



DRAYTON MANOR HIGH SCHOOL

## **CHILD PROTECTION AND SAFEGUARDING CHILDREN POLICY**

Reviewed by SCG 1 February 2016

Reviewed by CSW 10 March 2016, reviewed by CSW 13 October 2016

Approved by the Governing Body 15 March 2016, reviewed 8 December 2016



## DRAYTON MANOR HIGH SCHOOL

### CHILD PROTECTION AND SAFEGUARDING CHILDREN POLICY

**Designated Safeguarding Lead (DSL)**  
**Deputy Designated Safeguarding Lead (DDSL)**  
**Governor responsible for safeguarding students**

Chris Holbrook (Assistant Deputy Head)  
Karlene Dampha (Assistant Deputy Head)  
Jonathan Eva

#### Statement of Purpose

This policy applies to all staff, governors and volunteers working in the school. Drayton Manor High School fully recognises its responsibility to safeguard and promote the welfare of all children and young people and the role it plays in the wider safeguarding system. The school will ensure that all necessary steps are taken to protect children and young people from harm so that every child and young person who attends the school should be able to participate in an enjoyable and safe environment and be protected from harm. To this end we will

- ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children
- educate children about how to keep themselves safe
- develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse
- support students who have been abused in accordance with their agreed child protection plan
- establish and maintain a safe environment in which children can learn, develop and achieve and where they are listened to
- Ensure that all teaching and support staff are aware of the signs and symptoms of abuse, know the correct procedure for referring concerns or reporting allegations against staff and receive appropriate training to enable them to carry out these requirements.

#### Principles

We will follow the procedures set out in 'Keeping Children Safe In Education' (September 2016), 'Working Together (March 2015), 'the Children's Act (2002, Section 175), the Prevent Duty (June 2015), by the Ealing Safeguarding Children board and take account of guidance issued by the Department for Education to

- ensure it has a Designated Safeguarding Lead (DSL) who will undertake regular, appropriate training for this role
- ensure it has a member of staff who will act in the absence of the DSL
- ensure it has a nominated governor responsible for safeguarding children
- ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the DSL and understands their role
- ensure all staff and volunteers (through the induction programme for teachers and support staff) understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL
- ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding by setting out its obligations in the school prospectus
- notify social services if there is an unexplained absence of more than two days of a student who is on the Safeguarding Overview

- develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding matters including attendance at strategy meetings, initial case conferences, and review meetings
- ensure that the duty of care towards its students and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice
- develop and then follow procedures where an allegation is made against a member of staff or volunteer
- ensure safer recruitment practices are always followed

The procedures will be reviewed annually and up-dated in accordance with current legislation.

### **Responsibilities**

The Governing Body will nominate a member to be responsible for Safeguarding Children and liaise with the DSL in matters relating to Safeguarding. It will ensure that Safeguarding Policies and procedures are in place, available to parents and reviewed annually. The GB ensures that all statutory duties with regards to child protection and safeguarding are fulfilled, in line with section 175 Children Act 2002

The School will carry out a full audit of its safeguarding procedures every 2 years and a light touch audit on a yearly basis.

The Head will ensure that the Safeguarding Policies and procedures are in line with statutory requirements, fully implemented and followed by all staff and that sufficient resources are allocated to enable the DSL and other staff to discharge their responsibilities with regard to Safeguarding.

The DSL will co-ordinate action on safeguarding and promoting the welfare of students within the school ensuring that all staff, volunteers and visitors to the school know who the DSL is and who acts in his/her absence, they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to report and record any concerns.

The DSL, in conjunction with the Site Manager and Data and Finance Manager, will also seek assurance that appropriate Safeguarding policies and procedures are in place for organisations which use the school site both inside and outside of normal school hours and that such organisations have carried out the relevant recruitment checks on their staff.

### **Safer Recruitment and Selection of Staff**

The school has written recruitment and selection policies and procedures that link explicitly to this policy. A safeguarding statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

### **Information Sharing and Confidentiality**

- the school recognises that all matters relating to Child Protection and Safeguarding are confidential
- disclosure of any safeguarding information about a student to other members of staff will be on a need to know basis only
- all staff must be aware that they have a professional responsibility to share information **both in** school and with other agencies in order to safeguard children, as no single professional can have a full picture of a child's needs and circumstances
- all staff must be aware that they cannot promise a child to keep secrets

## Supporting Students

Students who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student through

- the content of the curriculum
- the school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued
- the school's Behaviour Policy which is aimed at supporting vulnerable students in the school. The school will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred
- liaison with other agencies that support the pupil such as Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children
- notifying Children's Social Care immediately if there is a significant concern
- providing continuing support to a student about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the student's new school

We recognise that school staff are well placed to observe young people and note the outward signs and symptoms that could lead to the early detection of abuse. Furthermore, school staff are in the position to identify concerns by sharing information and taking prompt action, in order to help children and families receive help at the right time. The school will therefore:

- establish and maintain an environment where students feel secure, are encouraged to talk, and are listened to
- ensure students know that there are adults in the school whom they can approach if they are worried
- include opportunities in the Careers, Citizenship and Work (CCW) curriculum for students to develop the skills they need to recognise and stay safe from abuse

The school acknowledges that safeguarding is everybody's responsibility and that the protection of the child is paramount. Parents and/or carers, students and staff should be aware that the school must take any reasonable action to ensure the safety of students and there may be occasions when outside agencies are consulted before parents and/or carers. This policy will be made available to parents and carers via the School's website. Where it is appropriate to do so, will not put a child at risk and is in line with the recommendation of a social worker, parents or carers will be consulted when referrals to Children's Services are made.

The school recognises the need to train all staff to be aware of the incidence, gravity, signs, symptoms, nature and categories of abuse and in the way to deal with the disclosure of abuse. This will take place every year, with colleagues and teachers new to the school receiving training as part of the induction programme. Staff will receive regular safeguarding updates to provide them with relevant skills and knowledge to safeguard children effectively.

The Children Act 2002 defines a child as anyone who has not reached their 18<sup>th</sup> birthday. The fact that a child has reached 16 years of age, is living independently or is in further education does not change his or her status or entitlement to services or protection.

**Reporting a concern**

All staff have a duty to report their concerns immediately to the Designated Safeguarding Lead who is Chris Holbrook, or in his absence Karlene Dampha, or any other member of the Senior Leadership Team. This should be done where there are concerns about the welfare of a child. The concern should be handwritten on a Disclosure or Observation Form and handed immediately and in person to the DSL.

**If a student discloses abuse**

- react calmly
- listen carefully, reassure them that they were right to tell you and take what the child says seriously
- make accurate notes using the student's words, be careful not to put words into the child's mouth by asking leading questions
- advise the student that you will offer support, but you must pass on the information to the Designated Safeguarding Lead who can help them
- report your concerns to the Designated Safeguarding Lead or a senior member of staff. This should be handwritten on a Disclosure and Observation Form and handed in immediately and in person
- do not leave the student deliberating over the problem
- do not leave the school premises before reporting the concern

**Do not**

- promise confidentiality
- try to investigate or ask leading questions
- use your own words to describe events

If you believe that a child is in immediate danger or at risk of harm, you must make a referral to children's social care and/or the police immediately -anyone can make a referral. You must inform the Designated Safeguarding Lead of the referral as soon as possible and complete the Disclosure and Observation Form

Please remember that the school is an agent of referral not an agent of investigation

Further information can be found in Appendix B.

## **Allegations Involving School Staff/Volunteers**

The school takes an 'it could happen here' approach

It is a statutory requirement for all staff/ volunteers to pass on any concerns, observations or disclosures regarding a member of staff/volunteer.

If you become aware that a member of staff may have

- behaved in a way that has harmed, or may have harmed a child or
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

You must complete a handwritten Disclosure and Observation form and pass this to the Head, immediately and in person.

The Head will report all cases of suspected abuse which involve a staff member or volunteer to

- the designated officer(s) for child protection concerns (LADO)
- the 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).

Further information can be found in Appendix C

## **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) is child abuse and illegal contrary to the Female Genital Mutilation act 2003.

The school recognises its statutory duty regarding the reporting of FGM

Staff should be aware of

- trips abroad where the purpose is hidden or suspicious
- a sudden change in a girl's demeanor
- frequent trips to the toilet
- disclosures
- references made to 'cutting', 'circumcision', 'sunna' or 'bondo'.

This list is not exhaustive.

If you suspect that a child may have undergone FGM you must complete a handwritten Disclosure and Observation form and pass this to the DSL, DDSL or Senior Staff, immediately and in person.

You will then be asked to call 101 to report the information. If you suspect that a child is in imminent risk of harm you should call 999.

The phone call

- Explain that you are making a report under the FGM mandatory reporting duty and give your details (name, contact details (work telephone number and e-mail address) and times when you will be available to be called back, your role and place of work.

- Give details of your organisation's designated safeguarding lead (name, contact details (work telephone number and e-mail address), place of work.
- Give the girl's details (name, age/date of birth, address and if applicable, confirm that you have undertaken, or will undertake, safeguarding actions)

## **Extremism and Radicalisation**

Drayton Manor High School recognises its responsibility regarding extremist views and radicalisation of students

Staff must report instances which raise concerns such as

- students disclose fears about themselves or other students
- students voice extreme views in a lesson or in their work
- students who discuss travel plans or request time off school to travel to countries which are of concern

This list is not exhaustive

If you have a concerns regarding extremism and/or radicalisation you must complete a handwritten Disclosure and Observation form and pass this to the DSL, DDSL or Senior Staff, immediately and in person.

The School will comply with the 'Prevent Strategy' and any other government guidance, in this regard.

## **Missing Children**

Drayton Manor High School recognises its responsibility regarding children who go missing.

The school will

- report lack of attendance when a suitable reason for this has not been given
- monitor vulnerable students
- refer cases to the social services, Police and other such agencies
- work with children, parents and/or carers and agencies where there is a risk that a child might 'run away'

## **Allegations of Abuse Made Against Other Children**

The school recognises that children are capable of abusing their peers. Through such policies as

- The Behaviour Policy
- The Bullying Policy
- E-Safety Policy
- Sex and Relationship Policies

and components of the curriculum, it will seek to minimise this risk and educate students

Peer on peer abuse can manifest itself in many ways, including

- Bullying
- Online abuse
- Sexting
- Gender based bullying
- Sexual Abuse
- Honour Based Violence

(this list is not exhaustive)

The school will not tolerate the abuse of students by their peers and it should never be passed off as 'part of growing up' or harmless fun. Staff should always report their concerns following the appropriate policy.

### **Child Sexual Exploitation (CSE)**

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
- Children who regularly miss school or education or do not take part in education

Staff must report instances which raise concerns

### **Online Safety**

The school recognizes its responsibility in protecting children online and educating them on the topics of safeguarding and safe internet use.

The school will ensure that appropriate filters and monitoring systems are in place

### **Other Relevant Policies**

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. This policy therefore complements and supports a range of other policies including

Safer Recruitment Policy, Selection and CRB Policy  
Code of Conduct Policy  
Looked After Children Policy  
E-Safety Policy  
Behaviour Policy  
Bullying Policy  
Sex and Relationship Education Policy  
Drugs policy  
Attendance Policy



## **Appendix A**

### **Role of the Designated Safeguarding Lead**

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for safeguarding and child protection. This person should have 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.

This role is known as the Designated Safeguarding Lead (DSL) and will be held by a member of the Senior Leadership Team. In the event that the DSL is unavailable the responsibilities associated with this role will be carried out by the Deputy DSL.

The broad areas of responsibility for the Designated Safeguarding Lead are

- managing referrals
- referring all cases of suspected abuse to the local authority children's social care
- liaising with the Head to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- acting 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 should receive 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 or college's Child Protection and 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 or college may put in place to protect them

In addition to formal training the knowledge and skills for the DSL should be updated at regular intervals, but at least annually, to keep up with any developments relevant to the role.

### **Raising Awareness**

The Designated Safeguarding Lead should ensure the School's policies are known and used appropriately to

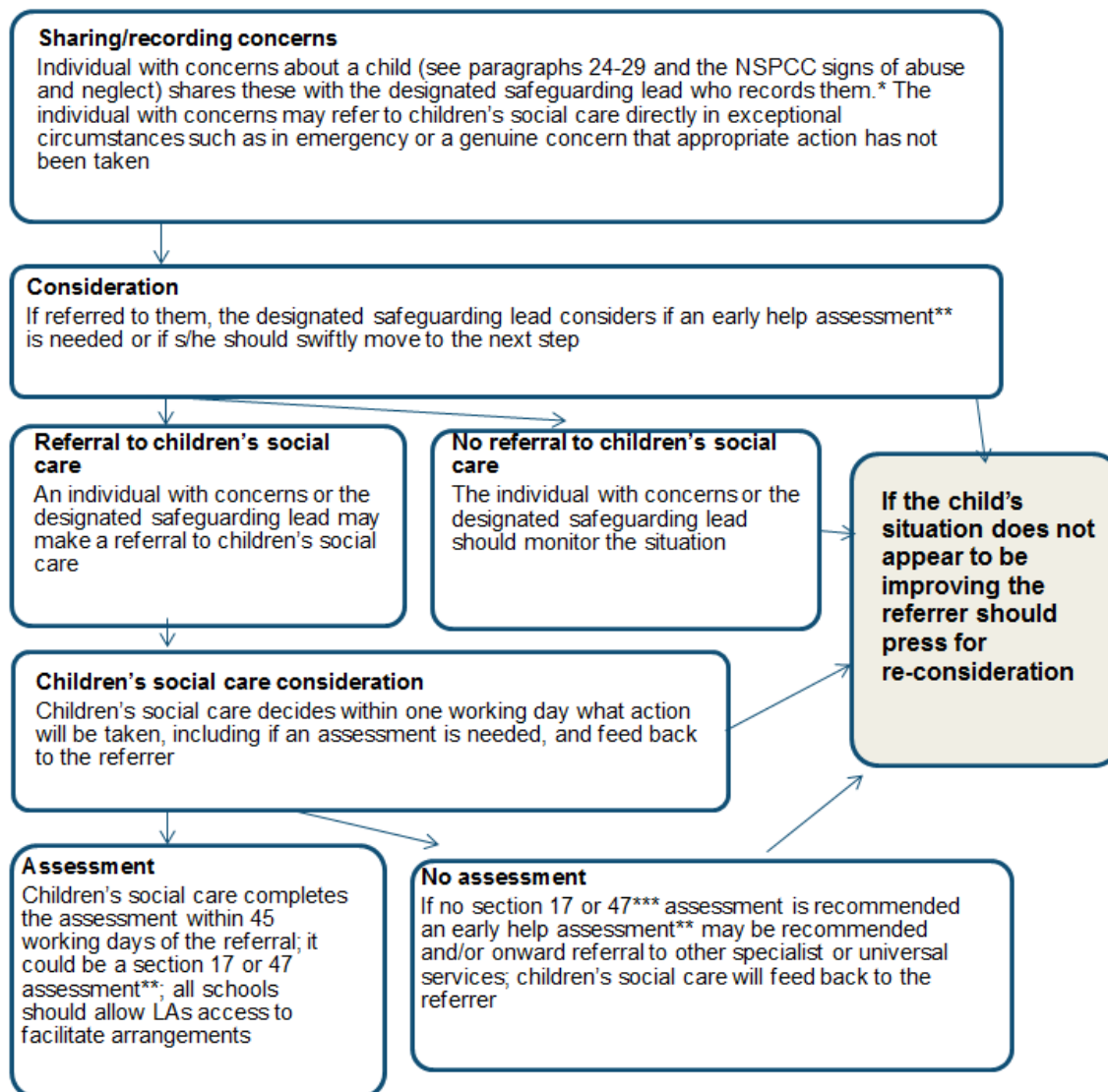
- ensure the Safeguarding and Child Protection Policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, working with the Governing Body in this regard

- ensure the Safeguarding and Child Protection 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 or college 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.

## Appendix B

### Action When a Child Has Suffered or is Likely to Suffer Harm

This diagram illustrates what action should be taken and who should take it where there are concerns about a child. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral.



\*In cases which also involve an allegation of abuse against the staff member, see part four of this guidance which explains action the school or college should take in respect of the staff member.

\*\* Where a child and family would benefit from coordinated support from more than one agency (e.g. education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where intervention would be needed via a statutory

## Appendix C

### Allegations Involving School Staff/Volunteers

If you become aware that a member of staff may have

- behaved in a way that has harmed, or may have harmed a child or
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

You must complete a handwritten Disclosure and Observation form and pass this to the Head, immediately and in person.

The procedure set out below will then be followed

The child and/or alleged abuser **SHOULD NOT** be questioned but a record made of what has been reported. The alleged abuser should not be informed of the allegation at this stage.



Report the allegation to the Local Authority Designated Officer for Allegations (LADO) within one working day  
Tel: 0208 825 8930



The LADO will decide on further action

- No Further Action after Initial Consideration and Closure, or
- Advice and Follow Up from LADO, or
- Strategy Discussion



Further action by the LADO

The LADO will agree with the police whether or not a strategy meeting (police involvement) or an allegations meeting needs to take place.



If a strategy discussion is not required, an allegations management meeting will be held. The main purpose of this is to ensure the safety of the child/ren and ensure the process is concluded promptly, ensuring the accused staff member has adequate support.



Allegations strategy discussion

This will take place if the child has suffered significant harm / is at risk of suffering significant harm, or if the alleged behaviour may constitute a criminal offence related to the child.



No further action by the LADO

The school may be asked to complete their own enquiries and report the findings back to the LA at the conclusion.

The Head teacher / Chair of Governors will be invited to these meetings.

## **Appendix D**

### **Female Genital Mutilation (FGM) – Guidance for Staff**

- 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. (Keeping Children Safe in Education, July 2015)
- All regulated professionals (health workers, teachers, social workers) are required to report known cases of FGM or disclosed cases of FGM directly to the Police. This is a personal duty; it cannot be transferred to anyone else.
- It is classified as child abuse and illegal under the Female Genital Mutilation act 2003.

#### **Be aware of**

- trips abroad where the purpose is hidden or suspicious
- disclosures involving the following terminology
  - cut or cutting
  - circumcised
  - 'sunna'
  - 'bondo'

#### **Action**

- Inform the Designated Safeguarding Lead, Deputy, or member of the SLT and pass on the Disclosure Form.
- You will be asked to call 101 to report the information.
- Make a record of their actions (the Police), write down the Police reference number (CAD) and pass this information to the DSL.

#### **During the call**

- explain that you are making a report under the FGM mandatory reporting duty and give your details (name, contact details, role and place of work)
- Details of your organisation's Designated Safeguarding Lead (name, contact details and place of work)
- The girl's details (name, age/ date of birth and address)
- If applicable, confirm that you have undertaken, or will undertake, safeguarding actions