Brighouse High School



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| Policy Name: | Safeguarding Policy |
| Policy Date: | May 2016 |
| Policy Updated: | February 2017 |
| Reviewer: | FJW |

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| Safeguarding Policy 2016/17 |

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| The Headteacher is – Mrs E Cresswell  The policy was reviewed & updated November 2016 and will be approved by Governors (subject to further amendments) May 2017.  The policy will be ratified May 2017.  The Designated Safeguarding lead (DSL) who takes the lead for Child Protection is Ms F Wardle  The Deputy Designated Safeguarding leads are -  Miss A Haslem  Mrs C Lee (6th Form site)  The Local Authority Designated Officer, Cheryl Baxter,(LADO) can be contacted on:- 01422 394088  The name of the Designated Person for Children in Care is – Miss A Haslem  The named Member of the Governing Body for safeguarding is – Mrs M Brearley |

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**Introduction**

The policy is in line with:

* Calderdale Safeguarding Children Board Policies and Procedures which are available on [www.calderdale-scb.org.uk](http://www.calderdale-scb.org.uk)
* West Yorkshire Procedures which are available on <http://westyorkscb.proceduresonline.com/chapters/contents.html>
* Working Together to Safeguard Children (2015)
* Keeping Children Safe in Education (2016)
* Information Sharing (2015)
* What to do if a child is being abused (2015)
* Children Act 1989 and Children Act 2004
* Education Act 2002
* Teaching Standards 2012
* Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (SWP Consortium Oct 2015)

Safeguarding is defined as:

* Protecting children from maltreatment;
* Preventing impairment of children’s health or development;
* Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
* Taking action to enable all children to have the best outcomes

(Working Together to Safeguard Children, 2015)

We believe that:

* Schools play a key role in the prevention of abuse.
* All children have the right to be protected from harm.
* Children need support which matches their individual needs, including those who may have experienced abuse.

**Section 1 School Commitment**

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

The purpose of this policy is:

* To inform staff, parents, volunteers and governors about the school’s responsibility for safeguarding children and to develop awareness and identification of abuse
* To establish and maintain an environment where children are and feel safe, can learn, and are encouraged to talk and are listened to.

Everyone working in or for our school service shares an objective to help keep children and young people safe by:

* reading and understanding Part 1 of Keeping Children Safe in Education (September 2016)
* providing a safe environment for children and young people to learn and develop in our school setting, and
* identifying children and young people who are suffering or likely to suffer significant harm at the earliest opportunity, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting.

Brighouse High School is committed to safeguarding and promoting the well being of all of its pupils*.* Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils. The diagram below indicates what we consider under the umbrella of safeguarding and indicates some of the other policies that relate to safeguarding. The school ensures that all policies are cross-referenced and reviewed annually. All policies are available to staff, and a register is kept and signed by staff as evidence that they have read and thus agreed to adhere to any policies.

**Safeguarding**

Anti-bullying

Staff Conduct

Managing allegations against staff

Curriculum

Safe recruitment & selection

Building design

Behaviour Management

Transport to and from School

Whistle blowing

Health and safety

Attendance & CME

E-safety

Child Protection

**Safeguarding**

Anti-bullying

Staff Conduct

Managing allegations against staff

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Health and safety

Attendance & CME

E-safety

Child Protection

**Section 2 Providing a Safe and Supportive Environment**

**2.1 Safer Recruitment and Selection**

The school pays full regard to DfE guidance ‘Keeping Children Safe in Education’ (KCSIE) 2016. We ensure that all appropriate measures are applied in relation to everyone who works in the school, who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice as laid out in KCSE (2016) is adhered to in terms of scrutinising applicants and DBS Checks, appropriate to the level required. For this we use the Department for Education’s (DfE) separate statutory guidance on supervision and regulated activity.

This school is committed to keeping an up to date Single Central Record (SCR) or Register which covers the following people:

* all staff (including supply staff) who work at the school;
* all others who work in regular contact with children in the school, including Governors and volunteers;
* (for independent schools/academies/free schools) all members of the proprietor body

The Single Central Record (SCR) records the safer recruitment checks and states whether the checks have been carried out or certificates obtained, the date on which the checks were completed and by whom.

If we have staff from an agency or third-party organisation, we will obtain written notification from that agency or organisation that they have carried out the checks, and we will ensure that we check the identification of the person presenting themselves for work and that this is the same person on whom the checks have been made.

E Cresswell (Head teacher)

M Brearley (School Governor) and

Members of SMT (other)

The above people have undertaken Safer Recruitment Training within the last 3 years, and at least one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

**2.2 Safe Working Practice**

The Teaching Standards (2012) state that teachers, including head teachers should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties. All staff who work within our school are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

In accordance to the Safer Working Practice Consortium’s ‘Guidance for Safer Working Practice for those with Children and Young People in Education Settings’ (Oct 2015) and linked to our Staff Behaviour Policy (Code of Conduct) and Whistle Blowing Policy; safe working practices in our school ensure that pupils are safe and that all staff:

* work in an open and transparent way;
* discuss and/or take advice from school management over any incident which may give rise to concern;
* record any incidents or decisions made;
* apply the same professional standards regardless of gender, sexuality or disability
* comply and are aware of the confidentiality policy
* are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them, and they could be referred to the Local Authority Designated Officer (LADO)

**2.3 Risk Assessments**

Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are available for all aspects of the school’s work, such as premises and equipment, on-site activities, off-site activities, venues used, transport. Where relevant, risk assessments are carried out for individual pupils, and supported by action plans identifying how potential risks would be managed. Evolve is used to provide a record of school trips and risk assessments.

Individual risk assessments are also used when deciding a response to a child demonstrating potentially harmful behaviour such as sexually harmful behaviour or when identifying whether a child who may be particularly vulnerable such as a child at risk of Child Sexual Exploitation.

**2.4 Safeguarding Information for pupils**

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a Designated Safeguarding Lead (DSL), who is a senior member of staff with responsibility for child protection and pupils know who this is. Likewise all pupils know that there is a Deputy DSL who they would talk to if the DSL was not in school, We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

Pupils in our school are treated with dignity and respect and their views are listened to. School’s arrangements for consulting with and listening to pupils are through form, year and school councils. We make pupils aware of these arrangements by pupil bulletin, assemblies and form, year and school council.

Safeguarding is a priority which is reflected in the curriculum, which is used to promote safeguarding and is tailored to local concerns.

**2.5 Partnership with Parents**

The school shares a purpose with parents to educate and keep children safe from harm. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents’ rights to privacy and confidentiality and will not share sensitive information unless we have permission to do so, or it is necessary to do so, in order to protect a child.

Brighouse High School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm

We encourage parents to discuss any concerns they may have with Brighouse High School and we encourage use of Parent View as an opportunity to provide feedback to the school. We make parents aware of our policy via the website, school brochure, prospectus, newsletters and CPD for Parents/Carers on Emotional Well-being and parents know that this policy and others are accessible at all times via the school website. Posters and displays also ensure that Safeguarding has a high profile within the whole school community.

We keep parents up to date with our Safeguarding curriculum by newsletters, parent calendar, Emotional Well-being CPD programme for Parents/Carers.

**2.6 Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies. (EISA, TAC meetings) There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

As a school we will cooperate with Social Care where they are conducting child protection enquiries. Furthermore school will endeavour to attend appropriate inter-agency meetings such as Early Intervention Panels, Early Intervention Single Assessment (EISA) and TAC meetings, Child In Need reviews and Initial and Review Child Protection Case Conferences. We will provide written reports as required for these meetings and, wherever possible, these reports will be shared with parents prior to the meetings. We appreciate that attendance and contribution to these meetings may require key members of staff to be contactable and available during school holidays.

**2.7 School Training and Staff Induction**

The school’s Designated Safeguarding Lead undertakes refresher training at 2 yearly intervals, provided by Calderdale MBC’s Schools Safeguarding Advisor. The DSL also attends other opportunities such as the DSL Network events and Multi-Agency Training to ensure that they are up to date with current practices and procedures and in order to further their continuous professional development.

The Head teacher and all other school staff, including non teaching staff and volunteers, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training in Basic/Foundation Safeguarding Awareness on an annual basis. Brighouse High School ensure that this takes place by the DSL provides annual updates through face-to-face delivery or by coordinating online training, and/or the school accesses external whole school face-to-face training. The school has safeguarding as a regular item on our staff meeting and governors agendas.

All staff (including temporary staff and volunteers) are provided with the school’s safeguarding policy and child protection procedures and are informed of school’s child protection arrangements on induction. All staff sign a register to say that they have received, read and understood the policy.

**2.8 Support, Advice and Guidance for Staff**

Staff will be supported by the DSL & SL. The designated safeguarding lead for Safeguarding/ Child Protection will be supported by the Headteacher and nominated governor.

Advice is available from the Schools Safeguarding Advisor (Rezina Kelly 01422 392134).

Safeguarding is also an agenda item for staff meetings and governors meetingsand therefore there is an opportunity for discussion and to raise concerns.

It is recognised that staff should receive regular supervision and support if they are working directly and regularly with children whose safety and welfare are at risk, and therefore the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead receive LA training and attend meetings every half term.

**Section 3 Ensuring that Children are Safe at School and at Home**

**3.1 Child Protection Procedures**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

The Child Protection Procedures detail what the school would define as abuse referring to the definitions from Working Together to Safeguard Children (2015) and Keeping Children Safe in Education (2016).

All staff follow the schools Child Protection Procedures which are consistent with ‘Working Together to Safeguard Children 2015’ and the Calderdale Safeguarding Children Board guidance.

It is ***not*** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated safeguarding lead with responsibility for child protection (or the deputy DSL in the absence of the designated person) prior to any discussion with parents.

Where a member of staff is recognising signs or indicators that a child may have unmet needs or welfare concerns these will always be passed on to the Designated Safeguarding Lead to ensure that any appropriate interventions and/or referrals can be actioned. The DSL will use the Calderdale Continuum of Need to determine the threshold of concern and then will determine whether this can be dealt with within school or whether this may require an Early Intervention

Single Assessment, Referral into the Early Intervention Panels or a referral into the Multi Agency Screening Team (MAST) if the child may be at the threshold of Child In Need or there is concern that the child is at risk of significant harm and this Child Protection Enquires may be needed. These signs of indicators may be of one of the main four types of abuse or neglect or may be of other specific safeguarding issues, the most relevant to our setting are detailed below.

**3.2 Supporting the child and partnership with parents**

* School recognises that the child’s welfare is paramount, however good child protection practice and outcomes rely on a positive, open and honest working partnership with parents
* Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
* We will provide a secure, caring, supportive and protective relationship for the child
* Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why
* We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff “need to know” personal information and what they “need to know” for the purpose of supporting and protecting the child.

**3.3 The Prevent Duty**

Under section 26 of the Counter-Terrorism and Security Act 2015, Brighouse High School is aware that we must have due regard to the need to prevent people from being drawn into terrorism, and that this is known as the Prevent Duty.

In order to fulfil the Prevent Duty staff have received information/training to help them to identify children who may be vulnerable to radicalisation, and the school is committed to accessing further training to ensure that all staff are up to date and aware of this duty. If staff do identify children for whom this may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL).

The Designated Safeguarding Lead will contact the Prevent Coordinator should there be concerns about a child or family linked to potential radicalisation or extremism. The Prevent Coordinator will then assist the DSL regarding whether a referral is appropriate and whether this child or family will need to be referred to the Channel Panel. The Prevent Coordinator is Sadia Hussain who can be contacted on [sadia.hussain@calderdale.gov.uk](mailto:sadia.hussain@calderdale.gov.uk), or on 07702656834.

Brighouse High School will also incorporate the promotion of fundamental British Values into the Safeguarding Curriculum and/or PSHE in order to help build pupils’ resilience and enable them to challenge extremist views. School will provide a safe space in which children and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments through L4L, super learning days, assemblies and CPD for staff. Radicalisation will also be considered within current E-Safety policies, procedures and curriculum in terms of having suitable filtering in place and also raising awareness with staff, parents and children about the increased risk of online radicalisation, through the use of the internet, Social Media and Gaming.

**3.4 Child Sexual Exploitation**

Brighouse High School is aware that Child Sexual Exploitation (CSE) involves exploitative situations, contexts and relationships where children receive something as a result of engaging in sexual activities. Staff havebeen made aware of some of the key indicators of CSEby in-house training provided by Safe Hands and DSL. In addition Brighouse High School appreciates that it has a role to play in the prevention of CSE within its Safeguarding curriculum eg. Safe Hands, Healthy Relationships.

If staff do identify children for whom CSE may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then refer cases where relevant to Early Intervention Panels or MAST, including a CSE Risk Assessment. Brighouse High School also appreciates that they have a role to play in sharing intelligence relevant to perpetrators of CSE, and therefore if such information should come to light within school the DSL will share this appropriately with the police.

**3.5 Female Genital Mutilation**

Brighouse High School understands that Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia, and know that FGM is illegal in the UK, is a form of child abuse and has long-lasting harmful consequences. Brighouse High School is aware that Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years of age. This mandatory duty commenced in October 2015.

Staff are aware of the indicators of FGM and if they were to directly observe (if involved in intimate care) or indirectly become aware of other potential indicators they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then make appropriate referrals to MAST and/or the Police as is their mandatory duty.

**3.6 Children Missing from Education**

Brighouse High School appreciates that the Local Authority has a Statutory Duty to ensure that all children and young people of compulsory school age receive suitable and appropriate education. Brighouse High School will support the Authority in ensuring that this duty is carried out effectively. There are specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a pupil from a school roll.

Brighouse High School understands that it is essential that contact is made with the Education Welfare Service (Lindsy Cummings 01422 266126) as soon as a child or young person is believed to have left the school without suitable education provision being provided. In addition Brighouse High School will contact the Authority to inform them where any pupil has been absent for 10 consecutive days without a reason being provided for the absence.

**3.7 Domestic Abuse**

Brighouse High School understands that the cross-government definition of domestic violence and abuse is:

any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

The abuse can encompass, but is not limited to:

psychological

physical

sexual

financial

emotional

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

If staff do identify children for whom Domestic Abuse may be a concern they should apply the usual referral process and Child Protection procedures and pass this information to the Designated Safeguarding Lead (DSL). The DSL can then refer cases where relevant to Early Intervention Panels or MAST, and share information where necessary with the Domestic Abuse Hub within the context of the daily MARAC meetings.

**3.8 Forced Marriage**

A forced marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. It is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights.

Staff at Brighouse High School understand that likewise this is a potential Safeguarding issues and thus they would pass on concerns to the DSL.

**3.9 Peer on Peer Abuse**

Sometimes safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Staff are clear that whilst these may be responded to through Behaviour Management there is also a need for this information to be shared with the DSL in order to address the underlying Safeguarding concerns.

**4.0 Sexting**

Someone taking an indecent image of themselves and sending to their friends or boy/girlfriend via a mobile phone or some other form of technology, is sometimes referred to as ‘Sexting’. Young people need to be aware that they could potentially be distributing **illegal** child images. Staff working at Brighouse High School will ensure that pupils are aware of the risks associated with the use of the internet and how to respond appropriately to a ‘Sexting’ incident. We know this can cause enormous distress to children and young people and may place them at risk of sexual grooming and other risks associated with the internet.

**HANDLING INCIDENTS**

**Initial response**

When an incident involving youth produced sexual imagery comes into school:

* The incident should be referred to the DSL as soon as possible.
* It should be established whether there is an immediate risk to a young person or young people.
* In most cases, imagery should not be viewed (only view in order to safeguard the young person.
* The DSL will hold an initial review meeting with the appropriate school staff.
* There should be subsequent interviews with the young people involved (if appropriate).
* Parents should be informed at an early stage and involved in the process unless there is a good reason to believe that involving parents would put the young person at risk of harm.
* At any point in the process if there is a concern a young person has been harmed or is at risk of harm, a referral should be made to children’s social care and/or the police immediately.

**Initial review meeting with Safeguarding Lead**

The initial review meeting should consider the initial evidence and aim to establish:

* Whether there is an immediate risk to a young person or young people.
* If a referral should be made to the police and/or children’s social care.
* If it is necessary to view the imagery in order to safeguard the young person – **in most cases, imagery should not be viewed.**
* What further information is required to decide on the best response.
* Whether the imagery has been shared widely and via what services and/or platforms. This may be unknown.
* Whether immediate action should be taken to delete or remove images from devices or online services
* Any relevant facts about the young people involved which would influence risk assessment.
* If there is a need to contact another school, college, setting or individual.
* Whether to contact parents or carers of the pupils involved – in most cases parents should be involved.

An immediate referral to police and/or children’s social care should be made if at this initial stage:

1. The incident involves an adult
2. There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs)
3. What you know about the imagery suggests the content depicts sexual acts which are unusual for the young person’s developmental stage, or are violent
4. The imagery involves sexual acts and any pupil in the imagery is under 13
5. You have reason to believe a young person is at immediate risk of harm owing to the sharing of imagery, for example, the young person is presenting as suicidal or self-harming

If none of the above apply then a school may decide to respond to the incident without involving the police or children’s social care (a school can choose to escalate the incident at any time if further information / concerns come to light).

**Section 4 Managing Allegations**

These procedures are in line with ‘Keeping Children Safe in Education’ (2014), and should be read alongside the school’s Safeguarding and Child Protection Policy.

These procedures relate to any allegations regarding Person(s) working in or on behalf of School (including Volunteers).

Where an allegation is made against any person working in or on behalf of the school that he or she has:

1. Behaved in a way that has harmed a child or may have harmed a child
2. Possibly committed a criminal offence against or related to a child or
3. Has behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children

We will apply the same principles as those contained in the Safeguarding and Child Protection Policy and follow the Calderdale Safeguarding Children Board Procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely by the Headteacher.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial action to be taken:

* The person who has received an allegation or witnessed an event will immediately inform the head teacher and make a record
* In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the ‘head teacher’
* The head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs, this may as a last resort involve suspension
* The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
* The head teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
* The head teacher must consult with the Local Authority Designated Officer in order to seek advice and to help determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to Multi-Agency Screening Team (MAST) and/or the police for investigation
* Consideration will be given throughout to the support and information needs of pupils, parents and staff
* The head teacher will inform the Chair of Governors of any allegation
* If consideration needs to be given to the individuals employment, advice will be sought from HR
* If the criteria has been met for referral to the LADO the head teacher will attend any Strategy Meetings relevant to investigating the allegation through to a conclusion
* The head teacher will keep the LADO informed of any new information that may influence the investigation and will cooperate fully with the police and/or social services where appropriate.

**Section 5: Allegations regarding Person(s) Working in or on**

**behalf of School (including Volunteers)**

Where an allegation is made against any person working in or on behalf of the school that he or she has:

1. Behaved in a way that has harmed a child or may have harmed a child
2. Possibly committed a criminal offence against or related to a child or
3. Has behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children

We will apply the same principles as in the rest of this document and we will always follow the West Yorkshire Consortium Safeguarding Children Procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

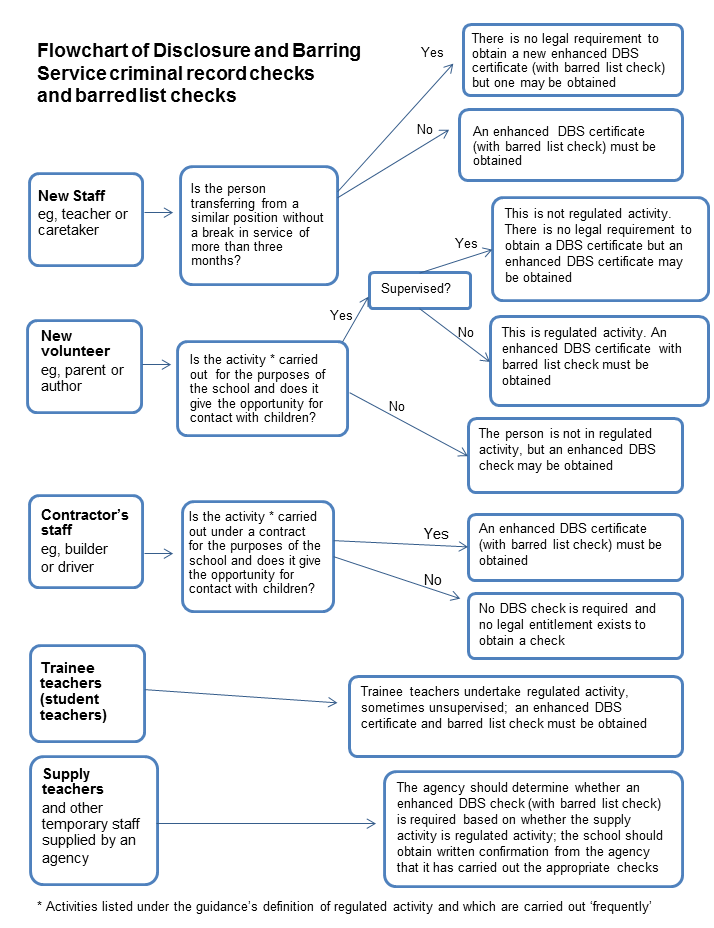
Initial action to be taken:

* The person who has received an allegation or witnessed an event will immediately inform the head teacher and make a record
* In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the ‘head teacher’
* The head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
* The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
* The head teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
* The head teacher must consult with the Local Authority Designated Officer ( see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to Multi-Agency Screening Team (MAST) and/or the police for investigation
* Consideration will be given throughout to the support and information needs of pupils, parents and staff
* The head teacher will inform the Chair of Governors of any allegation.
* If consideration needs to be given to the individuals employment, advice will be sought from HR

**Appendix 1 – Contacts**

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| --- | --- | --- | --- |
| Name & Role | Useful for | Telephone Number | Email Address |
| MAST  Multi-Agency Screening Team | Referrals to Social Services | 01422 393336  Fax: 01422 392875 | [MAST@calderdale.gcsx.gov.uk](mailto:MAST@calderdale.gcsx.gov.uk) |
| Rezina Kelly  Schools Safeguarding Advisor | Advice & Guidance  Safeguarding Training | 01422 392134 | rezina.kelly@calderdale.gov.uk |
| Cheryl Baxter  LADO | LADO Referrals | 01422 394086 | [cheryl.baxter@calderdale.gcsx.gov.uk](mailto:cheryl.baxter@calderdale.gcsx.gov.uk) |
| Sue Dent  PA to Safeguarding & Quality Assurance Team | Booking places on Safeguarding Training for Education | 01422 394088 | sue.dent@calderdale.gov.uk |
| Julia Caldwell  CSCB Business Manager | Advice & Guidance | 01422 394108 | julia.caldwell@calderdale.gov.uk |
| Allison Waddell  CSCB Safeguarding Training Officer | Multi-agency Training | 01422 394088 | Allison.waddell@calderdale.gov.uk |
| Julie Hartley  Administrative Assistant | Online Training  Multi-Agency Training | 01422 394149 | julie.hartley@calderdale.gov.uk |
| Duncan Thorpe  Senior Education Welfare | Children Missing Education | 01422 266129 | duncan.thorpe@calderdale.gov.uk |
| Cheryl Baxter  Team Manager IRO Service | ICPCC | 01422 394156 | Cheryl.baxter@calderdale.gov.uk |
| Jacinta Kent  ChildLine Schools Service  Area Coordinator | Assembly and Workshops for Schools | 07834 498 324 | [jkent@nspcc.org.uk](mailto:jkent@nspcc.org.uk) |
| CAMHS  Broad Street Plaza, Halifax | Referrals for Tier 2 or 3 services | **01422 261 332**. | http://calderdalecamhs.org.uk/  [joe.hanney@leedscounselling.org.uk](mailto:joe.hanney@leedscounselling.org.uk)  [allison.brown@leedscounselling.org.uk](mailto:allison.brown@leedscounselling.org.uk) |
| Jill Pilling  MARAC Coordinator | Any concerns about Domestic Abuse | **01422 337029** | [jill.pilling@westyorkshire.pnn.police.uk](mailto:jill.pilling@westyorkshire.pnn.police.uk) |
| Emma Holmes  Safe Hands | Any concerns about Child Sexual Exploitation | [07715](Tel:07715) 122 762 | [egh@childsoc.org.uk](mailto:egh@childsoc.org.uk) |
| Calderdale CSE Hub |  |  | [Calderdale.csehub@westyorkshire.pnn.police.uk](mailto:Calderdale.csehub@westyorkshire.pnn.police.uk) |

**Appendix 2**



**Appendix 3 – Flowchart from KCSIE 2016**

**FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD**

**AT BRIGHOUSE HIGH SCHOOL**

Designated Safeguarding Lead(s):

Frances Wardle

Safeguarding Leads:

Ann Haslem

Caroline Lee

Link Governor:

Madeleine Brearley

Discuss with safeguarding lead

**Record**

**Discuss**

Designated Safeguarding Lead reviews concern form / notes/ CPOMS and makes a decision about next steps

Concerns flagged on CPOMS, or written notes, or cause for concern form given to DSL

Decision made to discuss the concern informally with the parents/carers

Once discussed with parents Safeguarding Lead decides to discuss with parents, monitor or refer to social care

**Refer**

**Monitor**

**Refer**

**Monitor**

*NSPCC Whistleblowing Helpline 0800 028 0285*

Contact Details

Social Care Referrals:

01422 393336

Prevent/Channel Referrals:

Sadia Hussain

07702 656834

Designated Safeguarding Lead keeps concern form/ notes in secure, confidential safeguarding file. Copy of referral on CPOMS and in confidential file

*In exceptional circumstances, anyone may report concerns directly to children’s social care.*

Safeguarding Lead discusses decision with a senior teacher or the head and agree to refer to social care

Members of staff to monitor child and feedback to the Safeguarding Lead within an agreed timescale

Decision made to refer the concern to social care

Decision made to monitor the concern.

In school Safeguarding concerns regarding a member of staff – **contact in person:**

E Cresswell

F Wardle

The local authority Designated Officer for concerns about adults is:

Cheryl Baxter

Contact details:

01422 394088