

SAFEGUARDING POLICY AND CHILD PROTECTION PROCEDURES FOR SANDROYD including BOARDING AND THE WALLED GARDEN (EYFS)

INDEX

Page	Content
1	Glossary of terms
2	Safeguarding at Sandroyd, the Walled Garden (including EYFS)
5	Child Protection procedures and guidelines
6	What staff should know and do <ul style="list-style-type: none"> - Early help - Concern v immediate danger - What constitutes child abuse? <ul style="list-style-type: none"> a) Physical b) Emotional c) Sexual (including child sexual exploitation) d) Neglect
9	Abuse by a member of staff
10	Record keeping of an allegation of abuse by a member of staff
10	Abuse by one or more pupils against another pupil
11	Children with additional needs
12	Guidance for staff – procedures following disclosure
13	Sharing of information
14	Aftercare
14	Monitoring of children on the CP register
14	Transfer of CP files to next school
14	Child protection training
15	Appendix 1 – Contact details
16	Appendix 2 – Safeguarding EYFS children
21	Appendix 3 – The Role of the DSL at Sandroyd and the Walled Garden

Glossary of Terms

KCSIE	Keeping Children Safe in Education
PSHCE	Personal, Social, Health and Citizenship Education
SKULL	Sandroyd Knowledge, Understanding and Lifelong Learning
FGM	Female Genital Mutilation
MASH	Multi Agency Safeguarding Hub
DOFA	Designated Officer for Allegations
LSCB	Local Safeguarding Children Board
DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead

Safeguarding at Sandroyd, the Walled Garden (including EYFS)

Introduction

This policy has regard to *The Children's Acts of 1989 and 2004, Dealing with Allegations of Abuse against Teachers and Other Staff (SCSRE), Working Together to Safeguard Children (WTTSC) 2015, Keeping Children Safe in Education (KCSIE) 2016, the ISBA publication Charity Commission: the Role of Charity Trustees in Safeguarding, Charity Commission: Safeguarding Children and Young People and Charity Commission: Strategy for dealing with safeguarding vulnerable groups including children issues in charities*

This policy should be read in conjunction with the following policies:

- Safer Recruitment Policy
- Staff Code of Conduct
- Allegations Against Members of Staff Policy
- Confidentiality Policy
- Data Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- E-Safety Policy
- EYFS policies
- Health & Safety Policy
- First Aid Policy
- Administration of Medicines Policy
- Whistleblowing Policy
- Use of Incident and Children Causing Concern forms
- Children Missing Education
- Special Educational Needs and Disabilities

In addition, all staff and governors are required to read Part 1 of KCSIE (revised September 2016).

At Sandroyd and the Walled Garden the well-being of every child is paramount. All staff are responsible for maintaining a family atmosphere and providing a protective ring around each child. This is managed by three key principles: an environment where children are safe from harm, teaching children about safeguarding as part of a broad and balanced curriculum and the creation of a culture where children can raise anxieties with confidence.

Sandroyd staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding and child protection is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

An Environment Safe from Harm is created by:

- A recruitment procedure for the appointment of new staff employed at the school consistent with KCSIE 2016 Guidance. All members of the Senior Management Team have undergone safer recruitment training.
- As part of risk assessments (including external visits) evidence will be obtained to confirm DBS clearance for any non-Sandroyd staff with unsupervised access to pupils.
- School policies with regard to Anti-bullying, Discipline, Restraint, Missing Pupils and the Staff Code of Conduct.
- A complaints procedure.
- Absolutely no corporal punishment.
- A Whistleblowing Policy
- Online safety – A steering group meets once a term and ensures that the school has appropriate filters and monitoring systems in place.

Revised: NB September 2016

Reviewed by Governors: Nov 2016

Child Protection Education is provided by:

- Maintaining a safe and warm environment within Sandroyd and the Walled Garden in which children can learn, live and develop.
- Raising awareness of child protection issues amongst staff and children. A key part of safeguarding at Sandroyd is equipping children with the skills needed to keep them safe and this may include covering relevant issues in PSHCE and SRE lessons, or through boarding forums and meetings.
- The school ensures that all staff are aware of the Code of Conduct which provides clear guidance about behaviour and actions so as not to place children or staff at risk of harm. The Code includes advice on avoiding situations which may give rise to allegations of harm. All new members of staff are alerted to the safeguarding policy and procedures as part of their induction training, including Part 1 of KCSIE 2016.
- Developing and implementing procedures for identifying and reporting cases or suspected cases of abuse.
- Providing appropriate support for any pupil who has been abused.

Positive Culture in raising concerns is created by:

- Providing pastoral support that is accessible and available to all pupils and ensuring that pupils know to whom they can talk about their concerns.
- Sandroyd has a well-established listening culture.
- Children's viewpoints are valued, formally through the School Council and in tutor periods, and informally throughout the school day and evening when children are encouraged to talk and listen.

Preventing Radicalisation

Provision has been made in the school risk assessment procedures to ascertain the level of risk for our specific surroundings and pupil intake and to identify any children who might be at risk from radical views, whether political or religious . This is updated termly.

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. Any visiting speakers invited to the school are vetted to make sure they are suitable to speak to the pupils and are accompanied by a member of staff throughout their visit.

Individual children who may be at risk can be identified in all areas of school life, for example as a result of a discussion with tutors or house parents, but particular lessons which encourage discussions such as SKULL, General Studies, and PSHCE may lend themselves more to enabling this identification. Staff need to be aware that radicalisation includes far right political views as well as extreme religious views being shared. Any concerns which arise must be referred to ABS, NMB or TCW.

The school ensures that visiting speakers and preachers are always accompanied by a member of staff in order to ensure that they do not share or promote any radical views with the pupils. Background checks are carried out prior to their visit and they are required to provide details on their lectures in advance.

Resilience to radicalisation is built through the promotion of fundamental British values at Sandroyd as they are reflected in the general ethos of the school, daily life, General Studies and PSHE. Citizenship is highly valued at Sandroyd and the senior pupils have many opportunities to participate in community projects locally. The school implements a zero tolerance policy on the use of discriminatory and derogatory language. Positive behaviour in the school society is promoted at every opportunity.

Revised: NB September 2016

Reviewed by Governors: Nov 2016

The school has robust filters in place which ensure that children are safe from terrorist and extremist material when accessing the internet. These filters are updated regularly.

The school ensures that staff are regularly updated on any further measures that might be introduced to prevent the spread of radicalisation as well as regular pointers on how to identify possible issues and children in the school who might be at risk. Two staff will be trained by the local authority (WRAP) once this is up and running and will disseminate information to the rest of the staff.

Further information can be found in the DfE document The Prevent Duty (June 2015), a copy of which can be found in the Common Room.

Further cross referencing can be made with the following school policies:

- IT Policy
- Anti-bullying Policy
- Children missing from the school
- Whistleblowing policy
- Safer Recruitment

Female Genital Mutilation (FGM)

FGM is illegal in the UK and a form of child abuse with long-lasting harmful consequences. If staff have a concern they should activate local safeguarding procedures, contacting MASH in the first instance. Staff at Sandroyd need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.

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

Child Protection Procedures and Guidance

What is Child Protection?

Child Protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm. Safeguarding, in addition to child protection, encompasses issues such as pupil health and safety, bullying/cyber-bullying, appropriate medical provision, drugs and substance misuse. These areas have specific policies and guidance which should be read in conjunction with this document.

What is significant harm?

The Children's Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

Scope and Purpose of these Procedures

These procedures apply to the governors, the Head, all staff (including supply and peripatetic staff) and volunteers working for and on behalf of Sandroyd School and explain what action should be taken if there are concerns that a child is or might be suffering harm.

These procedures focus on safeguarding children who have suffered or are at risk of suffering serious harm. 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 without delay. It is important for children to receive the right help at the right time to address risks and prevent issues from escalating. It is vital that information is shared quickly with the relevant social care agencies.

However, where there is no immediate risk of harm and a child and family would benefit from co-ordinated support from more than one agency (for example learning support, education and health) there should be an inter-agency assessment using local processes.

Responsibilities

The responsibility for child safeguarding falls on everybody who is employed at the school. All adults who work at Sandroyd and the Walled Garden are expected to support the school's Child Protection Policy, with overall responsibility falling upon the Headmaster. All staff, including volunteers, have a statutory obligation to report to the Designated Safeguarding Lead (DSL) if there is suspicion of abuse of a pupil or if a pupil discloses abuse or allegations of abuse.

Sandroyd staff are advised to maintain an attitude of 'it could happen here' as far as safeguarding and child protection is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child. Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

- General guidance can be found at – [Advice on whistleblowing](#)
- [The NSPCC whistle blowing helpline](#). Staff can call 0800 028 0285 – lines available from 8.00 AM to 8.00 PM, Monday to Friday and email: help@nspcc.org.uk

At Sandroyd **Mr Alastair Spears** is the Designated Safeguarding Lead (DSL). **Mrs Nicky Brady** is the Deputy DSL. The Deputy DSL and first point of contact for the Walled Garden and Early Years Foundation Stage is **Mrs Kate Blomfield**.

Mr Simon Barber is the Governor with responsibility for Child Protection.

Full contact details can be found in Appendix 1 at the end of this document.

Revised: NB September 2016

Reviewed by Governors: Nov 2016

What Staff Should Know and Do

1. Early help

All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life. In the first instance, staff should discuss early help requirements with the designated safeguarding lead. Staff may be required to support other agencies and professionals in an early help assessment.

(Taken from KCSIE 2016)

2. Concern v Immediate Danger

If staff members have any **concerns** about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. There should be a discussions with the DSL and a course of action should be agreed upon, **although any staff member can make a referral to children's social care.**

If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. **Anyone can make a referral.** Where referrals are not made by the DSL the DSL should be informed, as soon as possible, that a referral has been made.

(Taken from KCSIE May 2016)

3. What constitutes child abuse?

'A child is considered to be abused or at risk of abuse when the basic needs of the child are not being met through acts of either commission or omission, leading to demonstrable harm or demonstrable likely harm'. NSPCC 1987 (adapted).

Abuse is a form of maltreatment of a child. It is paramount that at the first sign of any concern early help is sought. 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 (eg. via the internet). They may be abused by an adult or adults or another child or children (see also the Anti-bullying policy). If there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately via the MASH.

All staff should be alert to the signs of abuse and neglect and it is generally accepted that there are four main forms of abuse which are not mutually exclusive. The following are signs and symptoms of abuse, although this is by no means a definitive list. Staff should also be aware of KCSIE 2016, the school policy on guidance on children who go missing, child sexual exploitation and female genital mutilation.

- a. **Physical abuse** – hitting, shaking, throwing, punching, suffocating, burning are all examples of physical abuse. These all lead to obvious injuries and perhaps illness, most commonly there is a delay in seeking help or medical attention. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. When questioned, victims may change their story. One must also be sensitive as any physical or external signs may also be as a result of an accidental injury.

Signs:

Physical Injuries –

- Multiple bruising.
- Cigarette burns.
- Bite marks.
- Black eyes.
- Double bruise (small) indicating a pinch.

Revised: NB September 2016

Reviewed by Governors: Nov 2016

- Injuries/bruising of an odd shape which may be caused by an object.
- Burns or scolds.
- Bruising in sites not easily injured.
- Frequent bruising.
- A hand mark may indicate a slap.
- An irregular bruise may indicate a punch or a knock.
- A bite mark, black eye, ear injuries, walking awkwardly may indicate a kick.

There may be other less obvious signs of physical abuse:

- Frozen watchfulness.
- Withdrawal from physical contact.
- Running away.
- Fear of returning home.
- Unusual lack of parental concern.
- Differing account of events.
- Injuries noticed by others and not reported by the family.
- High level of demand for investigations for symptoms which do not present physical signs.
- Delay or failure to seek medical attention.

All these will cause fear in the victim – fear towards certain people, fear towards certain places and fear about certain times of the day. The victim will not want to lose face.

- b. **Emotional Abuse** – this is defined as being the persistent emotional ill-treatment of a child and is mainly verbal. Children are made to feel unloved, worthless or inadequate. Motivation can be racial and may consist of name calling. There are a number of situations which may be associated with the emotional abuse of a child:

- Serious physical or psychiatric illness of a parent.
- Breakdown in parental relationships with chronic/bitter conflict over contact or residence.
- Major emotional rejection of a child and parental inability to perceive his or her needs without any objectivity.
- Major and repeated change in family circumstances.
- Parent drug and alcohol related addiction or involvement in serious deviant lifestyle.

Signs:

- A child is usually unresponsive or distant and withdrawn
- Notice persistent negative comments
- The child seeks adult company and solace a lot
- Difficulty in communicating and establishing relationships
- Low self-esteem
- Not friendly with peers and vice-versa. Children who are victims of emotional abuse don't want to be different and find rejection very hard.
- Running away
- Fear of returning home
- A high level of demand for investigations for symptoms which do not present physical signs

- c. **Sexual Abuse** – this is defined as being forcing or enticing a child to take part in a sexual activity whether or not the child is aware of what is happening. This includes contact or forcing a child into an indecent or inappropriate act or viewing

Revised: NB September 2016

Reviewed by Governors: Nov 2016

pornographic material. Signs of this form of abuse are often hard to detect but may include excessive shyness in bathrooms, prolonged depressed demeanour and the inflicting of self-harm. Many victims self-harm at some stage. Also note extreme variations in behaviour. It should be noted that sexual abuse can take place between peers or through different age groups within the school as well as being the victims of adults.

Under the Sexual Offences Act 2003 the following are illegal:

- Downloading Child Pornography.
- Sexual grooming via the internet.
- For a person in a position of trust to engage in a relationship with a young person under the age of 18.

Child Sexual exploitation. 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

Under the Sexual Offences Act 2003 the following are illegal - downloading child pornography; sexual grooming via the internet; and for a person in a position of trust to engage in a relationship with a young person under the age of 18.

- d. **Neglect** – a persistent failure to meet a child's basic physical and psychological needs: adequate food – shelter – clothes - protection from physical harm - inappropriately supervised – excluded - ignored. This is difficult to see as there will not always be outward physical signs. Some telling signs are:

- Growth failure (particularly poor weight gain).
- Developmental delay (language, motor skills, social skills)
- Inappropriate clothing for the time of year.
- Poor general physical appearance
- Poor hygiene or sudden drop in weight
- Lacking self-esteem
- Extremes of behaviour
- Aimless
- Social skills are not good. A victim of neglect fears being rejected and failing.

Abuse by a Member of Staff

The staff handbook includes detailed guidance and policies for staff. In order to protect staff and ensure safe behaviour, staff are strongly recommended to read the following school policies:

- One to one contact with pupils
- Staff use of mobile phones (with cameras)
- Responsible use of social media

All staff, including peripatetic staff and volunteers, should take the greatest care not to put him or herself in a vulnerable position. Staff are not to abuse their position of trust (Sexual offences Act 2003) under any circumstances. It is very important therefore to remember:

- To avoid physical contact with a pupil when angry and avoid unnecessary contact at other times.
- That no pupil is allowed to visit the private premises of a member of staff without specific permission from the Headmaster.
- Try not to be alone for long periods with individual children. If in a room, leave the door ajar.
- Those carrying out 1:1 tuition, such as music lessons and learning support should be particularly careful.
- When applying First Aid to minor injuries or helping hurt/injured children ensure there are witnesses.
- Ensure that classes are not left unsupervised.
- Never engage in inappropriate electronic communication with a pupil (see Staff Handbook for further details).
- Never form on-line relationships on social media sites with any current pupils or former pupils still in full-time education.
- Never think that accusations cannot happen.
- Never form inappropriate teacher/pupil relationships.

All allegations must be reported to the Head teacher immediately. Any concern which involves the possibility of physical, emotional or sexual abuse will always be referred to Wiltshire's Designated Officer for Allegations (DOFA) and their advice taken. If child protection procedures are needed, an investigation will be carried out by Children's Social Care and the Police. The DSL and School Governors must not carry out investigations themselves. If an allegation is made against a member of staff the quick resolution of that allegation must be a clear priority for the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays should be eradicated. Any allegation of abuse will be dealt with in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

If the allegation concerns the Head then the concern must be reported to Mr Simon Barber or the Chairman of the School Governors, Mr Rhodri Thomas.

It is quite likely that during investigation the member of staff will, without prejudice, be asked to take a period of paid leave pending the results of the investigation. There is a full and comprehensive explanation of this in the policies file.

Alternative accommodation for resident staff may be sought pending an investigation of a child protection nature.

Sandroyd will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Malicious allegations against staff will be investigated and dealt with by the Headmaster and, if appropriate, a committee of Governors.

The school will consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, and should make reference to this in their policies. The reasons such an order would be considered are: “unacceptable professional conduct”, “conduct that may bring the profession into disrepute” or a “conviction, at any time, for a relevant offence”

Record Keeping of an Allegation of Abuse by a Member of Staff

Details of allegations that are found to have been malicious will be removed from personnel records. For all other allegations a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved and a note of any action taken and decisions reached will be retained on the confidential personnel file of the accused and a copy provided to the person concerned. The record will be retained at least until the accused has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

Proven abuse of children by a member of staff will result in disciplinary action and most probably instant dismissal. The school recognises that it has a legal requirement to refer to the Disclosure and Barring Service any person in a regulated activity who has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned, within one month of leaving Sandroyd, (regardless of whether the person concerned was an employee or volunteer), and placed automatically on the DBS barred lists as someone unsuitable to be employed in a school of any type. This will apply to those who resign as well as those who are dismissed. The school recognises it has a duty to respond to requests from the ISADBS for information they hold already and not have to find it from other sources. In cases of serious harm the police will be involved from the outset.

Oversight and Monitoring

The DOFA has overall responsibility for oversight of the procedures for dealing with allegations; for resolving any inter-agency issues; and for liaison with the Local Safeguarding Children Board (LSCB) on the subject. The DOFA will provide advice and guidance to the DSL, in addition to liaising with the police and other agencies and monitoring the progress of cases to ensure they are dealt with as quickly as possible consistent with a thorough and fair process.

Evaluation

At the conclusion of a case in which an allegation is substantiated, the DO should review the circumstances of the case with the DSL to determine whether there are any improvements to be made to Sandroyd's procedures or practice to help prevent similar events in the future.

Abuse by one or more pupils against another pupil

A bullying incident should be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm (please see Anti-Bullying Policy for further details).

Allegations of abuse by one or more pupils of another pupil will be treated in an equivalent manner to other abuse. During a preliminary investigation, it may be necessary temporarily to exclude some pupils, without prejudice. In the first instance concerns should be discussed with the DSL.

In appropriate cases the social services Multi Agency Safeguarding Hub will be contacted/involved as soon as is practicable in the proceedings and professional guidance will be sought for both victims and abuser(s).

Children with Additional Needs

For a variety of reasons, children with additional needs face an increased risk of abuse and neglect. Communication difficulties as well as isolation can affect a disabled child's ability to recognise and understand that they are being abused as well as their ability to access help and support. They can also misunderstand non-abusive situations as being unsafe and will need specific support with this. Support for children with additional needs is focussed on meeting the needs relating to the child's disability and staff must ensure this doesn't override the child's wider needs, including safeguarding.

Pupils

Children often tell other children or young adults (Gaps) rather than staff and adults about abuse. Deacons are made aware of how to respond if they are told of abuse or suspect abuse:

- Deacon's guide
- Frequent discussions with ABS or TCW

Guidance for Staff – Procedures Following Disclosure

This guidance needs to be read alongside ‘What to do if you’re worried a child is being abused’.

At all times it is important to listen to the child. Their wishes and feelings should be ascertained and taken into account. If you have any doubts or uncertainties it is imperative that you seek guidance from the DSL or one of the Deputy DSLs. Do not delay in reporting anything that you may have seen, heard or worries that you may have. Any information regarding child protection given to the DSL is kept under lock and key.

In all of these types of abuse, it is vital that appropriate action is taken quickly and that staff are aware of what to do and what is happening. If you come across an incident or suspect that abuse has been going on, you should:

- i. Stop and listen. It is very important to listen and to listen well. Please write notes briefly at the time and do not destroy any notes that may be taken. In particular record the date, time and place and any noticeable non-verbal behaviour. If it may help, draw a diagram to indicate position of any injuries.
- ii. Reassure. Do offer discretion, but do not promise confidentiality.
- iii. Let the child tell you. Do not ask leading questions (this could compromise any evidence they provide).
- iv. In all situations, however petty they may appear, you must inform the DSL as soon as possible, having made notes first if necessary. He will then decide what should happen (see Appendix 1 for contact details). Please ensure that you retain all paperwork and make appropriate notes in the Pastoral Care files on PASS. You must also complete a Child Causing Concern form. If the DSL decides that this is a Child Protection issue then you will be asked to complete a Child Protection Concern sheet.
- v. Any allegations against staff, peripatetic staff or volunteers, must be taken directly to the Headteacher. In his absence any allegation should be taken to the Deputy DSLs or Mr. Simon Barber. When deciding whether to make a referral, following an allegation or suspicion of abuse, the Headteacher should not make his own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the designated officer (DOFA). This may be done tentatively and without giving names in the first instance. Thus the school should not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse. Staff should only refer to the DO directly in ‘exceptional circumstances’. **All contacts can be reached at any time or whether during term time or holidays on land lines or mobile phones. (See Appendix 1)**
- vi. Any allegations against the Head must be taken to the Chairman of Governors, Mr. Rhodri Thomas without informing the Headmaster.

Contact with Children's Social Care

If as a result of discussion the DSL decides that a referral to the Children's Social Care is necessary, this will take place immediately. If the member of staff reporting suspicions remains unsatisfied by a decision not to act by the DSL, he or she may report concerns directly to the Children's Social Care Team at Wiltshire County Council. He or she will be considered to have acted as a responsible citizen and will not be held accountable for undermining a school decision.

If you are worried that a child is being abused or neglected contact the Children's Social Care Team as detailed in Appendix 1.

Sharing of Information

This guidance needs to be read alongside 'Information Sharing: Advice for Practitioners Providing Safeguarding Services', March 2015. (There is a copy in the safeguarding file in the staff room)

The DSL will weigh up the risk of sharing information with the risk of not sharing and any decision will be recorded.

The DSL does not need to gain the consent of the child or parents if the child's safety is at stake.

The Data Protection Act of 1998 and the Human Rights Act are not barriers to sharing information where the failure to do so would place the child at risk.

The key principles are that information shared is:

- Necessary
- Proportionate
- Relevant
- Accurate
- Adequate
- Timely
- Secure

After care

It is likely that, however well the problem is dealt with, there will be an aftermath. The victim is likely to be sensitive, find it difficult to concentrate and have a negative self-image for a certain time. Sandroyd has always had a certain amount of success at being able to build up fragile personalities and here are a few tips for doing this:

- Build up personal esteem by encouraging good deeds however small.
- Establishing the "protective culture".
- Maintain child/teacher communication. Always follow up on a case.
- Help other children to understand what has happened so that they can help as well – collective responsibility helps a great deal in a community such as this.
- Help children protect themselves. It is always important to arm children with the necessary psychological tools with which to battle abuse.
- Train staff and volunteers to observe and listen. It is important that there are regular updates during the morning staff meeting and that staff are sent on courses. The training that occurs before the start of each term occasionally has visiting speakers to help the staff with listening and helping victims.

- Any child who may experience personal difficulties may have a “personal tutor”. This is a member of staff who is chosen by the pupil to meet once/twice per week to discuss issues.

Monitoring of Children on the CP Register

The decision to formally monitor a child whose name is on the CP Register or for a child who is a lower-level concern is taken by the DSL. Information where appropriate will be passed to staff at the Daily Briefing and/or by updates provided after Pastoral Care Meetings.

Transfer of CP Files to Next School

CP files must be transferred securely and a receipt must be obtained from the next school.

Policy Review

The Governing Body will undertake an annual review of the School’s Child Protection Policy and procedures and remedy any deficiencies and weakness found without delay.

Child Protection Training

All new members of staff are required to be familiar with the Child Protection Procedure as part of the induction process and whole staff (including teaching, cleaning, office and kitchens) receive Level 1 Child Protection training every three years (September 2012, January 2015). The DSLs receive advanced level training every two years (April 2016). However, all staff are regularly updated on safeguarding and child protection as required, but at least annually via email, staff briefings and staff training.

Any training received by staff is recorded by Chris Stewart (the Bursar) on the training data base and this is updated regularly.

The following members of staff have undergone additional training:

Nicky Brady, Alastair Spears, Trevor Webster Deputy (Pastoral), Kate Blomfield.

(see also Appendix 3)

A copy of KCSIE is kept in the Staff Room. It is mandatory to read Part 1 at the front.

Appendix 1

If you are worried that a child is being abused or neglected contact the following Children's Social Care Team:

Multi Agency Safeguarding Hub
Wiltshire County Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA 14 8JN
0300 456 0108 or
0845 607088 (out of hours)
mash@wiltshire.gov.uk

If the allegation is against a member of staff or volunteer, the Headteacher must be informed. However, in exceptional circumstances DOFA should be contacted directly:

Mr Anton Hammond
Wiltshire Safeguarding Children Board
County Hall
Trowbridge
Wiltshire
BA14 8JN,

01225 713945
0845 607 0888 (out of hours)

Sandroyd Designated Safeguarding Leads:

Mr Alastair Spears (DSL) 01725 516434 (Paddock Cottage) or 07813 044131

Mrs Nicky Brady (D- DSL) 01725 516264, 07766 911429 or 01747 870387(home)

Mrs Kate Blomfield (EYFS) 01725 553208 or 07879 692688.

Governor for Child Protection:

Mr Simon Barber 01189 789881(home)
01189 789881(work) 07796 431194, simon.barber@ludgroveschool.co.uk

Chairman of Governors

Mr Rhodri Thomas 01725 516320 or 07710 038283.

Appendix 2

Additional Information for Safeguarding Children EYFS (this additional information should be read in conjunction with the whole school policy for safeguarding and child protection and not in isolation)

At The Walled Garden, we comply with all the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' – September 2014. We work in line with the guidance and procedures of the Local Safeguarding Children Board and the Government's statutory guidance 'Keeping Children Safe in Education (KCSIE) July 2016' and 'Working Together to Safeguard children' 2015. Which can be seen here.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

We seek to share information about children in an appropriate manner whilst continuing to maintain confidentiality. Notices for parents about child protection and safeguarding are displayed within the setting explaining our procedures and where they can seek advice.

- All members of staff have undergone enhanced DBS checks. Staff are aware that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).
- All students are supervised at all times.
- Written parental permission will be obtained before children are taken on outings.
- Staff will keep records/observations of all children in the setting. This includes detailed written notes on any disclosure of abuse made by a child.
- Personal mobile phones and electronic devices are not allowed to be carried by staff in the setting. All personal phones and electronic devices must be put away with personal possessions. The Head of The Walled Garden may, in exceptional circumstances, allow a member of staff to keep their mobile phone with them for a limited amount of time.
- Only cameras owned by the school and kept on school premises can be used in the setting.
- Staff will inform Ofsted without delay or within 14 days at the latest, of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether that allegation related to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place.
- Staff will also inform Ofsted of the action taken in respect of any allegations as soon as is reasonably practical but in any case, within 14 days.
- Staff will also notify local children's social care services and, if appropriate, the police of any allegations as above.
- All concerns will be kept confidential.
- We meet our responsibilities under the Safeguarding Vulnerable Groups Act 2006 in respect of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of child protection concern.
- Each child will be assigned a key person. Their role is to help ensure that every child's care is tailored to meet their individual needs, to help the child become familiar with the setting, offer a settled relationship for the child and build a relationship with their parents.
- Each child has their height and weight monitored annually by the staff at Sandroyd Health Centre which helps build a picture of the child's 'normal' growth and weight gain so that any sudden changes in this are easily identified

Our Lead Practitioner and Designated Safeguarding Officer for Safeguarding children is Mr A Spears who has attended child protection training.

Revised: NB September 2016

Reviewed by Governors: Nov 2016

Supported by:

Mrs K Blomfield, Mrs N Brady, Mr S Barber and Mr R Thomas

Mr A Spears is responsible for liaison with statutory children's services agencies, and with the LSCB. It is their duty to provide support, advice and guidance to other members of staff.

All staff at this setting have an up-to-date understanding of safeguarding children issues and, through in-house training, are aware of the contents of the whole school child protection and safeguarding policy, the additional EYFS safeguarding information and how to respond to:

- Significant changes in children's behaviour.
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Comments children or adults make which give cause for concern
- Inappropriate behavior displayed by other members of staff, or any other person working with children e.g. inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role or inappropriate sharing of images.
- Issues which cause concern in the child's life at home or elsewhere.

The Head of the Walled Garden or The Head of Sandroyd is available to discuss initial concerns with parents/carers and offer support and assistance. Should a member of staff have concerns about the well-being of a child they will inform The Head of Sandroyd who will follow the actions outlined in the policy,

All members of staff have a responsibility to ensure that appropriate steps are taken to safeguard and protect children.

Parents and Carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so.)

Where staff suspect sexual abuse has occurred or is likely to occur, or that the child will be harmed if parents are informed, the Lead Officer for Safeguarding Children and the Nursery Manager may contact Children's Social Care Services without first speaking to parents or carers. For all other concerns, parents or carers will be consulted immediately.

Procedure for checking the identity of visitors

- If a visitor or prospective parent is unknown to the setting their credentials will be checked before allowing them to enter the setting
- We ensure that any visitor or prospective parent is supervised throughout their visit
- We record the visitor's name, reason for visit, time and date in our Visitor's book/log.

Essential Contact Details:

Contact details are outlined in Appendix 1 of the Whole School Child Protection and Safeguarding policy.

If you think a child or young person is at risk of significant harm, or is injured, contact the Multi-Agency Safeguarding Hub (MASH) or **if there is immediate danger phone the police or emergency services on 999.**

Wiltshire County Council Children's Services:

<http://www.wiltshire.gov.uk/children-young-people-contact>

Ofsted

Revised: NB September 2016

Reviewed by Governors: Nov 2016

<https://online.ofsted.gov.uk/OnlineOfsted/public/ContactUs.aspx>

Ofsted Whistleblowing advice line

<http://www.ofsted.gov.uk/contact-us/whistleblower-hotline>

Procedure to be followed if an Allegation of Child Abuse is made against a Member of Staff

Part of the Safeguarding Policy

(see also attached flow chart)

- We ensure that all parents know how to complain about staff or volunteers within the setting, including an allegation of abuse.
- The person making the allegation will be treated with respect and assured of a thorough investigation.
- The member of staff will be informed of the allegation and given information about possible actions of other agencies.
- Ofsted will be informed as soon as is reasonably practical and in any case within 14 days of the event occurring and advice taken
- Social Services will be informed and advice taken
- The member of staff may need to be suspended pending further enquiry
- The member of staff will be supported through the process of investigation
- The person making the allegation will be kept informed of progress.
- All information will be kept confidential
- All actions will be in line with the complaints procedure.
- The school will consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, and should make reference to this in their policies. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence".

ALLEGATIONS AGAINST ADULTS - Risk of harm to children

GUIDANCE FLOWCHART

If you become aware that a member of staff/volunteer may have:

- ☐ Behaved in a way that **has harmed** a child, or **may have harmed** a child;
- ☐ Possibly committed a **criminal offence** against or related to a child or
- ☐ Behaved towards a child or children in a way that indicates they **may pose a risk of harm** to a child

Where a young person discloses abuse or neglect

- ☐ Listen; take their allegation seriously; reassure that you will take action to keep them safe
- ☐ Inform them what you are going to do next
- ☐ Do not promise confidentiality
- ☐ Do not question further or approach/inform the alleged abuser

Report immediately to your Headteacher / Principal

Any concern or allegation against the Headteacher / Principal will be reported to the Chair of Governors

Unless there is clear evidence to prove that the allegation is incorrect, the Headteacher / Principal **must**:

Report the allegation within one working day to the Designated Officer for Allegations (formerly known as LADO):

Designated Officer For Allegations (direct line): 01225 713945

Multi-agency Safeguarding Hub (MASH): 0300 456 0108

Out of Hours Emergency Duty Service: 0845 607 0888

The Designated Officer For Allegations will:

- 1.** Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
- 2.** Decide on next course of action - usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the allegation threshold is NOT met, the Designated Officer For Allegations will agree with you an appropriate response (*e.g. for the agency to undertake further enquiries or undertake and internal investigation*)

If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager/safeguarding lead, the Designated Officer, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed –e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.

NB: This document is intended for use as a brief guide only. For more detailed guidance refer to The WSCB Allegations Management Policy at www.wiltshirelscb.org

Appendix 3

The Role of the Designated Safeguarding Lead at Sandroyd and the Walled Garden

- Ensure the safeguarding policy is reviewed annually and the procedures and implementation are updated and reviewed regularly.
- Ensure the safeguarding policy is available publicly.
- Develop a link with the Wiltshire Safeguarding Children Board (WSCB) to keep abreast of the latest local policies on safeguarding.
- Dissemination of policy and good practice to all staff. This includes on-line child protection training.
- Co-ordinating action within the school (form tutor, sister, house parents) including liaison with other designated teachers within the Sandroyd staff when a child of concern moves through the school.
- Dissemination of information through staff briefings (daily) and Pastoral Care Meetings (fortnightly).
- Liaising with other agencies including the WSCB where necessary and within 24 hours.
- Following Wiltshire's child safeguarding procedures and promptly referring suspected cases of child abuse to the local social services or police where appropriate.
- Consultation and support role for all staff including debriefing for staff following referral as necessary. Ensuring written referrals are completed and any other written accounts are collated, completed and sent to social services.
- Provide necessary reports written in consultation with form teacher and other relevant staff.
- To follow procedures in cases where there are allegations made against a member of staff.
- Attendance at strategy meetings, case conferences, reviews and pastoral care meetings (TCW).
- Monitoring the progress of children placed on the Child Protection Register or Child Protection Plan and update when pupils are added or removed.
- Passing on relevant records to a child's new school.
- To share information correctly and appropriately when necessary.

Training

The DSLs will receive up-to-date training from Wiltshire Pathways (part of Wiltshire County Council, a recognised leader in staff training nationally) at Advanced Level (previously level 3). The DSLs must receive training which in order to:

- Understand the assessment process for providing early help and intervention.
- Have a working knowledge of how local authorities conduct a child protection case conference.
- Ensure each member of staff has access to and understands Sandroyd's safeguarding policy and procedures, especially new and part time staff.
- Be able to keep detailed, accurate, secure written records of concerns and referral