT**

We are committed to equal treatment for all pupils regardless of sex, race, disability, religion or belief. Please refer to the school's equal opportunities policy.

## **BULLYING**

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable and the school keeps a record of any incidents. Please see our school policy on anti-bullying for further details.

## **COMPLAINTS**

Copies of the school's complaints procedure can be sent to any parent on request. Any complaint arising from the implementation of this policy will be considered under the school's complaints procedure. Photographs will only be taken of children with their parents' permission (provided in writing via consent form). Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras. They must then be downloaded onto school computers, where they can be monitored. Photos must not be used or passed on outside the school. Mobile phones are not allowed in our EYFS classrooms. Neither staff nor children may use their own mobile phones to take photographs or make calls within our EYFS setting, i.e. Nursery and Reception.

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

Photographs will only be taken of children with the parents' permission (provided in writing via consent form). Where photographs are taken by staff to give evidence of children's progress, photos can only be taken on school cameras. They must then be downloaded onto school computers, where they will be monitored. Photos cannot be used or passed on outside the school.

Mobile phones are not allowed in our EYFS classrooms. Neither staff nor children may use their own mobile phone to take photographs or make calls within our EYFS setting, i.e. Nursery and Reception.

## **TRANSPARENCY**

Cundall Manor School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the school. Copies of this policy, together with our other policies relating to issues of child protection are on our website and we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the school. Allegations of child abuse or concerns about the welfare of any child will be dealt with consistently in accordance with this policy. Open communications are essential.

**This policy was updated on 15<sup>th</sup> August 2016 and will be reviewed by 30th September 2017.**

**Mrs Amanda Kirby  
Joint Head**

## Appendix 1

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example information for schools and colleges can be found on the TES website and NSPCC website. Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

Help to identify signs of abuse

<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

child missing from education

[www.gov.uk/government/publications/school-attendance](http://www.gov.uk/government/publications/school-attendance)

child missing from home or care

[www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care](http://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care)

child sexual exploitation (CSE)

[www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited](http://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited)

bullying including cyberbullying

[www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)

domestic violence

[www.gov.uk/domestic-violence-and-abuse](http://www.gov.uk/domestic-violence-and-abuse)

drugs

[www.gov.uk/government/publications/drugs-advice-for-schools](http://www.gov.uk/government/publications/drugs-advice-for-schools)

fabricated or induced illness

[www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced](http://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced)

faith abuse

[www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief](http://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief)

female genital mutilation (FGM)

[www.gov.uk/government/publications/female-genital-mutilation-guidelines](http://www.gov.uk/government/publications/female-genital-mutilation-guidelines)

forced marriage

[www.gov.uk/forced-marriage](http://www.gov.uk/forced-marriage)

gangs and youth violence

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418131/Preventing\\_youth\\_violence\\_and\\_gang\\_involvement\\_v3\\_March2015.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418131/Preventing_youth_violence_and_gang_involvement_v3_March2015.pdf)

gender-based violence/violence against women and girls (VAWG)

[www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk](http://www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk)

mental health

[www.gov.uk/government/publications/the-mental-health-strategy-for-england](http://www.gov.uk/government/publications/the-mental-health-strategy-for-england)

private fostering

[www.gov.uk/government/publications/children-act-1989-private-fostering](http://www.gov.uk/government/publications/children-act-1989-private-fostering)

preventing radicalisation

[www.gov.uk/government/publications/channel-guidance](http://www.gov.uk/government/publications/channel-guidance)

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/417943/Prevent\\_Duty\\_Guidance\\_England\\_Wales.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417943/Prevent_Duty_Guidance_England_Wales.pdf)

sexting

[www.ceop.police.uk/Media-Centre/Press-releases/2009/What-does-sexting-mean/](http://www.ceop.police.uk/Media-Centre/Press-releases/2009/What-does-sexting-mean/)

teenage relationship abuse

[www.gov.uk/government/collections/this-is-abuse-campaign](http://www.gov.uk/government/collections/this-is-abuse-campaign)

trafficking

[www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance](http://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance)

### **Further information on a Child Missing from Education**

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

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers .

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

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

The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

### **Further information on Child Sexual Exploitation**

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

## **Further information on Female Genital Mutilation**

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

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

### **Indicators**

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, and Chapter 9 of those Guidelines (pp42-44) focuses on the role of schools and colleges.

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on FGM to relevant persons. Once the government issues any statutory multi-agency guidance this will apply to schools and colleges.

## **Further information on Preventing Radicalisation**

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing 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. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

### **Prevent**

From 1 July 2015 specified authorities, including all schools as defined in the summary of this guidance, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies. Bodies to which the duty applies must have regard to statutory guidance issued under section 29 of the CTSA 2015 ("the Prevent guidance"). Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools (but also cover childcare). It is anticipated that the duty will come into force for sixth form colleges and FE colleges early in the autumn.

The statutory Prevent guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

- Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools and colleges should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing safeguarding policies. It is not necessary for schools and colleges to have distinct policies on implementing the Prevent duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.
- Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. It is also important that schools teach pupils about online safety more generally.

The Department for Education has also published advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

#### Channel

School staff should understand when it is appropriate to make a referral to the Channel programme.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

Section 36 of the CTSA 2015 places a duty on local authorities to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the CTSA 2015 as partners required to cooperate with local Channel panels .

## Appendix 2

### External Agency Contact Information

**NORTH YORKSHIRE POLICE (Non- Emergency)** 101  
(Ask for Protecting Vulnerable Persons Unit or Serious Crime Team)

### CHILDREN AND FAMILIES' SERVICE

Customer Service Centre 01609 780780  
social.care@northyorks.gov.uk

**For advice please ask to speak to a Team Manager in the Customer Service Centre**  
Emergency Duty Team 01609 780780

### Safeguarding Unit

#### Safeguarding / Designated Officers for Managing Allegations (LADOs)

Craven / Harrogate / Selby

**Rosemary Cannell** Part-time 01609 534974 07715540723

**Susan Crawford** 01609 532152 07813 005161

North / White Horse / Coast

**Karen Lewis** 01609 534200 07715 540711

**Dave Peat** 01609 535646 07814 533363

**Managers** (part-time):

Alan Critchlow 01609 532320 07715540712

Heather Pearson 01609 532301 07715540741

**Business Support including** CME Coordinator (Children Missing Education)

Safeguardingunit@northyorks.gov.uk 01609 532477

### NYCC HUMAN RESOURCES

schoolshradvisory@northyorks.gov.uk 01609 798343

### Customer Service Contact numbers for referral to Children's Social Care in neighbouring Local Authorities:

Redcar & Cleveland	01642 771 500
Stockton on Tees	01642 527 764
Darlington	01325 346 200
Middlesbrough	01642 726 004
Durham	03000 267 979
Cumbria	0333 240 1727
Lancashire	0300 123 6720
Bradford	01274 437 500
Leeds	0113 376 0336
East Yorkshire	01482 395 500
Wakefield	03458 503 503
Doncaster	01302 736 000
York	01904 551 900

District	Area Prevention Manager	Contact number
Craven	Caroline Porter	01609 532412
Ripon & Rural Harrogate	Jon Coates	01609 532323
Harrogate Town & Knaresborough	Rachel Copping	01609 533446
Richmondshire	Jos Mortimer	01609 533682
Hambleton North	Sharon Jones	01609 536468
Hambleton South	Margaret Mitchell	01609 536206
Selby Town	Pat Scully	01609 532385
Tadcaster & Rural Selby	David Fincham	01609 534022
Whitby & The Moors	Diane Leith	01609 532479
Ryedale	Stuart Davidson	01609 536009
Scarborough Town	Liz White	01609 533139
Scarborough South & Filey	Simone Wilkinson	01609 532927

**OFSTED Safeguarding Children** 0300 1231231 or 0300 123 4666  
Whistleblowing@ofsted.gov.uk  
Disclosure and Barring Service 01325 953795  
PO Box 181, Darlington, DL1 9FA  
National College for Teaching and Leadership 0345 609 0009  
CAPE (Child Protection in Education)

**DBS** 01325 953795  
Box 181, Darlington DL1 9FA

**Prevent Partnership**  
Education  
Rebecca Mason  
(Equalities Adviser) rebecca.mason@northyorks.gov.uk

**Channel Police Practitioner** DC Julie Whitehouse 07872 678665

**Anti Terrorist Hotline** 0800 789 321

**Crime Stoppers** 0800 555 111

[www.gov.uk/report-suspicious-activity-to-mi5](http://www.gov.uk/report-suspicious-activity-to-mi5)

[www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)

**NSPCC Whistleblowing Advice Line** 0800 028 0285