



The Mall School

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## **Safeguarding Policy**

*Our Safeguarding Policy, which is available to parents through the School's website and on request from the School, complies with DfE Guidance: Keeping Children Safe in Education and Working together to safeguard children. We also follow locally agreed inter-agency procedures, as established by the London Borough of Richmond upon Thames Local Safeguarding Children Board. Chair Anji Phillips, Director of Education and Children's Services, Regal House, London Road, Twickenham TW1 3QB, phone 020 8891 7505 and Single Point of Access Team on 020 8891 7969.*

### **Introduction**

This is a whole school policy that also applies to pupils in the Early Years Foundation Stage. All members of staff, including temporary staff and volunteers, are provided with induction training which includes the school's child protection policy (including the staff code of conduct and name of the Designated Senior Person) and a copy of Part 1 of Keeping Children Safe in Education.

The School and its Governors (The Mall School Trust) are committed to safeguarding and promoting the welfare of children and young people and expect all staff, governors and volunteers working in the School to share this commitment. The School recognises its responsibilities for child protection and undertakes to remedy any deficiencies or weaknesses in Child Protection arrangements without delay. The School's CP policies and procedures are reviewed annually by the Governing Body in terms of their effectiveness and the efficiency with which the related duties have been carried out. There is a nominated Child Protection governor.

### **Child Protection Officers and Designated Senior Person**

The School's Child Protection Officers (CPO) are Mrs Juliet Tovey (Reception to Year 3) and Mrs Fenella Scott (Years 4 to 8), who have undertaken an appropriate LEA training course (interagency training is updated every two years). Training is given to all staff and this training is updated every three years. Any temporary staff and volunteers the School may use will be made aware by one of the CPOs of the arrangements for safeguarding children. The Head of Juniors, Mrs Tovey, is responsible for safeguarding children within the Early Years Foundation Stage and for liaising with the local statutory children's agencies as appropriate. Mrs Scott is the Designated Senior Person (see Appendix 1 for her responsibilities).

The CPOs carry responsibility for referring child protection concerns using the proper channels. They work independently of the Headmaster and School management and will report any case to a welfare agency within 24 hours (including obtaining informal advice on borderline cases). The CPOs liaise with Richmond's safeguarding board (and other boards if the child lives outside the Borough).

### **General Principles**

If staff members have concerns about a child they should raise these with one of the school's Child Protection Officers. This also includes situations of abuse which may involve staff members. The safeguarding lead will usually decide whether to make a referral to children's social care, but it is important to note that any staff member can refer their concerns to children's social care directly.

Where a child and family would benefit from co-ordinated support from more than one agency (for example 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 assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs co-ordinator, General Practitioner (GP), family support worker, and/or health visitor.

### **Points of procedure**

1. It is a member of staff's legal duty to report allegations and suspicions.
2. Where a child alleges that he is abused this should be taken seriously and dealt with immediately.
3. If you are concerned about the welfare of a pupil but have no evidence that the child is being abused or neglected, mention your concern to the CPO.
4. If a child reports to you that he is being abused in any way, then you must report the situation immediately. This includes allegations of abuse by another pupil.
5. If possible make short notes of what the child is telling you. Always keep these rough notes even if you write them up later.
6. Never give a guarantee that you will keep what is said confidential or a secret.
7. Do not ask leading questions that might give your own ideas of what has happened, e.g. "Did he do X to you?".
8. As soon as possible, while fresh in your mind, write down a full report of what was said. Make sure that you have kept the CPO fully informed at all stages. The CPO will contact a welfare agency within 24 hours of a disclosure or suspicion of abuse. If a CPO is absent or ill then staff should speak to the other CPO or Headmaster.
9. 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.

10. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

## **Possible Indicators of Abuse**

### **Physical Abuse**

1. Unexplained injuries or burns, particularly if they are recurrent.
2. Improbable excuses given to explain injuries.
3. Refusal to discuss injuries.
4. Untreated injuries.
5. Fear of parents being contacted or returning home.
6. Arms and legs kept covered in hot weather.

### **Neglect**

1. Poor personal hygiene.
2. Constant tiredness.
3. Poor state of clothing.
4. Untreated medical problems.
5. Low self-esteem and poor social relationships.

### **Emotional Abuse**

1. Slow physical, mental and emotional development.
2. Over-reaction to mistakes.
3. Inappropriate emotional responses to difficult situations.
4. Neurotic behaviour, e.g. rocking, hair twisting, thumb sucking.
5. Extremes of passivity or aggression.

### **Sexual Abuse**

1. Hinting about secrets they cannot tell.
2. Saying a friend has a problem.
3. Having unexplained sources of money.
4. Exhibiting sudden inexplicable changes in behaviour.
5. Stopping enjoying previously liked activities.
6. Acting in a sexual way inappropriate to their age.
7. Being reluctant to undress for gym/games.
8. Having urinary infections, bleeding or soreness of genital or anal areas.
9. Having chronic ailments such as stomach pains or headaches.
10. Showing discomfort when walking.
11. Repeating obscene words or phrases which may have been said during the abuse.
12. Attempting to sexually abuse another child.
13. Talking or writing about sexual matters.
14. Acting in a sexually inappropriate way towards adults.

15. Inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

Children may be harmed by other children, and staff will be aware of the harm caused by bullying and will use the school's anti-bullying procedures where necessary. However, there will be occasions when a child's behaviour warrants a response under child protection. The management of children with sexually harmful behaviour is complex and the school will work with other relevant agencies to maintain the safety of the whole school community. Children who display such behaviour may be victims of abuse themselves.

### **Safer Recruitment of Staff**

All staff appointments (teaching and non-teaching, including visiting music teachers, extra-curricular coaches, and contractors working on the premises) are subject to an enhanced disclosure from the Disclosure and Barring Service (DBS), in addition to satisfactory references (see the School's Safer Recruiting Policy). Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by such an agency.

All volunteer helpers as well as parents on overnight trips are also subject to DBS checks.

The Headmaster and key staff have undergone Safer Recruitment training (training is updated every three years). The school follows safer recruitment procedures and all staff appointments also comply with the Independent School Standards Regulations.

Where the School uses staff employed by another organisation (for example at an activity centre) the Bursar will require assurance that any staff employed by that organisation and working with the children have undergone the appropriate child protection checks. These procedures also apply to out of school provision (e.g. after school clubs).

### **Allegations against a member of staff**

An allegation against a member of staff or volunteer must be brought to the CPO and to the Headmaster. If an allegation is made against a CPO then the member of staff receiving the allegation must immediately inform the Headmaster; if the Head is absent then the allegation should be passed to the Chairman of Governors. If an allegation is made against the Headmaster the member of staff should immediately inform the Chairman of Governors without first notifying the Head. Written contact should be in a sealed envelope, clearly marked as confidential, and addressed to the Chairman c/o the School Office.

If an allegation is made against a member of staff (including volunteers) the quick resolution of that allegation must be a clear priority to the benefit of all concerned. At any stage of consideration or investigation all unnecessary delays should be eradicated. The School will not undertake its own investigation of allegations without prior consultation with the local authority designated officer (LADO), or in the most serious cases, the police, so as not to jeopardise statutory investigations. In borderline cases discussions with the LADO will be held informally and without naming the school or individual (see the School's policy on Managing Allegations of Abuse Against Staff).

The law states that where a member of staff (or volunteer) is facing an allegation of a criminal offence involving a pupil registered at the school, the person concerned is entitled to anonymity until he or she is either charged with an offence or waives his or her anonymity. If publication is made on behalf of the school, the school, including senior management and governors could be prosecuted. If someone is charged with such an offence, all communication must be directed through the Headmaster or a nominated governor who will have authority to deal with the allegation and any enquiries to ensure that this restriction is not breached. If a member of staff is found to have breached (whether intentionally or otherwise) this duty, any accusations will be dealt with under the school's Disciplinary Procedure.

In case of serious harm the police will be informed from the outset. The School would inform the local child protection agency of any serious accident or serious injury to or death of any Early Years child and would act on any advice given.

### **Staff Code of Conduct**

Staff should ensure that they do not put themselves in a position where an allegation might be made. For example, staff should be aware of the potential for allegations if alone with a child; supervising children changing for sport; sports coaching; one-to-one tuition; conveying a pupil by car; sending/receiving inappropriate emails from children.

Photographs of pupils may only be taken with a school camera. If staff wish to use their own cameras they should first notify the Head of Juniors or Headmaster and must ensure that after transferring any digital images onto the school network these images are deleted from their camera. Staff must not use their mobile phones to take pictures of pupils. For any staff working with Reception boys, while they are on duty, mobile phones must be stored in the office either at Mall Infants or on the main school site.

### **Whistleblowing**

Should a member of staff believe that the School's response is not sufficient then they are entitled to contact the Single Point of Access Team on 020 8891 7969.

A member of staff can voice their Child Protection concerns, made in good faith, without fear of repercussion (see the School's Whistleblowing Policy).

## **Review**

This policy is reviewed annually by the Governing Body, The Mall School Trust.

The Mall School

Ratified June 2015

Revised October 2015

(Review June 2016)

## **Appendix 1: Role of the Designated Safeguarding Lead (DSL)**

### **Summary of the role:**

- To take lead responsibility for all child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise.
- To 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 to safeguard and promote the welfare of children.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

### **Main duties and responsibilities:**

To take lead responsibility for:

- Referring all cases of suspected abuse of any pupil at the School to children's social care;
- Referring to the Local Authority Designated Officer (LADO) all child protection concerns which involve a member of staff;
- Making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child;
- Making referrals to the police where a crime may have been committed which involves a child.

To liaise with the Head in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.

To 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 the relevant agencies.

### **Training**

The DSL 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 child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need (those unlikely to achieve a reasonable standard of health and development without local authority services, those whose health

and development is likely to be significantly impaired without the provision of such services, or disabled children), 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 DSL should ensure the school's policy is known and used appropriately:

- Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the governing body regarding this
- Ensure the 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 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 copied for any new school as soon as possible but transferred separately from the main pupil file ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.

## **Preventing radicalisation**

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:

- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty;
- Co-ordinating Prevent Duty procedures in the School;
- Undergoing appropriate training on the Prevent Duty;
- Undergoing appropriate training on the Channel programme;
- Assessing the training needs of all School staff in relation to the Prevent Duty and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers;
- Maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees and keeping records of staff training;
- Monitoring the keeping, confidentiality and storage of records in relation to the Prevent Duty;



- Liaising with local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstance relating to the Prevent Duty.