

Status:	Regulatory
Applies to:	Whole School
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School Manual Ref:	



STOVER

Safeguarding Policy (including the Child Protection Policy)

Independent Day and Boarding School for Girls and Boys aged 3 to 18 years

Stover School

Revised January 2017

Next review date January 2018

Latest Update 24.03.17

This policy should be read in conjunction with:

The Anti-Bullying Policy;

The Behaviour Policy;

The Safer Recruitment Policy;

The ICT Safe User Agreement;

Supervision Policy;

The Counselling Policy; and

KCSiE Sept 2016

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SAFEGUARDING CONTACT INFORMATION

	Telephone Number	Email Address
Designated Safeguarding Lead - Helen Notman Overall Lead for all Safeguarding	01626 354505 07710 093867	hnotman@stover.co.uk
Deputy Designated Safeguarding Lead - David Burt	07971 445620	dburt@stover.co.uk
EYFS Designated Safeguarding Lead – Amanda Cattell	07436 030581	acattell@stover.co.uk
EYFS Deputy Safeguarding Lead - Isabel McIntosh & Natasha Carey	07436 030581	imcintosh@stover.co.uk ncarey@stover.co.uk
Governor Safeguarding Responsibility - Belinda Atkinson	01626 354505	
LADO – Duty Officer	01392 384964	
MASH Devon – Duty Officer LCSB Torbay – Duty Officer	0345 155 1071 Out of hours: 0845 6000 388 01803 208100 Out of hours: 0300 456 4876	mashsecure@devon.gcsx.gov.uk
PREVENT Devon – Nicola Channon	0800 789 321	nicola.channon@devon.gov.uk prevent@devonandcornwall.pnn.police.uk.
DfE Prevent	020	counter-extremism@education.gsi.gov.uk.

	73407264	
Devon Safeguarding (Babcock International) - Jane Lake	01392 880720	Jane.lake@babcockinternational.com
Children Missing from Education – Emma Hitchins	01392 287230	emma.hitchins@babcockinternational.com
Early Help Devon	0345 1551071	earlyhelpsecure- mailbox@devon.gcsx.gov.uk
Early Help Torbay	01803 20525	earlyhelp@torbay.gov.uk
EYCS Designated Child Protection Officer – Sue Bolt	01392 384982 07969684718	
Police PC Rachel Crofts PCSO Vanessa Pike PCSO Anthony Wilson	999 or 101 07872 048586 0845 656 8072 07702 660388	
CEOP	999	
NSPCC Whistleblowing	0800 028 0285	help@nspcc.org.uk
School Counsellor - Jo Galloway	07743988908	jgalloway@stover.co.uk
Chair of Governors - Stewart Killick	01626 354505	
Vice Chair of Governors - Darren Wilson	01626354505	
Vice Chair of Governors – Ben Key	01626354505	
ISI safeguarding concerns	02076000100	concerns@isi.net

OfSTED	0300 123 1231	enquiries@ofsted.gov.uk
CAMHS – Exeter	01392 388303	
CAMHS – Torbay	01803 655692	
CAMHS - Plymouth	01752 268 011	

- 1.1 This policy applies to all pupils whilst in the care of Stover School to include provision before and after school, trips and activities.
- 1.2 This policy has been authorised by the Governors, is addressed to all members of staff and volunteers, is available to parents on request and is published on the School website. This policy can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the School, for example at an activity centre or on an educational visit. It also applies to the EYFS (Early Years Foundation Stage) provision. Throughout this policy, Stover School has regard for Keeping Children Safe in Education (September 2016) (KCSIE), Working Together to Safeguard Children (March 2015) and the Prevent Duty Guidance: for England and Wales (March 2015).
- 1.3 Stover Schools upholds a culture of safety and raising concerns so that every pupil should feel safe, listened to and protected from any form of abuse.
- 1.4 Stover School recognises that there must be a child centred and coordinated approach to safeguarding and that they are part of the full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- 1.5 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that they should consider, at all times, what is in the best interests of the child. The School will take all reasonable measures to:
 - Follow the Safer Recruitment Policy and practice safer recruitment in checking the suitability of staff, governors and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in *Safeguarding children and safer recruitment in education*, the Education (Independent School Standards) (England) Regulations 2010 (as amended) and the National Minimum Standards for Boarding Schools, including all staff and persons over 16 who live on the same premises as boarders but are not employed by school, to have completed DBS checks, EEA checks and to have completed the self-declaration regarding disqualification by association, following the statutory guidance, "Disqualification under the Childcare Act, 2006. (June 2016)";
 - carry out all possible checks on disqualification by association on the suitability of all employees or volunteers who work in childcare (ie children under the age of 8) or are directly concerned with its management; where disqualification criteria are met the school will inform Ofsted and copy in ISI;

- annually remind staff to disclose relevant information regarding disqualification;
- ensure that all staff have read and observed the Staff Code of Conduct as listed in this policy;
- ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report will be made to the Disclosure and Barring Service (DBS);
- ensure that where staff from another organisation are working with our pupils on another site, we have received written confirmation that appropriate child protection checks and procedures apply to those staff;
- follow the local inter-agency procedures of the Devon Safeguarding Children Board;
- **LISTEN** to the child without judgement;
- protect each pupil from any form of abuse, whether from an adult or a peer, including sexting, gender based issues and cyberbullying;
- be alert to signs of abuse both in the School and from outside, including radicalisation and extremism;
- deal appropriately with every suspicion or complaint of abuse;
- design and operate procedures which promote this policy;
- design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
- support children who have been abused in accordance with his / her agreed child protection plan;
- be alert to the medical needs of children with medical conditions;
- operate robust and sensible health & safety procedures;
- take all practicable steps to ensure that School premises are as secure as circumstances permit;
- operate clear and supportive policies on drugs, alcohol and substance misuse;
- support children with an additional vulnerability due to Special Educational Needs or Disability;
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our School or in our local area;
- have regard to guidance issued by the Secretary of State for Education (DfE) in accordance with section 157 of the Education Act 2002 and associated regulations;
- keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. All relevant information will be shared for the purpose of child protection investigations under section 47 of the Children Act 1989

and in accordance with the requirements of *Working together to safeguard children* and current information sharing advice

- ensure that pupils who are absent from school are accounted for;
- formally update the designated safeguarding lead and deputies at least every 2 years to Level 3 Child Protection training and informally throughout the each year;
- formally update all staff and governors at least every 2 years to Level 2 Child protection training and informally update at least annually;
- train senior pupils in a position of responsibility eg Prefects, child protection to Level 2;
- evaluate the understanding of the child protection policy by the staff formally through an audit and informally through questioning by senior staff of other staff in the school and to include an opportunity to request specific training;
- enable staff to discuss any concerns that they may have regarding their own practice about welfare and safeguarding with their line manager or the designated safeguarding leads;
- have clear communication and involvement by the Governing body in policy creation, update and implementation;
- ensure all new staff, including temporary staff and volunteers, will be provided with an induction training that includes the safeguarding policy, the staff code of conduct including the whistleblowing procedure, the identity of the designated safeguarding lead;
- ensure that the pupils of the school are taught about how to stay safe, including online and e-safety, particularly social media, through the PSHE programme and SCMS links and adhere to the The ICT Safe User Agreement, including areas such as on-line radicalisation;
- ensure that appropriate filters and monitoring systems are in place for pupils when accessing the internet so that children are safe from potentially harmful and inappropriate material, including terrorist and extremist material, without 'overblocking'. The UK Safer Internet Centre has published guidance as to what is deemed appropriate which the school will adhere to and partakes in a risk assessment regarding internet usage that is not accessed through the school wifi such as 3G and 4G

2 The Designated Safeguarding Lead

- 2.1 The School has appointed a member of School Leadership Team, Senior Teacher Pastoral, to the position of Designated Safeguarding Lead. Parents are welcome to approach the Designated Safeguarding Lead if they have any concerns about the welfare of any child in the School, whether these concerns relate to their own child or any other. If preferred, parents may discuss concerns in private with the child's form teacher or the Head who will notify the Designated Safeguarding Lead in accordance with these procedures.
- 2.2 The main responsibilities of the Designated Safeguarding Lead are:

- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
- to co-ordinate the child protection procedures in the School;
- as part of induction will ensure that all members of staff and volunteers receive appropriate training on child protection and safer recruitment procedure and to keep and maintain records of this training beyond induction periodic updates;
- to ensure that all senior pupils of the school with responsibility receive appropriate training on child protection;
- to support and enable staff and others in the community to feel able to raise concerns in their safeguarding role and to promote a culture of listening to children;
- to monitor the keeping, confidentiality and storage of records in relation to child protection;
- With regard to Working Together to Safeguard Children (March 2015) the Designated Safeguarding Lead or where the Designated Safeguarding Lead cannot be reached the Deputies, will, where required, liaise with the child protection **Local Authority Designated Lead (LADO)** - 01392 384964, the local authority children's social care services and other external agencies on behalf of the School (**MASH** 0345 155 1071); including under the **PREVENT** duty, nicola.channon@devon.gov.uk; the local Police force Tel 101 or in an emergency 999, and the DfE telephone helpline for Prevent 020 73407264 and counter-extremism@education.gsi.gov.uk. It is important to note that the need to share information overrides the process requirement, so anyone can make a referral, if necessary;
- to keep parents informed of action to be taken under the behaviour policy and anti-bullying policy in relation to their child if peer on peer abuse is suspected, with support outlined for both the victim and the accused;
- to monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received;
- to liaise with other professionals to ensure that children who are subject to child protection plans are monitored;
- where appropriate, to take part in child protection conferences or reviews, including the use of the Devon Assessment Framework (**DAF**) (Appendix A) and Team around the Child (**TAC**) (Appendix B) and set up Early Help Intervention with the pupil, their family and the school, and as required implement the Child Protection Pathway, with a strengths based approach to Child Protection.
- to inform Devon County in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by Social Services;
- request reports on attendance and safeguarding records for pupils registering;

- inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.
- inform the local authority when any pupil who is going to be removed from the admission register where the pupil:
 - has been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
 - has ceased to attend school and no longer lives within reasonable distance of the school at which they are registered;
 - has been certified by the school doctor as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
 - are in custody for a period of more than four months due to a final court order and the school does not reasonably believe they will be returning to the school at the end of that period; or,
 - have been permanently excluded.
- seek professional advice and support from Babcock international regarding safeguarding and child protection, including an annual audit and review; and
- support the Head's PA in keeping and maintaining records of staff and governor training on child protection and safer recruitment training.

2.3 The Designated Safeguarding Lead is the Senior Teacher Pastoral who may be contacted on any one of the following numbers:

- 01626 354505
- 07710093867

The Designated Safeguarding Lead will:

- advise and act upon all suspicion, belief and evidence of abuse reported ;
- work collaboratively with the governor for responsibility for safeguarding arrangements, ensuring that information is shared termly, or as required, and that policy and practice is reviewed;
- keep the Head informed of all actions unless the Head is the subject of a complaint. In this situation, the Senior Designated Lead should consult with Chair of Governors or in his absence, the Vice Chairs of Governors, without notifying the Head first;
- inform the Head of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager" and the designated officer(s) at the local authority for child protection concerns and all cases which concern a staff member;
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff;

- liaise with Social Services and other agencies on behalf of the School, including the local Police Schools' Group;
- refer cases to the Channel programme where there is a radicalisation concern, as required and support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or has left the school due to a significant risk posed or harm to a child, to the Disclosure and Barring Service or the NCTL as required;
- investigate further any concerns raised regarding attendance and will inform Devon County Council as appropriate;
- receive updated child protection training at least every two years, including inter-agency protocols and WRAP training for Prevent duties. Throughout the two year period the Designated Safeguarding Lead will refresh their safeguarding knowledge, via communications provided by Babcock International, including e-bulletins and termly meetings and disseminate formally to the staff as required;
- use the Threshold Tool from Devon to determine early help and intervention;
- ensure each member of staff has access to and understands the safeguarding policy and its procedures, especially new and part time staff and have regard for any specific requirement for accessing this information, eg hearing or visual impairment. This will include a minimum requirement of understanding KCSiE Part 1 and Annex A alongside the Safeguarding Policy;
- share the KCSiE updates during whole staff INSET;
- alert staff to the specific needs of children in need, and are aware of those with special educational needs and young carers within the school;
- keep detailed, accurate, secure written records of concerns and referrals;
- 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;
- ensure that the Safeguarding Policy is known, understood and used appropriately;
- ensure that the Safeguarding Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the governing bodies regarding this;
- ensure that the Safeguarding Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;
- transfer the Safeguarding file of any school leaver is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit. Confirmation of receipt should be obtained;
- be available(or a deputy) during school hours, for staff in the school to discuss any safeguarding concerns;
- arrange adequate and appropriate cover arrangements for any out of hours/out of term activities, to include deputising and on-call arrangements;
- attend and present to the Education Committee pastoral issues, including any safeguarding concerns;

- annually complete the Safeguarding Review for Babcock International and meet with a safeguarding representative to review the safeguarding process and policy.

- 2.4 If the Designated Safeguarding Lead is unavailable her duties will be carried out by the **Deputy Designated Safeguarding Lead**, who has received appropriate training. The Deputy Designated Safeguarding Lead is **Head of the Preparatory School**, who may be contacted on:
- 07971 445620
- The EYFS Designated Safeguarding Lead is:
The Nursery Manager, who may be contacted on
- 07436 030581

The named EYFS Deputy Designated Safeguarding Leads in the case of absence of the Nursery Manager are the Nursery Leaders.

- 2.5 The Deputy Designated Safeguarding Lead, the EYFS Lead, EYFS Deputies and the Head have undertaken basic child protection training Level 3 and training in inter-agency working and will attend refresher training at a minimum of two yearly intervals, alongside continued updates provided by Babcock International.
- 2.6 All staff, including volunteers and governors will receive Level 2 safeguarding training to include Prevent training and informal safeguarding updates as required, but at least annually.
- 2.7 All staff, including volunteers, will receive Level 2 safeguarding training to include whistle blowing training.

3 Types of abuse and neglect

- 3.1 All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.
- 3.2 Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). An adult, or adults, or another child, or children (peer on peer abuse) may abuse a child.
- 3.3 **Physical abuse:**
Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- 3.4 **Emotional abuse**
Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve

conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

3.5 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.6 Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

3.7 Female genital mutilation (FGM)

Female genital mutilation involves a medical procedure on the victim whereby a surgical procedure is carried out on the female genitalia resulting in partial removal or sewing up of genital areas. It is also sometimes referred to as female circumcision or cutting. This practice is illegal in the United Kingdom. It is also illegal for this to be carried out on a British citizen, even if it occurs outside the United Kingdom. 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 along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. It is therefore the responsibility of all teachers to report to the police cases (999) where they discover that an act of FGM appears

to have been carried out, this should normally be discussed with the school's DSL, however, the need to share information overrides the process requirement, so anyone can make a referral, if necessary.

3.8 Child Sexual Exploitation

The Working Together to Safeguard Children March 2015 child sexual exploitation is defined as 'child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity seems consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.'

Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying, sexting and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. In Devon the REACH (reducing exploitation and absence from care or home) team can be accessed through MASH (0345 155 1071) highlighting the CSE concerns.

3.9 Extremism and radicalisation – the PREVENT Duty

With regard to the Prevent Duty Guidance: for England and Wales (March 2015) and the Counter Terrorism and Security Act 2015, the school, as part of its commitment to safeguarding and promoting the welfare of all its pupils, recognises its role in being vigilant and recognising that extremism and radicalisation can occur regardless of geographical location or population demographics. The school will:

- provide all staff with appropriate training in respect of the Prevent duty;
- Provide all new staff with induction training to include the Prevent duty;
- include PREVENT awareness training for the Designated Safeguarding Lead, who will then assess whether it is more appropriate for the concern can be dealt with in school or by referring on to external agencies, including Devon County Council where the named person is: **Nicola Channon** - nicola.channon@devon.gov.uk or the local police force Tel 101) and if required the DfE dedicated telephone helpline and mailbox for non-emergency advice for staff and governors: Tel 020 7340 7264 or **counter-extremism@education.gsi.gov.uk**;
- ensure that all staff are aware of factors which increase possible vulnerability to radicalisation;
- ensure that all staff know the correct procedures for reporting concerns;
- ensure that all visiting speakers to the school, whether invited by staff or pupils, follow the procedures for all visitors to the school, have agreed clearly

the topic of the event and have been suitably checked and that they are appropriately supervised whilst talking to pupils;

- develop resilience to radicalisation through the PSHE programme, including the use of the Government's website www.educateagainsthate.com, and the wider curriculum including the teaching of fundamental British values (democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs) where opportunities arise in the wider curriculum.

Any referrals under PREVENT concerns should be made only through the Designated Safeguarding Lead or Deputies, whereupon they will inform the appropriate bodies. The need to share information overrides the process requirement, so anyone can make a referral, if necessary.

3.10 **Peer abuse**

Where there is reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm from one or more pupils against another pupil then all parties must be treated as being 'at risk' with appropriate Risk Assessments being put into place by the DSL alongside the required referrals to the local agencies. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Peer abuse must never be tolerated or passed off as 'banter' or 'part of growing up'. Victims of peer abuse will be treated as in all other cases of abuse, by having their allegations listened to and fully investigated. Perpetrators of peer abuse will also be treated as being 'at risk' with appropriate risk assessments being actioned. Peer on peer sexual assault, including 'sexting' will be treated as a criminal act with the local police service being informed and where necessary guidance and advice from **CEOP**. Particular vigilance should be observed in the Boarding Houses at school where there may be greater potential for inappropriate relationships and peer on peer abuse.

3.11 **Domestic Abuse**

The Government defines domestic abuse as "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality".

Where domestic abuse is suspected the member of staff will as soon as practicable, and before the child returns home, report this to the Designated Safeguarding Lead whereupon the **Police** and **MASH** (0345 1551071) will be contacted for advice. Appropriate action will be taken where a member of staff is the alleged perpetrator or victim of domestic abuse, including contacting the Local Authority Designated Lead - **LADO** (01392 384964).

3.12 **Allegations against pupils**

A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation and the School's policy on behaviour, discipline and sanctions will apply (see also the school's Anti-Bullying and

Behaviour Policy). The School will take advice from the Local Authority Designated Lead (LADO) on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult. In the case of pupils whose parents are abroad, the pupil's Guardian will be requested to provide support to the pupil and to accommodate him/her if it is necessary to suspend him/her during the investigation.

3.13 Abuse and Children with Special Educational Needs/Disabilities

- Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges and the DSL will work alongside Devon County Council when auditing the SEN provision.
- Staff should not assume that behaviour changes, mood changes and injury relate to the special need or disability of the child and should further explore.
- Staff should be aware that children with SEN and disabilities, can be disproportionately impacted by things like bullying - without outwardly showing any signs; and communication barriers and difficulties might make disclosure more difficult to ascertain. Staff must monitor children with SEN and disabilities carefully and notify the DSL of any subtle changes. Staff who work in a supporting role with children with SEN and disabilities will use other methods of communication such as art work, drama led activities and general play.

3.14 Mental Health

It is recognised that approximately 10% of all 5 to 16 year olds will have some mental health problem and that all of the school community, including staff should have health and well being as central to their ability to be successful. There should be an expectation that those that lead and manage staff have a proper regard for their wellbeing and a healthy balance between work and other commitments. Pupils must be supported in becoming resilient and being mentally healthy, through direct input such as the PSHE programme, but also indirectly through the pastoral support provided by all staff.

- Any strategy to safeguard a pupil will take a graduated approach to inform a clear cycle of support: an assessment to establish a clear analysis of the pupil's needs; a plan to set out how the pupil will be supported; action to provide that support; and regular reviews to assess the effectiveness of the provision and lead to changes where necessary.
- Concerns regarding the mental wellbeing of the pupils must be drawn to the attention of the Designated Safeguarding Lead. If early help is required the Form Tutor will contact the parent of the pupil.
- The views and wishes of the pupil and the parents will be considered and an agreed programme will be devised that might include the support of the Form Tutor, Head of Year, Designated safeguarding Lead or School Counsellor.

- Where more serious mental health problems occur the Designated Safeguarding Lead will contact the parent and recommend that they access their GP for a referral to **CAMHS**.
- Where the problem for the pupil is deemed extreme the Designated Safeguarding Lead will contact CAMHS directly seeking advice and immediate intervention. Other support mechanisms might be sought such as **MindEd** www.minded.org.uk; **Winston's Wish**, www.winstonswish.org.uk **Barnardo's** www.barnardos.org.uk and other voluntary organisations.
- School Counselling is available to all pupils and the referral for accessing the School Counsellor is detailed in the Counselling Policy. **The School Counsellor** can be contacted directly Tel: **07743988908**
- Where required, the School Counsellor will provide a programme for 1:1 support that is reviewed with the Designated Safeguarding Lead, without breaking confidentiality. Upon exit of this programme there is a clear, after-service provided by the Form Tutor or Head of Year for the pupil. The School Counsellor will provide specific advice about the nature of this support, without breaking confidentiality.
- The Designated Safeguarding Lead will work cooperatively with all external providers of intervention for mental health care including Educational Psychologist, Clinical Psychiatrists and the CAMHS service or Adult Service as required for Sixth Form Students.

4 Signs of Abuse

4.1 Possible signs of abuse include (but are not limited to):

- the pupil says s/he has been abused or asks a question which gives rise to that inference;
- there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries;
- the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour;
- extreme views are being voiced and some speech may seem scripted;
- the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- the pupil's development is delayed;
- the pupil loses or gains weight or there is deterioration in the pupil's general wellbeing;
- the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
- the pupil may appear with unexplained gifts or new possessions;
- the pupil may associate with other young people involved in exploitation, drugs or alcohol;
- the pupils may misuse drugs or alcohol;
- the pupil might be regularly arriving home late or go missing for periods of time;

- the pupil might have an older boyfriend or girlfriend
- the pupil is reluctant to go home, or has been openly rejected by his/her parents or carers;
- the pupil has a change in appearance eg wearing of badges that might be deemed extreme;
- the pupil has a sudden change in friendships and a distancing from old friends and family;
- the pupil is overly confident, arrogant or angry. Conversely the pupil is withdrawn, emotional and appears pacified; and
- the pupil may regularly miss school or education or do not take part in education.

4.2 Children Missing from Education

The school acknowledges that children who go missing in education may be subject to abuse and/or child sexual exploitation. Equally, no abuse as such may be involved, but numerous or prolonged absences will have a detrimental effect on the education of the child. Form Tutors and the teaching staff are in the best position to raise initial concerns about such absences to the Head of Year and the Designated Safeguarding Lead. Any failure to attend school without notice will be regarded as an unauthorised attendance.

The school will therefore ensure that:

- Form Tutors maintain appropriate records of attendance as a matter of statutory duty;
- contact is made with home by the School Reception on the first day of the absence when no contact has been initiated from home and the school's am registration has been completed;
- concerns are raised with parents/carers by the Form Tutor and Head of Year when absence is either prolonged or a series of shorter, sporadic periods, to ensure that appropriate support may be made in order that reasons for such absences can be established, and appropriate support strategies put in place;
- where appropriate, concerns will be discussed with the Child Missing from Education contacts: emma.hitchins@babcockinternational.com
Telephone: 01392 287230
- For children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage. These would include planned visits overseas during school holidays; holidays only with female companions where a celebration might be taking place. Staff must listen carefully to the pupils when listening to vacation destinations.

4.3 Informing parents

Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the

Designated Safeguarding Lead will need to consult the LADO, the police and/or the Head before discussing details with parents.

4.4 Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- a parent;
- a person who is not a parent but has parental responsibility;
- a close relative; or
- a Local Authority

for more than 28 days and where the care is intended to continue. **MASH (0345 1551071)** must be contacted here when we are made aware of a child or young person who may be subject to private fostering arrangements.

5 Duty of employees, Governors and volunteers

5.1 Every employee and Governor of the School as well as every volunteer who assists the School are under a general legal duty:

- to protect children from abuse;
- to be aware of the School's child protection procedures and to follow them;
- to know how to access and implement the School's child protection procedures, independently if necessary;
- to keep a sufficient record of any significant complaint, conversation or event in accordance with this policy;
- to report any matters of concern to the Designated Safeguarding Lead and as necessary, to directly refer to the appropriate local agency;
- to participate in training as required.

Induction training on the School's child protection procedures will be provided to all staff and volunteers newly appointed and will include at a minimum the child protection policy, the staff code of conduct and Part One of the KCSIE (September 2016). Termly INSET training will update all staff on child protection procedures.

All staff working with children will undertake appropriate child protection training, including refresher training at two yearly intervals and all temporary and voluntary staff working with children will be made aware of the School's child protection procedures and the requirement to follow them. Key Governors will receive training at Level 2 or Level 3 as appropriate.

5.2 Prefects

All Prefects will receive Level 2 safeguarding training from the Designated Safeguarding Lead.

6 Procedures for reporting abuse (KCSiE Flow chart -Appendix C)

6.1 Staff must:

- **RECEIVE** the information – staff must listen carefully to the child and keep an open mind. Staff should not question whether or not the abuse has taken place and be aware of your non-verbal messages;
- must not ask leading questions, that is, a question which suggests its own answer;
- don't stop a child who is freely recalling significant events;
- keep responses short, simple, quiet and gentle;
- **REASSURE** the child- staff must reassure the child and let them know that they have done the right thing by telling you;
- **Do NOT promise confidentiality.** The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken; and
- **RECORD** - staff must detail a verbatim record of the conversation ie using the language that the child has used. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead as soon as practicable. Advice will be given by the Designated Safeguarding Lead, as required regarding next steps.
- **REPORT** – staff would normally inform the Designated Safeguarding Lead, however members of staff are reminded that ANY member of staff may make a referral to external agencies.

6.2 Preserving and Recording evidence

All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved and passed to the Designated Safeguarding Lead. Records will be placed on the appropriate school files; staff and/or pupil.

6.3 Reporting

All suspicion or complaints of abuse must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads, or if the complaint involves the Designated Safeguarding Lead, to the Head or Head of the Preparatory School.

6.4 Action by the Designated Safeguarding Lead

- On being notified of a complaint or suspicion of abuse, the action to be taken will take into account the School's ability to meet the needs of the pupil through Early

Help Intervention or by other professionals already involved with the family, using the Devon Assessment Framework.

- Advice or urgent action for acute cases may be sought through **MASH 0345 155071**. Where this action is deemed urgent a response to the DSL will be made within one hour.
- Wherever possible the DSL will seek consent from the parents, except where a child is considered to be at risk of harm and seeking parental complaint increases this risk or when there are reasonable grounds to believe that the child is at signs of harm.
- Advice will be sought from the Local Authority Designated Officer (LADO) **01392 384964**
- All telephone referrals must be followed up with a referral form within 48 hours via email address mashsecure@devon.gcsx.gov.uk.

6.5 School Holidays

If a member of staff has a safeguarding concern during the school holiday then they have the duty to contact the MASH team OR contact the school office and request for the duty member of staff for safeguarding, normally the DSL, the Deputy DSL or the Head to make contact for advice.

7 Arrangements for dealing with allegations of abuse against teachers and other staff

7.1 Whistleblowing

- All staff are duty bound to report abuse or suspected abuse, including about colleagues, even if they feel that speaking up would be disloyal to their colleagues or the school. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report what may just be a suspicion of misconduct. It is essential that all staff feel that they are able to whistle blow with respect to any concerns related to Safeguarding within the school rather than overlooking the problem.
- It is recognised that the decision to report a concern can be a difficult one to make. The School will not tolerate any harassment or victimisation (including informal pressures) placed upon an individual and will take appropriate action to protect the individual when a concern has been raised in good faith.
- All concerns will be treated in confidence and every effort will be made not to reveal an individual's identity. At the appropriate time, however, the individual may need to come forward as a witness.

- This policy encourages the individual to put their name to the allegation whenever possible.

7.2 Allegations of abuse against teachers or other staff

If an allegation of abuse is made against anyone working with children the allegation must be reported immediately to the DSL, who will inform the Head. The allegation may be with regard to a pupil or a child outside of the school. In the DSL's absence this must be made directly to the Head and in the Head's absence directly to the Chair of Governors. Advice from the **Local Authority Designated Lead the LADO** must be made contacted immediately - Tel 01392 384964, and before undertaking any school based investigation. All conversations must be recorded. The LADO must be contacted within one working day of any allegation that comes to an employer's attention or that are made to the police. The **NSPCC Whistleblowing Helpline** can be contacted for advice Tel: 0800 028 0285 or help@nspcc.org.uk. Where it is believed that a child is in immediate danger the Police should be contacted (999). There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

7.3 EYFS (Early Years Foundation Stage)

The School will inform OFSTED of any allegations of serious harm or abuse by any person living, working or looking after children on the premises of the Nursery (whether that allegation relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises and of the action taken in respect of those allegations. The School will inform OFSTED of these allegations as soon as reasonably practicable but in any event within 14 days of the allegations being made. The practitioner with responsibility for safeguarding in the Early Years setting is **The Nursery Manager** and the deputies are the Nursery Leaders.

- Nursery Manager: 07436 030581

7.4 Disclosure of information

- The Head will inform the accused person of the allegation as soon as possible after the LADO has been consulted.
- The Parents or carers of the child(ren) involved will be informed of the allegation as soon as possible if they do not already know of it.
- Where the LADO advises that a strategy discussion is needed, or the police or the local authority's social care services need to be involved, the Head should not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed.

- The parents or carers should be kept informed of the progress of the case, including the outcome of any disciplinary process. They will be made aware of the requirement to maintain the confidentiality about any allegations made against teachers which investigations are ongoing as set out in section 141F of the Education Act 2002.
- The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed until the point that the accused is charged with an offence.

7.4 Timescales

All allegations must be dealt with as a priority so as to avoid any delay. Where it is clear immediately that the allegation is unfounded or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month with exceptional cases being completed within 12 months. If the nature of the allegation does not require formal disciplinary action, the Head should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, it should be held within 15 working days. The school will appoint a case manager, usually the Head who will immediately discuss the allegation with the designated safeguarding lead. The case manager should then inform the accused person about the allegation as soon as possible, unless a strategy discussion is required, or the police or social services need to be involved.

7.5 Allegations may include

- behaviour by a teacher or other staff that has harmed a child, or may have harmed a child;
- the teacher or other staff has possibly committed a criminal offence against or related to a child
- behaviour by a teacher or other staff towards a child or children that indicates he or she would pose a risk of harm if they work regularly or closely with children.

7.6 Where an allegation is made against the Designated Safeguarding Lead, the matter should be reported immediately to the Head, and in his absence the Chair of Governors.

7.7 Where the allegation is made against the Head the matter should be reported immediately to the Chair of Governors, and in his absence one of the two Vice Chairs, and must not be shared with Head prior to reporting to the LADO.

7.8 We recognise fully that we have a duty of care towards our staff, and we will:

- keep an open mind until the investigation has been concluded;
- keep the member of staff informed of progress of the investigation;

- keep member of staff informed of developments in the workplace and a representative will be appointed to do this;
- arrange to provide appropriate support to the individual while the case is ongoing.
- ensure that the member of staff is informed of their entitlement to the support of their Trade Union;
- ensure confidentiality and guard against unwanted publicity must be sought and wherever possible maintained in order to prevent the reporting or publishing of allegations against teachers. These restrictions apply up to the point where the accused person is charged with an offence or the DfE/NCTL publish information about an investigation or decision in a disciplinary case;
- make a full and complete investigation irrespective of a compromise agreement being brokered or a member of staff resigning part way through the investigation.

7.9 The following definitions will be used when determining the outcome of the allegation investigation:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore does not imply guilt or innocence.

7.10 Action to be taken against the accused

Where an investigation by the police or the local authority children's social care services is unnecessary, the LADO will discuss the steps to be taken with the Head (or the Chair of Governors where the allegation is against the Head). The appropriate action will depend on the nature and circumstances of the allegation and will range from taking no further action to summary dismissal or a decision not to use the person's services in the future.

It may be necessary to undertake a further investigation to determine the appropriate action. If so, the LADO will discuss with the Head how and by whom the investigation will be undertaken. The appropriate person will usually be a senior member of staff, but in some instances it may be appropriate to appoint an independent investigator as advised by the Devon Safeguarding Children Board.

7.11 Suspension

Suspension must not be an automatic response to an allegation and should only be considered in a case where:

- there is cause to suspect a child or other children at the School is or are at risk of significant harm; or

- the allegation is so serious that it might be grounds for summary dismissal.

Suspension will not be automatic and consideration will be given to whether the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment either within or outside of the School or providing an assistant when the individual has contact with children. The LADO will be contacted for advice as necessary.

A member of staff will only be suspended if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification will be recorded and the member of staff notified of those reasons in writing within one working day. Appropriate support will be provided for the suspended individual and contact details provided.

If a member of boarding staff is suspended pending an investigation of a child protection nature, arrangements will be made for alternative accommodation away from children.

7.12 Criminal proceedings

The School will consult with the LADO following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed. The options will depend on the circumstances of the case, including the result of the police investigation or trial and the standards of proof applicable.

7.13 Return to work

If it is decided that the person who has been suspended should return to work, the School should consider how to facilitate this, for example, a phased return may be appropriate and / or the provision of a mentor to provide assistance in the short term. The School should also consider how to manage the contact with the child(ren) who made the allegation.

7.14 Ceasing to use staff

If the School ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children, or if such a member of staff would have been dismissed had he/she not resigned, a compromise agreement will not be used and there will be a prompt and detailed report to the Disclosure and Barring Service (DBS) / National College for Teaching and Leadership (NCTL) where appropriate. Where a dismissal does not reach the threshold for DBS referral, separate consideration will be given to an NCTL referral. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors without delay.

7.14 Resignation

If a member of staff (or a governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the School. Resignation will not prevent a prompt and detailed report being made to the Disclosure and Barring Service in appropriate circumstances.

7.15 DBS Referral

Where Disclosure and Barring Service (DBS) referral criteria are met Stover School will promptly report this to the DBS about any person within the school community; whether employed, contracted, a volunteer (including Governors) or student whose services are no longer used for regulated activity as they have caused harm or posed a risk of harm to a child. Failure to make a report constitutes an offence and 'compromise agreements' cannot be used to prevent a referral being made to the DBS when it is legally required nor can an individual's refusal to cooperate with an investigation prevent a referral on the grounds that the case has not been concluded. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Governors.

7.16 Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy. We shall also be mindful of the possibility that the allegation of abuse was an act of displacement, masking abuse that may be occurring within the child's own family and/or community.

7.17 Where a parent has made a deliberately invented or malicious allegation the Head will consider (in accordance with the School's terms and conditions) whether to require that parent to withdraw their child or children from the School on the basis that they have treated the School or a member of staff unreasonably.

7.18 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the School reserves the right to contact the police to determine whether any action might be appropriate.

7.19 A member of staff could be left at the end of an unfounded or unsubstantiated allegation of child abuse with severely diminished self-esteem. If issues of professional competency are involved, or disciplinary issues are raised a period of re-training may be appropriate. The School may also arrange a mentoring programme and/or professional counselling outside the school community as appropriate.

Allegations that are found to be malicious will be removed from personnel records. Any allegations that are unsubstantiated, are unfounded or malicious will not be referred to in references.

8 Staff code of conduct

8.1 Unacceptable Conduct

- Where the staff member engages in a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if, in the case of those over 16, the relationship is consensual (Section 16 of The Sexual Offences Act 2003).
- Where the member of staff engages in a staff/pupil relationship including the use of social media or does not follow The ICT Safe User Agreement. For ex-pupils the recommendation from Devon County is that social-media relationships are avoided.
- Where the member of staff accesses inappropriate images that are not in line with the ICT Safe User Agreement and/or uses school equipment to access adult pornography or brings in person equipment containing these images to the work place.
- Where staff seriously demean or undermine pupils, parents, carers or colleagues, or act towards them in a manner which is discriminatory in relation to gender, marital status, religion, belief, colour, race, ethnicity, class, sexual orientation, disability or age.
- Where a staff member swears, blasphemes or uses any sort of offensive language in front of pupils.
- Where a staff member smokes on site (including school vehicles), or appears at work under the influence of alcohol, illegal drugs or medicines. For the purposes of smoking, this includes the use of e-cigarettes or vapourisers.
- Where a member of staff makes sexual innuendos or any comments of a sexual nature (other than in the context of the curriculum).
- Where a staff member uses their position of authority to instil extreme views or political indoctrination.
- Where a staff member deliberately allows the exposure of pupils to such actions that undermine fundamental British values including promoting political or religious extremism by inviting individuals to speak in schools.
- Where a member of staff fails to disclose relevant information about themselves or those they live with that might impact upon a decision for disqualification directly or by association
- Where they fail to take reasonable care of pupils under their supervision with the aim of ensuring their safety and welfare.
- Where a member of staff fails to comply with relevant statutory provisions, which support the well-being and development of pupils, including where these require co-operation and collaboration with a range of agencies, as well as teacher colleagues and other adults.

- Where they fail to observe confidentiality in a manner consistent with legal requirements.
- Where a member of staff fails to comply with the requirements of statutory bodies relating to the examination, assessment and evaluation of pupil achievement and attainment.
- Where they fail to maintain appropriate standards of honesty and integrity in management and administrative duties, including in the use of school property and finance;
- Where a member of staff misuses or misrepresents their professional position, qualifications or experience.
- Where a member of staff does not respect the privacy of pupils, parents and colleagues and passes information about, for example, addresses or telephone numbers to others without checking first with the person concerned.
- Where they fail to observe the privacy of the boarders and access the boarding house without gaining permission from the Boarding Staff.
- Where they fail to follow the whistleblowing procedure.
- Where they otherwise bring the reputation and standing of the school, or the profession of teaching, into serious disrepute.

If a member of staff is found guilty of unacceptable conduct and is dismissed (or would have been dismissed had he/she not resigned), the School will make a referral to the National College for Teaching and Leadership (NCTL) highlighting the misconduct and making reference in accordance with the Teacher Misconduct: the prohibition of teachers (July 2014) to a prohibition order. The reasons for an order are:

- unacceptable professional conduct.
- conduct that might bring the profession into disrepute; or
- a conviction, at any time, for a relevant offence.

8.2 Staff/Pupil contact

- Staff should avoid unnecessary contact with pupils outside of school.
- School email addresses should be used for the purpose of electronic communication between the member of staff and the pupil and only for the purposes of school business eg. about homework assignments.
- Where a member of staff is required to convey a pupil by car then they must ensure that they have permission from a member of the SLT and wherever possible, the pupil must sit in the back of the car.
- Staff should not correspond with pupils via social networking sites e.g. Facebook.
- Staff should avoid social networking contact with ex pupils.
- They should not make arrangements to meet pupils, individually or in groups, outside school other than on school trips authorised by the Deputy Head or in his absence the Headteacher.

8.3 One-to One Tuition and Lone Working

- During the normal school day, staff, such as music, performing arts or sports coaches should ensure that, if they engage in one-to-one tuition, the door to the room has a glass panel or is left open. Outside of the normal school day staff should not be alone in a room with a pupil.
- If a member of staff wishes to work beyond 9.00pm, when the school is closed and locked up then the Estates Manager, Jamie Halse must be informed. After hours the school caretaker monitors access to the grounds, making regular patrols and reviewing CCTV images.

8.4 Gifts, Rewards and Favouritism

- Staff should avoid displays of affection, either personally or in writing e.g. messages in birthday cards, gifts, text messages, emails etc. Staff should avoid words or actions which are over familiar.
- Any gifts given to pupils by staff should be given openly and not be based on favouritism. Gifts may be given to a group or class of pupils as a reward. The reason for the reward must be specific and relate to a school based activity.
- Staff should take care to ensure that they do not accept a gift that may be construed as a bribe by others, or lead to the giver getting preferential treatment. There are occasions when pupils and/or parents wish to give staff tokens of their appreciation and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value.

8.5 Dress and Appearance

- Staff should dress in a professional way that is appropriate to their role, including the need for appropriate safety clothing as deemed necessary. This would normally mean that a male member of staff would wear a shirt and tie and a female member of staff would dress in business like and professional way.
- Staff should ensure that their appearance is smart, setting an example to the pupils and not likely to be viewed as offensive, revealing or sexually provocative.

9 Physical Contact

9.1 Positive handling (Physical Restraint)

- Staff may use such restraint or physical contact as is reasonable in the circumstances to prevent a pupil from doing, or continuing to do any of the following:
 - committing a criminal offence;
 - injuring themselves or others;
 - causing damage to property, including their own
 - engaging in any behaviour prejudicial to good order and discipline at the school or among any of its pupils, whether that behaviour occurs in the classroom or elsewhere.

- Physical restraint **cannot** be justified to prevent a pupil from committing a trivial misdemeanour
- Any restraint used should always be the minimum needed to achieve the desired result
- Whether it is reasonable to use restraint and the degree of restraint that could be used may also reflect the age, gender and any SEN or disability needs.
- Before intervening physically, staff wherever practicable, should seek alternative measures, such as asking the child to stop and they should tell the pupil what will happen if they fail to cease in their behaviour
- The member of staff should continue to communicate throughout the incident and make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.
- Staff should avoid touching or holding a pupil in a way that might be considered indecent.
- Staff should not act in a way so as to cause injury.
- If a restraint has been employed then the member of staff must inform the Head immediately following the incident and a written report must be submitted within 24 hours.
- Positive handling must always reflect the school's **Behaviour Policy**.

9.2 **Action taken in self-defence or in an emergency**

The law allows anyone to defend themselves against an attack provided they do not use more force than is necessary. Similarly, where a pupil is at risk of immediate injury or on the point of inflicting injury on someone else, any member of staff (whether authorised or not) would be entitled to intervene.

9.3 **Intimate Care Tasks**

This covers any task that involves the dressing and undressing, washing including intimate parts, helping someone use the toilet or carrying out a procedure that requires direct or indirect contact to an intimate personal area.

9.3.1 **EYFS Intimate Care and Toileting**

This policy supports the safeguarding and welfare requirements of Early Years Foundation Stage (EYFS) 2014 and the Disability Discrimination Act 2005: school will ensure that:

- No child's physical, mental or sensory impairment will have an adverse effect on their ability to take part in day-to-day activities.
- No child with a named condition that affects personal development will be discriminated against
- No child who is delayed in achieving continence will be refused admission
- No child will be sent home or have to wait for their parents/carer due to incontinence
- Adjustments will be made for any child who has delayed continence.

9.3.2 Partnership with Parents/Carers

The child's keyworker will work in partnership with parents to provide care appropriate to the needs of the individual child and together will produce a care plan. The care plan will set out:

- what care is required;
- the number of staff needed to carry out the task (if more than one person is required, the reason will be documented);
- additional equipment required;
- the child's preferred means of communication (e.g. visual, verbal), agreeing terminology for parts of the body and bodily functions ;
- the child's level of ability i.e. what tasks they are able to do by themselves;
- how staff will acknowledge and respect any cultural or religious sensitivities, related to aspects of intimate care ; and
- how the plan will be monitored and reviewed in accordance with the child's development.

Parents are asked to supply the following to the EYFS setting:

- spare Clothes – clearly labelled
- spare underwear – clearly labelled and
- where required nappies and wet wipes.

9.3.3 Best Practice

- When intimate care is given, the member of staff explains fully each task that is carried out, and the reason for it. Staff will encourage children to do as much for themselves as they can. Lots of praise and encouragement will be given to the child throughout this process.
- All staff working in early years setting must be DBS checked and have satisfactorily submitted the annual self-assessment regarding disqualification by association. Particular staff members are identified to change a child with known needs and they plan and record their work with that child.
- If a member of staff is concerned about any physical or emotional changes, such as marks, bruises, soreness or distress they will inform the Designated Safeguarding Lead immediately.
- The EYFS staff will talk to the children about whether they are happy about whom they are being cared for by and any concerns regarding their happiness will be discussed.
- If a child makes an allegation against a member of staff, the procedure set out in the Safeguarding Policy will be followed.

9.3.4 Dealing with body fluids

- Urine, faeces, blood and vomit will be cleaned up immediately and disposed of safely using the fluids kit and reporting to the site team immediately to enable

effective and immediate cleaning. When dealing with body fluids, staff will wear protective clothing and wash themselves thoroughly afterwards.

- Soiled children's clothing will be bagged to go home and parents will be informed. Staff will not rinse it before it is bagged. Children will be kept away from the affected area until the incident has been completely dealt with.
- All staff maintain high standards of personal hygiene, and will take all practicable steps to prevent and control the spread of infection, including effective hand cleaning.
- If required the child will be taken to the separate shower in the Health Centre and will be supported by the School Nurse in getting themselves clean.

9.3.5 Older Years Intimate Care and Toileting

- Should the need arise due to illness or a specific need then the advice above (9.3) will be followed. Wherever possible the member of staff will support the older years pupil in cleaning themselves and usually this will be the School Nurse.

9.4 Contact in other situations

Some physical contact may be proper or necessary when demonstrating exercises or techniques during lessons for example Music, Drama, Sports lessons or coaching. On these occasions the member of staff will explain the intended action to the pupil and ask permission. In such circumstances, the member of staff should first explain the intended action to the pupil. Do not proceed with the action if the pupil appears to be apprehensive or reluctant or if you have other concerns about the pupil's likely reaction.

- If working alone then ensure that 7.3 is followed.
- If a member of staff has to give first aid the Good Samaritan's Act will be assumed.
- Touching may also be appropriate where a pupil is in distress and needs comforting. Staff should use their own professional judgement when they feel a pupil is in need of this kind of support.

10 Recording Devices and Phones

For the purposes of this document recording devices can mean any piece of equipment that can capture an image, still or movie, for example cameras, drones, smart watches, tablets, mobile phones and all other pieces of equipment

10.1 Parental consent

- Parental consent is sought regarding the use of photographs internally and for the external promotion of the school. All aspects of the school including the marketing department of the school, are made aware of the children whose parents have chosen not to give permission for their child to be photographed.

10.2 Mobile Phones & other recording devices - EYFS

- The Nursery and Pre-Prep have mobile phones provided by the school. These are kept in the settings and used for emergency school business only.

- Staff are asked to take one of these mobile phones when going on a walk in the school grounds.
- Personal mobile phones or recording devices are not to be used in the classrooms.
- All non EYFS staff that come into contact with EYFS pupils eg. other teachers, domestic staff, grounds staff and catering staff are informed of the need to keep personal phones secured and wherever practicable not to answer them when these pupils are nearby.
- Personal phones and other recording devices can be locked in the Nursery office, in the lockers in the SPS staff room or left in the Prep School Office.
- Staff are not permitted to use their personal mobile phones to take any photographs at school.
- Visitors to the EYFS setting are asked to switch off their personal mobile phones or other recording devices before they are in contact with the pupils.

10.3 Recording Devices and Camera Usage in EYFS

- The Nursery and Reception class each have a school camera that may be used to take pictures of pupils in the setting and on trips. These photographs form part of the pupils' learning record.
- The photographs are removed from the camera by the teachers, Classroom Assistants, Prep School Administrator or Art Assistant and stored on the School network from whence they can be printed for child's records or for display boards.
- Photographs may also be used for newsletters, in the school magazine, on the website and in the local press. Upon joining the School all parents are asked for their permission to use images of their children for School promotional purposes. Parents may opt out of this if they so wish as 9.1.
- Teachers are not permitted to take home the school's mobile phones or cameras.
- Relevant staff will check that the Pre-Prep and Nursery telephones and cameras are accounted for at the beginning and the end of the day.
- Images from CCTV are stored for security reasons only.

10.4 Mobile Phones

- Mobile phones can be used outside of the EYFS setting for the sole purpose of business related activity eg emailing parents or contacting colleagues.
- Where photographs have been taken of children on mobile phones these must be sent to the Marketing Department and stored upon the school network. The images on the phone must then be deleted.
- Images must NOT be taken home.
- Under the ICT Safe User Agreement all children must not use their mobile phones (or other equipment) to record their peers or staff members without their permission. These images must NOT be downloaded onto the internet.

11 Secure School premises

11.1 School premises

- The School will take all practicable steps to ensure that School premises are as secure as circumstances permit and are well supervised at all times.
- The caretaker lives on site and regularly patrols the site.
- All buildings are secured by 9.00pm every night.
- A number of staff are resident on the site including the Head, the Head of Boarding and the duty House parents.
- CCTV is in operation and is reviewed by the Estates Manager. Any issues will be reported immediately to the Designated Safeguarding Lead.

11.2 Lanyards

The school will ensure that all staff will wear a lanyard or badge if appropriate for Health & Safety reasons, stating that they are 'staff', governors will state 'governors', contractors will state 'contractors' and visitors will state 'visitors'. These must be displayed and worn clearly at all times.

11.3 Visitors

- Visitors to school will wear a 'visitor' lanyard, will sign in at either Main Reception or the Preparatory Reception.
- All visitors will read the safeguarding information document given to them on arrival and will be made aware of the Safeguarding Team Members.
- All visitors will be escorted around the school site.

11.4 Supervision

- Pupils will be, wherever practicable, supervised by the staff on duty who will follow the Supervision Policy, ensuring that children are kept safe and protected, whilst allowing for appropriate risk dependent upon age and special needs or disability.
- Staff will follow the supervision of duty rotas, fulfilling their duties.
- Prefects will support with the supervision of duty, ensuring that they have the contact number of the team leader upon them at all times.

11.5 Boarding Houses

- All visitors, including non-boarding staff, to the Boarding Houses must report to the Duty member of staff immediately on arrival, and must observe the necessity to be kept under sufficient staff supervision during their visit.

12 Monitoring

12.1 The Governor assigned to safeguarding will meet termly with the Designated

Safeguarding Lead to review practice and policy. Once prior to the audit submission to Devon County, and once prior to the Governors AGM. The Designated Safeguarding Lead will prepare a termly report for the Governors as part of the Pastoral Report for the Full Board Meeting.

12.2 Reviews and audit findings will be reported to the Education Sub-Committee throughout the year by the DSL.

- 12.3 A full audit is submitted to Devon County Council in the Autumn Term and practice is reviewed in a face-to-face meeting with the Lead Adviser for Devon County in the Summer Term.
- 12.4 The Safeguarding Policy will be updated at least annually and to reflect Government, Local authority, ISI and other related governing bodies.
- 12.5 The Governors will ensure that any deficiencies or weaknesses in regard to safeguarding arrangements at any time, are remedied without delay.

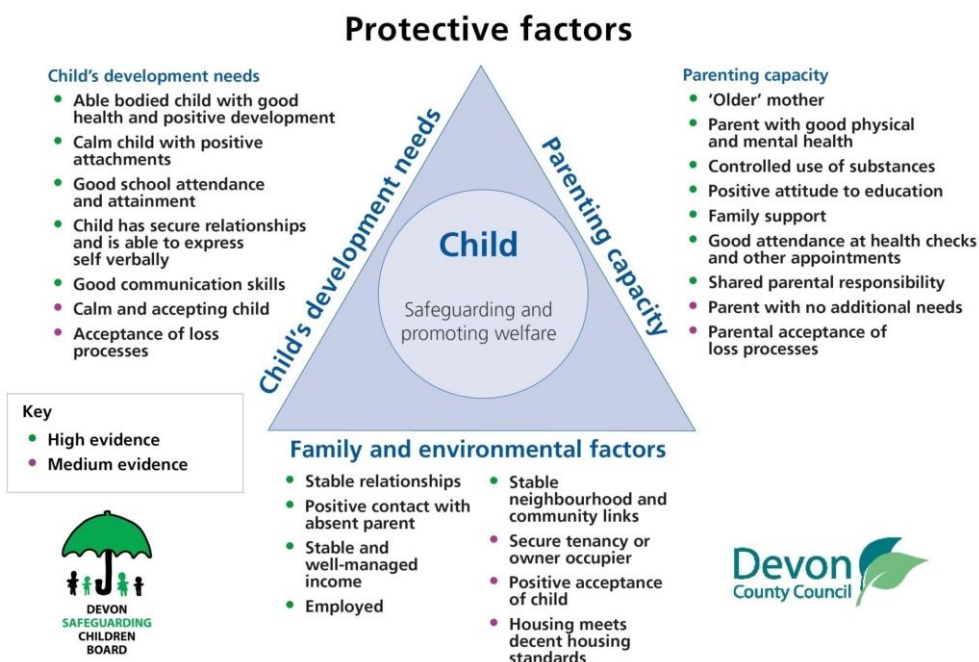
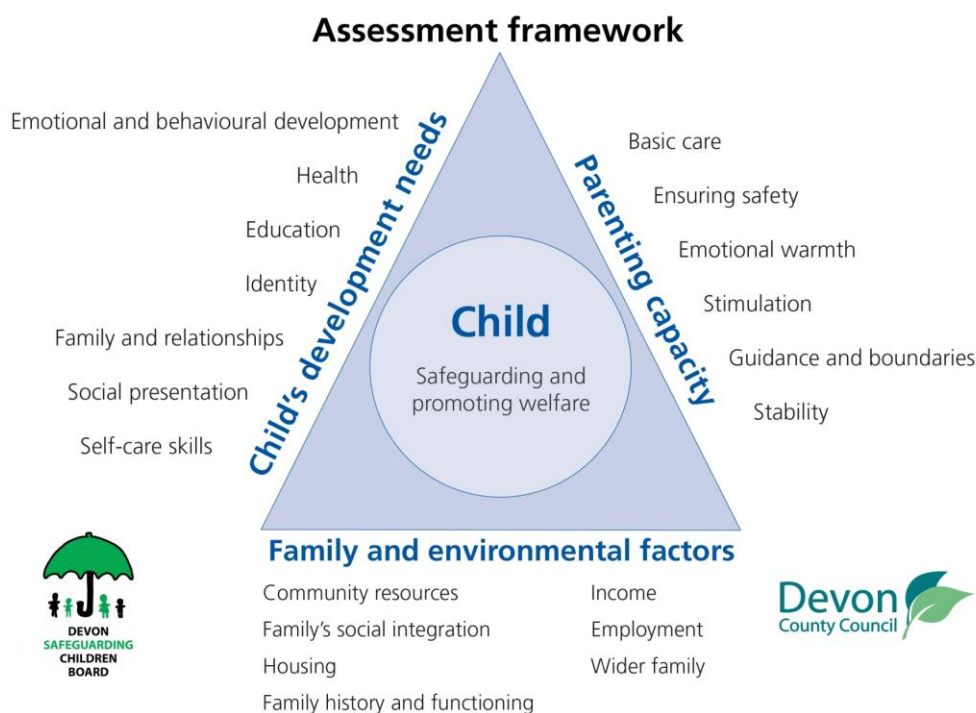


Mr Stewart Killick
Chairman of Governors

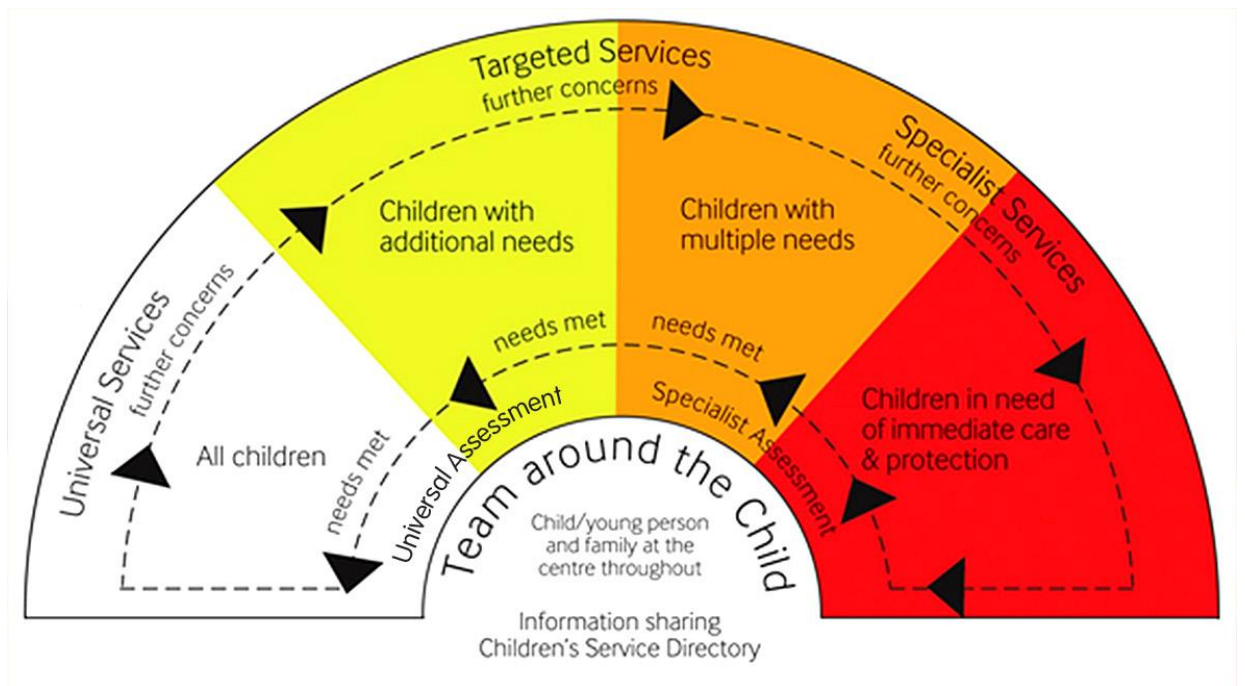


Mr Richard Notman
Executive Head Teacher

APPENDIX A – DAF Assessment Frame work and Devon Protective Factors



APPENDIX B - Team Around the Child



APPENDIX C - KCSiE Flow Chart

Actions where there are concerns about a child

